

Section 10. Information for New Faculty

Table of Contents

Teaching in the K Community.....	4
Academic Calendars.....	5
Community Standards and Policies	7
Syllabus Guidelines	9
Academic Resource Centers	11
I’m concerned about a student... now what?.....	12
Early Alert.....	14
Ordering Textbooks/Course Packs.....	15
Student Evaluation of Teaching	16
Course Evaluation Form.....	17
Information Services	19
IS Contacts.....	20
Library Contacts	24
Registrar’s Office.....	27
Registrar Contacts.....	28
Registrar FAQ	29
Student Development.....	30
Student Development Contacts.....	31
Campus Security.....	32
Academic Policies	33
Harassment	34

Classroom Behavior	41
Alcohol	44
Student Life: Counseling Services	47
The Honor System.....	49
Human Resources	50
HR Contacts.....	51
Summary of Benefits.....	52
Business Office	54
Business Office Contacts.....	55
Paydays/Direct Deposits	56
Faculty Development	57
Faculty Development Committee Guidelines (Scholarship).....	58
Faculty Development Opportunities (Teaching and Learning).....	62
Outside Funding for Scholarship/Teaching Research and Development.....	62

Teaching in the K Community

Academic Calendars

2011-2012

Fall Term

Labor Day 9/5

Orientation 9/7 - 9/11

Classes Begin 9/12

Homecoming 10/22

Fall Break Day 10/14

Classes End 11/18

Exams 11/20-11/22

Thanksgiving 11/24

Grades Due Noon 11/30

Winter Break 11/23-1/2

Winter Term

Classes Begin 1/3 (Tues *)

MLK Day 1/16

Winter Break Day 2/3

Classes End 3/9

Exams 3/11-3/13

Grades Due noon 3/20

Spring Break 3/14-3/25

2012-2013

Fall Term

Labor Day 9/3

Orientation 9/5 - 9/9

Classes Begin 9/10

Homecoming 10/20

Fall Break Day 10/12

Classes End 11/16

Exams 11/18-11/20

Thanksgiving 11/22

Grades Due Noon 11/28

Winter Break 11/21-1/6

Winter Term

Classes Begin 1/7

MLK Day 1/21

Winter Break Day 2/8

Classes End 3/15

Exams 3/17-3/19

Grades Due 3/26

Spring Break 3/20-3/31

2013-2014

Fall Term

Labor Day 9/2

Orientation 9/11 - 9/15

Classes Begin 9/16

Homecoming 10/19

Fall Break Day 10/25

Classes End 11/22

Exams 11/24-11/26

Thanksgiving 11/28

Grades Due Noon 12/4

Winter Break 11/27-1/5

Winter Term

Classes Begin 1/6

MLK Day 1/20

Winter Break Day 2/7

Classes End 3/14

Exams 3/16-3/18

Grades Due Noon 3/25

Spring Break 3/19-3/30

Spring Term	Spring Term	Spring Term
Classes Begin 3/26	Classes Begin 4/1	Classes Begin 3/31
DOGL Student-determined	DOGL Student-determined	DOGL Student-determined
Memorial Day 5/28	Memorial Day 5/27	Memorial Day 5/26
Classes End 6/1	Classes End 6/7	Classes End 6/6
Exams 6/4 - 6/6	Exams 6/10 - 6/12	Exams 6/9 - 6/11
Senior Grades Due Noon 6/7	Senior Grades Due Noon 6/13	Senior Grades Due Noon 6/12
Commencement 6/10	Commencement 6/16	Commencement 6/15
Non-Senior Grades Due Noon 6/12	Non-Senior Grades Due Noon 6/18	Non-Senior Grades Due Noon 6/17
Summer Break 6/7 - 9/9	Summer Break 6/16 - 9/15	Summer Break 6/12 - 9/14

DOGL: During each spring quarter you will see that there is a student-determined ‘holiday’ of sorts called The Day of Gracious Living (DOGL). Professors cancel classes on this day (you will be notified the day before it occurs). It is always on a MWF, and is usually during week 6, 7, or 8. If you have a MWF class, you may want to put a TBA day on your syllabus that you can move depending on when DOGL is, or just know that something may have to be moved or cut to accommodate losing that day of class.

Severe Weather: Closures for severe weather are unusual (although we had 2 last winter, we had 0 in the previous seven years). Official closings will be announced on the College’s web portal and may also be communicated via the College’s K-alert system. Between 5pm and 8am, the college may also notify certain local radio and television stations.

Community Standards

Academic Freedom

The 2010-2011 Kalamazoo College Catalogue includes a statement on Academic Freedom on page 6-7.

Nondiscrimination Statement

The Kalamazoo College Catalogue includes a nondiscrimination statement. This is as follows: an equal opportunity employer, Kalamazoo College is committed to equal rights, equal opportunities, and equal protection under the law. The College administers its programs without regard to race, creed, religion, age, sex, national origin, height, weight, marital status, physical disability as protected by law, or sexual orientation. The College's definition of sexual orientation proscribes discrimination based on a person's heterosexuality, homosexuality, bisexuality, or gender identity, actual or presumed. Inquiries should be addressed to the Human Resources Director, Laura Anderson.

The Honor System

Kalamazoo College operates under an Honor System. This may be found on the College's website at:

<https://reason.kzoo.edu/studev/honorsystem>

Academic Policies and Regulations:

<https://reason.kzoo.edu/studev/policies/dishonest/>

Student Conduct: Authority, Jurisdiction, and Procedures:

<https://reason.kzoo.edu/studev/policies/classbehave/>

Student Conduct Procedures:

<https://reason.kzoo.edu/studev/stuconduct/>

Harassment Policy

The college's policy on Harassment applies to all students and all employees:

<https://www.kzoo.edu/hr/PostingsPolActive/HarPolEd14Dec06.pdf>

Prohibition of Intimate Relationships between Faculty and Students

The College has a policy prohibiting intimate relations between faculty and students as follows:

The faculty-student relationship, however warm or collegial, inherently involves disproportionate power and influence on one side and is thus liable to abuse. A sexual relationship between a faculty member and a student can not only exploit this imbalance but inhibit the learning environment. For these reasons, it is the consensus of the Kalamazoo College community that sexual relationships between Kalamazoo College faculty and Kalamazoo College students are unacceptable and constitute personal and professional misconduct. Such actions may be considered adequate cause for terminations under the Plan of Employment of the Board of Trustees.

Alcohol/Drug/Smoking Policies

The College's alcohol policy can be found on the College's website at:

<https://reason.kzoo.edu/studev/policies/alcohol/>

The College's drug policy can be found on the College's website at:

<https://reason.kzoo.edu/studev/policies/drug/>

The College's smoking policy can be found on the College's website at:

<https://reason.kzoo.edu/studev/policies/smoking/>

Human Subjects and Animal Research Policies

Faculty research involving human subjects must receive approval from the College Institutional Review Board (IRB). Faculty SIP advisors should also consider whether student research projects warrant IRB approval. Please refer to the College IRB Policy Manual and application form for more information on IRB policies. These may be found under the Committees menu of the College's intranet as follows:

<https://campus.kzoo.edu/irb/>

Computer Usage Policies

Kalamazoo College's Information Services staff has developed a set of policies regarding computer usage. These may be found on the College's website as follows:

<https://reason.kzoo.edu/is/policies/>

Syllabus Guidelines: What your students need to know

There is no prescribed set of College policies pertaining to student attendance and grading of student performance. However, it is vital that each faculty member spell out clearly his/her particular requirements for a given course via a syllabus provided to students at the beginning of the term (students will expect a syllabus on the first day of class). In general, students need to know what is expected of them and what penalties are attached to their failure to meet requirements.

I recommend asking your department chair for sample syllabi in your discipline and asking them if certain requirements (number of exams/written pages, attendance, etc.) are consistent/required in your department. The Teaching and Learning Website (on the right side of the Hornet Hive) also has helpful information and examples from various disciplines.

In general, the following elements should be communicated to the student:

1. Attendance: is it required? What penalties, if any, are incurred by absences?
2. Deadlines: what are the deadlines for submission of papers, lab reports, take home exams, etc.? What is the grading policy regarding late work or failure to submit required assignments?
3. Make up tests: are these given? Under what conditions?
4. Lab attendance: is it required? How is lab work graded?
5. The percentages awarded the various elements of the course: participation, attendance, labs, tests, papers, homework, etc.
6. Final Examinations: Students frequently seek to change a scheduled final exam for a number of reasons. College policy states that final exams be given in the period scheduled by the registrar (see registrar web page for exam schedule). It is a disservice to students and colleagues to schedule a final exam during the tenth week of the quarter because student energies are drained from other courses in order to prepare for such an exam. College policy states that when a student has three scheduled exams during a within a 24-hour period, a student may re-schedule one of these exams. No instructor is required to honor other requests to change the scheduled time of a final examination.

General Rule of Thumb: If you have a policy, state it on the syllabus.

The syllabus should include:

- Faculty member's name, contact information, and office hours (usually a minimum of 3 per course)
- Course number and title

- Texts to be used
- Course Goals
- Weekly schedule, including due dates of major assignments and tests
- Requirements and method for calculating the final grade
- Rubric for what constitutes participation
- Policy on attendance/tardiness
- Policy on late work and make-ups
- Statements on academic integrity. (Feel free to use language from Student Development Website or something like: “This course operates under the **College Honor System**. That means: we treat each other with respect, we nurture independent thought, we take responsibility for personal behavior, and we accept environmental responsibility. **Academic honesty** is a critical part of our value system at K. When you borrow an idea, either express it in your own words, thus thinking it through and making it your own, and acknowledge the borrowing in a note, or, in certain situations, use the exact words of the source in quotation marks and acknowledge with a note. Ideas raised in class are public domain and need not be acknowledged. If you are ever in doubt about this, you must ask.” Sarah Westfall, Dean of Students also suggests: “Please provide information about what, in addition to the college policies, constitutes academic misconduct in your class. For example, do you have specific expectations related to group work – what constitutes collaboration and what constitutes plagiarism or collusion? Are there online resources (translators, calculators, and so on) that you wish to speak to so that students are clear about your expectations? If students engage in peer editing, what do you consider to be above and beyond editing? “Listing consequences for plagiarism on your syllabus is also a good idea—even if you just decide on a range of consequences. Consequences at the college for a first offense are usually determined by the professor (in conjunction with student development) and can range from a verbal warning to failing the class.
- Statement on disabilities. Something like: “Any student with a learning difference who needs an accommodation or other assistance in this course should make an appointment to speak with me as soon as possible.” (note: you will receive documentation regarding student disabilities from the Dean of Students Office during the first week of classes. If a student claims a disability but has no college documentation, encourage her/him to schedule an appointment with the Dean of Students so that such documentation can be provided to her/his professors from that office).
- If academic resources are available for your discipline, you may want to tell students that such services exist. (I, for example, encourage students to go to the writing center). See following page regarding K’s Academic Resource Center.

Academic Resource Centers

Successful Students Collaborate

The Academic Resource Centers (ARCs) are dedicated to the idea of students helping students to raise academic achievement. Students who study in pairs or small groups tend to learn more and perform better than students who study in isolation. The ARCs capitalize on the strength of peer collaboration by hiring students who have distinguished themselves in math, writing, science or library research to work with other students in these areas. Experienced students are an excellent resource. Because they remember what it was like to learn the material, they are adept at perceiving points of confusion and explaining difficult concepts. In addition, students who seek help from their peers tend to feel less intimidated about asking questions because of the inherent equality in the peer relationship.

The ARCs currently offer peer assistance *in math, physics, writing, science and library research*. Centers provide a quiet place to study as well as find help. The atmosphere is relaxed and friendly these peer assistance services are available to all students at no cost.

[More information available on the Academic Resource Web Page \(on pull down menu for offices and services on the Hornet Hive\)](#)

“I’m concerned about a student.....now what?”

Suggestions from Sarah Westfall, Dean of Students

I have concerns about a student’s academic progress, or they seem particularly detached from the academic environment (not attending class, being distant during a class, or always arriving late).

The campus Early Alert system is an excellent way to report concerns. While many students can become occasionally or momentarily detached, the Early Alert process works best when all such behaviors are reported. The Early Alert response group includes staff from the offices of advising, student development, the registrar, counseling center, athletics, and admission/financial aid. The methods of response range from notifying an academic advisor for intervention to individual contact with a given member of Early Alert. The primary goal in responding to concerns is to provide students with helpful support and information in an effort to help them reengage academically and in other ways.

I have a student who has emotional difficulties, has experienced a difficult event, seems extremely anxious, depressed, etc. What do I do?

Two things can be helpful here. First, feel free to contact Student Development or the Counseling Center directly to consult regarding what you know about the student and possible courses of action (typically, how and to whom to refer a student). Second, feel free to refer a student directly to Student Development or the Counseling Center. If a student has disclosed significant information to you, they may feel more comfortable if you accompany them to a referral with Student Development or Counseling. In this case, you may wish to make the referral call yourself with the student present, and schedule a time when both of you can meet with a Student Development or Counseling Center colleague. The key issue here is that you “hand off” significant issues rather than assume that you need to figure it out on your own or carry the responsibility by yourself.

I have a student who is disruptive in class. What do I do?

Contact Student Development or the Provost’s Office right away. Disruption is an ambiguous term and can mean lots of things. Consulting can help clarify the nature of the disruption and an appropriate course of action. A likely course of action, prior to or after consulting, is to speak directly and privately to the student who is causing the disruption. Talk in concrete terms about the behavior(s) that is/are problematic, explain why they are problematic, and direct the student to cease the behavior. If you believe that you are unable to have such a conversation, be explicit about this when you talk with Student Development or the Provost’s Office.

I think a student plagiarized, cheated on an exam, etc. what do I do?

First, confirm your concern by checking the appropriate resources (the library's resources, your own knowledge of resources in your discipline, and so on). Once confirmed, contact Student Development to report your conclusion. If your report is the student's first offense (which SD will establish), you will make the determination about the appropriate response or sanction. You may wish to consult with colleagues in your department (without using student names) about their responses to academic misconduct, or with colleagues in the Provost's Office or Student Development. Then you will need to meet with the student individually and privately to discuss the matter and your decision about the sanction. Once done, please send a copy of all relevant materials, plus a written summary of your findings to Student Development who will follow up more formally. If a student has a prior record of academic misconduct, please provide all relevant information to Student Development who will institute the formal campus conduct process.

A VERY IMPORTANT RESOURCE FOR INSTRUCTORS: EARLY ALERT

If you have concerns about a student's academic progress, or they seem particularly detached from the academic environment (not attending class, being distant during a class, or always arriving late), please use our *early alert system* at any time during the quarter (use it early and often, is our motto).

What is EARLY ALERT?

Kalamazoo College has had an Early Alert system in place since 1996. Each quarter faculty and advisors are asked to notify the Early Alert Committee of advisees or students in their classes who are struggling or disengaged, notoriously unavailable, or who seem to be in academic or personal difficulty. Advisors are notified immediately via email of all reports. We expect that you get in touch with your advisee to help him or her assess the problem and see what changes might be made.


A group of academic and student development administrators meets each quarter between Weeks 2 and 8 to review these reports, see if there is a wider problem, and make plans for the most effective follow-up. Students reported to EA may show some of the following symptoms: poor attendance or participation, missed assignments or tests, chronic lateness or sleeping in class, signs of emotional or physical distress, disruptive classroom behavior, chronic unavailability for advising appointments, unresponsiveness, and so on.

We ask you to report students to Early Alert (early, as the name implies, and frequently) if you have concerns about a student's academic progress, or if they seem particularly detached from the academic environment (not attending class, being distant during a class, or always arriving late may be some additional "non-academic" signs of which to be aware). I intentionally choose not to define academic difficulty because for some faculty they may have a student receiving an "A," "B," or "C," in coursework but observe a student who is otherwise detached or exhibiting other concerning behaviors, while for all faculty a "D" or "F" in coursework should be an automatic trigger of concern

If a student has been reported more than one time, for more than one course, or is showing symptoms of trouble in other areas, a member of the EA committee will become involved. Early Alert reports are considered confidential to the committee and the advisor. If, when you are reporting, you would prefer that the student not be informed of the report, the committee will find a discreet way of following up. When in doubt, go ahead and report those students about whom you have concerns, even if you are following up yourself. Also remember that students ***often*** may need more than one "academic alert". That is, the EA (Early Alert) committee is interested in continued signs of academic behavior. When in doubt, send an Early Alert. If you see no change in academic progress over the course of a week or two – again – send a note to Early Alert.

In closing, thank you for your attentiveness to what is so important to each of us at "K" – the well-being, welfare, and academic progress of our students – and thank you for creating a learning environment which allows you to discern students in academic difficulty.

The EA (Early Alert) reporting link is located in the "Resources" area – the right side navigation column – on your

main portal page. Look for the  icon (unless the student is neither one of your advisees or a member of

your class in which case, email: early-alert@kzoo.edu) and please call Amy Smith at 337-7156 if you have any questions.

How to Order Textbooks/Coursepacks

TO: New Faculty Members

FROM: Debbie Thompson, Bookstore Director

SUBJECT: Textbook Ordering Information

All textbooks, supplemental materials, and supplies for classroom use are to be ordered through the College Bookstore. Textbook requisition forms are distributed to the faculty one quarter in advance. There is always a due date when they are needed back, so please fill them out and return as soon as possible. This will give me sufficient time to get the books on the shelf. When filling out the textbook order form, please provide the ISBN number, copyright year, and edition of every textbook ordered and let me know if the book is required or optional. Also, please add the number of students you expect to be enrolled in the class. If you require additional supply items, please provide me with a list of what you need.

The Bookstore does not order desk copies for faculty. If you need a desk copy, I suggest that you check with your departmental secretary. They should be able to obtain one for you. Most publishers will provide faculty members with a free copy if the book has been adopted for classroom work. Please call if you need assistance with any publisher information. The Bookstore does allow faculty to purchase books and then return them when they receive their desk copy. The books must be returned in mint condition.

COURSEPACKS

Coursepacks are sold through the Bookstore. If you are planning on using a coursepack please write that on the textbook requisition form. If the material in the coursepack is not yours then copyright permission will be required and you will need to contact either Strategic Media of West Michigan at 269-217-3550 or mycoursepack.com at 269-387-0825. Both of these companies are local and will work with you with the material. They will get the permission, print the coursepack and then sell it to the Bookstore to be sold to the students. If the material in the coursepack is yours and we do not need copyright permission then you can take the information to the college's Mail and Copy Center for printing. They will print the coursepack to your specifications and then the Bookstore will sell them.

Please feel free to contact me at 337-7318 or at debbie.thompson@kzoo.edu if you ever have any textbook questions or issues.

Student Evaluation of Teaching – Kalamazoo College

The faculty approved the following resolution on February 14, 1983: RESOLVED: The faculty...affirms its policy of using this evaluation form in all classes and pledges not to read the completed forms until after grades for the class have been submitted...

The faculty approved the following for administering evaluations in courses on March 10, 1992:

- Faculty will distribute course evaluations to students at a meeting of the course during the tenth week of the quarter. Evaluations should not be distributed, however, at class meeting in which an examination, quiz, or other kind of test is being given.
- Evaluations should be distributed at the end of class time, allowing a minimum of 15 minutes for completion.
- Staff in the Provost's Office will compute a count of forms returned and average for the two principal evaluative questions.
- The forms and a copy of the statistical summaries will be sent to faculty after the deadline for the submission of grades has passed. Faculty will return the forms after they have examined them, no later than the end of the first week of the following quarter.

Note: Faculty should not provide snacks or treats on the day of course evaluations.

The FEC requests that all faculty read the following to their classes before distributing the evaluation forms.

"These evaluations are the primary source of guidance for improving the entire academic endeavor for both students and faculty at Kalamazoo College. Please take a few minutes to address specific aspects of your course experience as prompted on the evaluation form. The information you submit will be used for course revision and evaluation of faculty. A Student volunteer will take the completed evaluation forms to the Registrar's Office and they will remain sealed until after final grades are assigned. Scores will then be compiled by the Provost's Office and evaluations read by administrators, a faculty committee, and by your instructor."

Procedure for Administering Student Evaluations

Do not write on this evaluation until I finish reading these directions.

- Students please complete the course number and name of course, instructor's name, term, year and student's personal information at the top of the form. (The instructor will write this information on the board.)
- There are two pages to the form. Comment on your specific experience in this course for Questions 1 through 10. At the bottom of page two please note the OVERALL RATINGS – circle only one number for your response to Questions I and II.
- I will leave the room while you complete the evaluation. When you are finished, insert it into this envelope. The last student to complete the form will seal the envelope containing the forms in the presence of the student volunteer, who will then take the forms immediately to the Registrar's Office in Dewing Hall.

Comments:

9. LABORATORY/DISCUSSION SECTIONS. (Skip if not applicable.)

Lab instructor's name, if different from the one at the top of this form _____

Were labs or discussion sections well organized and effective? Never Sometimes Usually Always

Comments:

10. VALUE. Please comment on the value of this course to your academic or personal growth.

OVERALL RATINGS. Considering your responses above, please answer the following questions:

PLEASE CIRCLE ONLY ONE NUMBER!

I. How do you rate the instructor of this course? Please respond in terms of his/her teaching, not in terms of your opinion of him/her as a person.

1	2	3	4	5
Poor	Fair	Good	Very Good	
Excellent				

II. How do you rate this course?

1	2	3	4	5
Poor	Fair	Good	Very Good	
Excellent				

III. Do you have general comments or suggestions concerning this course?

Signature (optional) _____

Did you complete both sides?

Information Services

Computer Help Desk

Help Desk - 337 5800 or helpdesk@kzoo.edu

Questions about computers, passwords, telephones, campus email, Hornet Hive, Computer lab scheduling, audio studio scheduling, new computer purchases, Moodle Learning Management System, Colleague, software, web sites, and K-TV.

Media Services

Media Desk - 337 7138 or kmedia@kzoo.edu

Media questions, requests, and training on classroom audio-visual capabilities;

Scheduling computers, video, and/or public address equipment for classes and events;

Video assistance and acquisitions.

Center for New Media Design and Graphics

Graphics Services- 337 7137 or graphics@kzoo.edu

Assistance with photo scanning, scanning to PDF, color printing, poster printing,

PowerPoint, Photoshop, graphic design creation, digital camera checkout

Video Production Studio and Editing

Video Production - 337 7245 - or production@kzoo.edu

Library Services

Circulation and Reserves- 337 7153 or circulation@kzoo.edu

Interlibrary Loan - 337 7148 or ill@kzoo.edu

Materials Ordering and Acquisitions - 337 7144 or haight@kzoo.edu

Reference, Research Instruction, Plagiarism detection - 337 7152 or reference@kzoo.edu

College Archives - 337 7151 or archives@kzoo.edu

Rare Book Room - 337 7147 or smithson@kzoo.edu

Information Services



Greg Diment

Associate Provost and Chief Information Officer

Phone: 269-337-7149

Email: greg.diment@kzoo.edu



Joisan Decker DeHaan

Office Coordinator, Information Services

Phone: 269-337-7149

Email: joisan.decker@kzoo.edu

THE HELP DESK (5800): any computer issue, phone/voicemail, Moodle, etc.



Russell Cooper

Help Desk Administrator

Phone: 269-337-5800

Email: russell.cooper@kzoo.edu



Charles Fulton

Computer Support Specialist

Phone: 269-337-5800

Email: charles.fulton@kzoo.edu



Andrew Stacilauskas
Computer Support Specialist & Student Supervisor
Phone: 269-337-5800
Email: andrew.stacilauskas@kzoo.edu



Joshua L. Lull
Computer Support Specialist
Phone: 269-337-5800
Email: joshua.lull@kzoo.edu

Graphics/Posters/Websites



Kathryn Lightcap
Graphics/Multimedia Designer
Phone: 269-337-7137
Email: kathryn.lightcap@kzoo.edu



Carolyn Zinn
Associate Director, Web Services
Phone: 269-337-5761
Email: carolyn.zinn@kzoo.edu

MEDIA NEEDS (vcr, dvd, computer set up and reservations) Call Jeannie! Or email:
kmedia@kzoo.edu



Donald Mack
Associate Director Technical & Media Services
Phone: 269-337-7138
Email: donald.mack@kzoo.edu



Jeannie D. Sanders
Media Assistant: Jeannie can also order media materials for your classes
Phone: 269-337-7138
Email: jeannie.sanders@kzoo.edu



Alexander Teal
Media Coordinator
Phone: 269-337-7237
Email: alexander.teal@kzoo.edu

Library



Stacy Nowicki

Library Director
Room 124
Phone: 269-337-5750
Email: snowicki@kzoo.edu



Mary Griswold

Circulation Supervisor: **contact re: putting materials on reserve**
Room 161
Phone: 269-337-5731/Circulation Desk: 269-337-7153
Email: griswold@kzoo.edu



Ann Haight

Acquisitions Librarian and Bibliographer: **contact regarding books you would like the library to own**
Room 209
Phone: 269-337-7144
Email: haight@kzoo.edu



Robin Rank

Reference and Instruction Librarian: **contact re: classroom research instruction, plagiarism detection**

Room 111

Phone: 269-337-7152

Email: rrank@kzo.edu



Liz Smith

Reference and Instruction Librarian: **contact re: classroom research instruction, plagiarism detection**

Room 112

Phone: 269-337-7152

Email: esmith@kzo.edu



Leatha Burris (ILL)

Phone: 269 337 1748

Email: ill@kzo.edu



Lisa Murphy (Archives)

Phone: 269 337 7151

Email: archives@kzo.edu



Paul Smithson (Rare Book Room/Cataloging)

Phone: 269 337 7147

Email: paul.smithson@kzo.edu

Registrar's Office

Registrar



Ted Witryk
Registrar
Phone: 269-337-7391
Email: ted.witryk@kzoo.edu



Casey M. Delaney
Academic Records Coordinator
Phone: 269-337-7215
Email: casey.delaney@kzoo.edu



Nicole Kragt
Assistant Registrar
Phone: 269-337-7203
Email: nicole.kragt@kzoo.edu



Dotty L. Richardson
Registrars Assistant
Phone: 269-337-7204
Email: dotty.richardson@kzoo.edu

Registrar FAQ

How do I know who is registered for my class?

A continually updated course roster is available from Web Advisor.

How can I email my class?

Web advisor has an “email all students” function, and each course is assigned a list serve address composed of the department abbreviation, course number, and a dash followed by the section number (for example, engl234-1@kzoo.edu).

My class is full and several students have emailed me, asking to add. What do I do?

In general, enrolling a course over the cap isn't recommended (unless the college asks you to in order to meet student/college needs). If a student claims to “need” the class to graduate, complete their major, etc., check with your department chair and/or the registrar. If you all agree that the student needs in, see below. Otherwise, you can just email them back, explaining that the class is full and that they should continue to check on-line for openings throughout the add-drop period (ends first week Friday). The college does not have a “waiting list;” it's first-come, first-served.

I want to let a student in over the cap, what do I do?

Make sure that your room can accommodate another body (and remember that you'll be grading more). Then tell the student to fill in an Add Form (available in Registrar's office or on-line) and bring it to you to sign. Once you sign it, the registrar will allow that student to add the class.

My room really isn't conducive to my teaching style. What do I do?

Fill out the Room Change Request on the Registrar's website. Room changes can only occur prior to a specified date before the quarter begins (August 19th for Fall 2011) and after the end of week one. The registrar will tell you what/if any rooms are available.

Please see information on FERPA (Federal Educational Rights and Privacy Act) in the Catalogue under:

<http://www.kzoo.edu/catalog/>

Student Development

Student Development

[Dr. Sarah Westfall](#)

Vice President for
Student
Development and
Dean of Students
269-337-7209
fax 269-337-7404

[Dana Jansma](#)

Associate Dean of
Students,
Residential Life
269-337-7210
fax 269-337-7404

[Karen Joshua- Wathel](#)

Associate Dean of
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Counseling

[Dr. Patricia Ponto](#), Director of Counseling
269-337-7191

[Dr. Alan Hill](#), Associate Director/Clinical Director
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[Dr. Danielle Standish](#), Psychologist/Training
269-337-7348

[Dr. Deborah Rose](#), Counseling Psychologist
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First-Year Experience and Advising

[Dr. Zaide Pixley](#), Dean of the First Year and Advising
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Student Health Center

[Lisa Ailstock](#), PA-C, Director of the Student Health Center

269-337-7200
[Clinic Staff](#)
fax 269-337-7440

Security

[Tim Young](#), Director of Security
269-337-7321
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Campus Security

Kalamazoo College operates its own non-deputized security program. Security personnel therefore have no arrest powers. Security personnel, under the direction of Tim Young, Director of Security, regularly patrol the campus 24 hours a day, every day of the year. Security will respond to all requests for service and attend to situations around the campus that affect the security of residents and visitors. The College administration has increased exterior lighting, added outdoors emergency phones and trimmed shrubbery to make our environment safer. Although these improvements and the presence of security patrols greatly increase campus security, safety must always be of personal concern to members of the College community. The security department requests that criminal acts and unusual or suspicious activity that occurs on college property be reported immediately (7321). The security department has established a close working relationship with the local public safety department. Campus security conducts most of the preliminary investigations on nonviolent type criminal offenses. These criminal offenses are forwarded to the local public safety department for further action. The College has no off-campus housing or student organizations to monitor. The College Judicial Council or the Improper Sexual Conduct Panel acts on violations of College policy and may also take action on a criminal offense (see [Student Conduct Code](#)). Security will request immediate response from the public safety department on crimes in progress, crimes against a person and medical emergencies.

Emergency response requests to college campus can be accomplished by contacting Security (7321) or the Kalamazoo Public Safety Department (9-911).

Student Development - Academic Policies

[Academic Dishonesty](#)

[Alcohol Policy](#)

[Classroom Behavior](#)

[Computer Facilities and Policies](#)

[Drug Policy](#)

[Fire Safety Policies and Procedures](#)

[Freedom of Expression and Disorderly Behavior](#)

[Harassment Policy](#)

[ID/Key Cards and Key Usage](#)

[Parental Notification Policy](#)

[Posting of Signs](#)

[Residential Policies and Regulations](#)

[Sexual Misconduct](#)

[Smoking & Prohibited smoking accessories](#)

[Study Abroad Student Conduct Expectations](#)

[Social Security Number Protection Act](#)

[Solicitation](#)

[Student Organization Event Registration Policy](#)

[Weapons, Firearms, Fireworks, Explosives](#)

Find the detailed policies under the Student Development drop down on the College Website:
<https://reason.kzoo.edu/studev/policies/>

Harassment Policy

This policy replaces all previous College policies regarding Harassment, including those applying to students (“Improper Sexual Conduct Policy,” and “Discriminatory Harassment Policy”) and to faculty and staff (“Employee Dignity Policy”). *See also new Student Policy regarding Sexual Assault*

This policy applies to all students and all employees, including but not limited to full time and part time; regular, short term and temporary; all faculty, applied music instructors, enrichment program instructors, coaches, facilities management staff, support staff and administrative staff.

Approved 15 November 2006 by Eileen Wilson-Oyelaran, President

Contact for information: Human Resources Office; Dean of Students Office

Harassment Policy

Kalamazoo College strives to maintain a campus environment free from harassment. Sexual and other discriminatory harassment based on a legally protected class are prohibited by state and federal laws. In addition, the College prohibits harassment based on sexual orientation and other harassment. The mission of the College is predicated upon the open and free exchange of ideas, and we must create a climate where diversity of conviction, opinion and expression is both valued and protected. Far from promoting discussion and debate, harassment stifles the free exchange of ideas that is fundamental to the educational life and mission of the College. The College expects all students, faculty and staff to conduct themselves with dignity, courtesy and respect for all students, faculty, staff, visitors, vendors and others. Harassment is a violation of the College’s Honor System, and the College will not tolerate any form of harassment by anyone for any reason, nor will the College tolerate retaliation against anyone who in good faith brings complaints to the attention of the College and/or participates in investigations of such complaints.

Conduct in violation of this policy may result in disciplinary action up to and including termination of employment or expulsion from the College.

Unlawful harassment includes:

1. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is unlawful sexual harassment when
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or status in a class, program or activity;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions (such as hiring, promotion or grading a course);
 - c. Such conduct has the purpose or could be reasonably judged to have the effect of interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive environment for work or learning.

Examples of sexual harassment include:

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or grades;
- Direct propositions of a sexual nature;
- A pattern of unwelcome, persistent and unnecessary sexually explicit statements, questions, jokes or anecdotes not related to employment duties, course content, research or other College programs or activities;

- Recurring remarks or gestures of a sexual nature about a person's clothing, body, sexual activity, sexual preference or previous sexual experience;
- Repeatedly using sexually degrading words, gestures or sounds to describe a person
- Repeated invitations, phone calls and/or email messages of a sexual nature from someone though you have clearly indicated that such communications are unwelcome;
- Unwelcome touching, patting, hugging or brushing against a person's body;
- Physical and/or sexual assault, which is a criminal offense (see Student Sexual Assault Policy).

2. All other unlawful harassment – the same general principles of unwelcomeness, severity or pervasiveness, reasonableness, and hostile working/learning environment that constitute sexual harassment also apply to harassment based on other legally protected status. Federally prohibited discrimination includes harassment based on race, color, religion, gender, age, national origin, veterans' status and disability. Michigan state law also prohibits discrimination and harassment based height and weight. Unlawful harassment includes unwelcome verbal, physical, or other conduct that creates an intimidating, hostile, or offensive working environment based on protected status or protected activities, or incitement to commit such conduct including, but not limited to, derogatory comments, jokes, slurs, epithets, graffiti or physical acts.

Examples of unlawful discriminatory harassment include:

- Verbal abuse, offensive innuendo or derogatory words concerning a person's gender, age, race, color, ethnic or national origin, religion, disability or other protected status;
- Display of pictures or objects designed to create a hostile learning or working environment based on a person's protected status;
- Pervasive and offensive but non-sexual comments regarding a particular gender;
- Offensive jokes or pranks targeted at members of a protected group;
- Threats, intimidation or hostile acts relating to a protected characteristic.

3. Sexual orientation harassment – The same general principles of unwelcomeness, severity or pervasiveness, reasonableness, and hostile working/learning environment that constitute sexual harassment also apply to harassment based on sexual orientation, which is defined as a person's heterosexuality, homosexuality, bisexuality, or gender identity, actual or presumed. Sexual orientation harassment includes unwelcome verbal, physical, or other conduct that would cause a reasonable person to consider the conduct to create an intimidating, hostile, or offensive working environment based on sexual orientation or incitement to commit such conduct, including, but not limited to, derogatory comments, slurs, epithets, graffiti or physical acts.

4. Other harassment – The same general principles of unwelcomeness, severity or pervasiveness, reasonableness, and hostile working/learning environment that constitute sexual harassment also apply to any verbal, physical, or other conduct that would cause a reasonable person to consider the conduct to create an intimidating, hostile, or offensive working/learning environment which interferes with work/learning performance. A single act will not constitute abusive conduct under this policy unless the occurrence is especially severe or egregious. The College does not condone or allow harassment, whether engaged in by students, faculty or staff; by customers, vendors or other non-employees who conduct business with the College; or by campus visitors. In response to every complaint, the College will promptly investigate, take appropriate corrective and preventive actions to eliminate the offending conduct, and where appropriate will impose disciplinary action.

Responding to harassment

An individual who encounters sexual or other unlawful harassment should, where possible, make it clear to the harasser that the behavior is unwelcome, offensive, unlawful and in violation of College policy, and should tell the harasser, clearly and directly, to stop. Whether or not the individual can confront the harasser, any person who thinks he or she has been subjected to or has witnessed harassment within the College community is urged to report it immediately to his or her supervisor, the Dean of Students, the Human Resources Director or to any Harassment Complaint Advisor or member of the Harassment Review Board (see list below). Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. While individuals are encouraged to take action to stop harassment, the College will investigate and take whatever action the College determines is appropriate where complaints of harassment are brought to its attention.

Supervisors' reporting responsibilities

Faculty and staff with supervisory responsibilities exercise authority on behalf of the College and have additional responsibility to ensure that the working and learning environment is free of harassment. Any staff or faculty member with supervisory responsibilities who receives a complaint about harassment, witnesses harassment or otherwise learns of an occurrence of unlawful harassment is required by this policy to report that occurrence immediately to one of the individuals listed above, even if the alleged victim declines to report it.

Confidentiality

The College will strive to have investigations conducted in a neutral, objective and unbiased manner. While confidentiality will be maintained to the extent practicable, no promise of nonaction or anonymity can be made once a complaint has been reported. The College has a legal duty to conduct an investigation. Information will be released on a need-to-know basis. Within these constraints, all parties involved are requested to maintain confidentiality.

Retaliation

The College will not tolerate retaliation against students, faculty or staff who bring complaints to the attention of the College and/or participate in investigations in good faith.

False reports and statements

Knowingly bringing false or malicious statements or complaints of harassment or of retaliation will also be considered a violation of this policy. Anyone who knowingly brings false charges will be subject to disciplinary action. The action of an individual who brings forth a complaint regarding false reporting shall not be considered an act of retaliation. Malicious gossip or unsubstantiated hearsay about individuals with regard to harassment may irreparably affect the standing of a member of the College community and may be considered a violation of the Honor System.

Harassment and academic freedom

The College has a profound commitment to the free expression of ideas, including those that are controversial or unpopular. However, sexual harassment and other behaviors in violation of antidiscrimination laws are not legally protected forms of expression and may prevent some individuals from participating fully in the life of the academic community. Such behavior in violation of this Harassment Policy is not protected by law or the policies of the College.

Consensual Relationships

It is the consensus of the College community that sexual relationships between either faculty or staff and Kalamazoo College students are unacceptable and constitute personal and professional misconduct. Such actions may be considered adequate cause for faculty termination under the Plan of Employment of the Board of Trustees and for termination of employment of a staff member. An exception may be made for a personal relationship that was established prior to employment between a student and a staff member hired shortly after his or her graduation from the College.

Education and training

Education regarding harassment, discrimination, the College Honor System and related College policies will be required for all incoming students and newly hired faculty and staff. Annual review will be required for all faculty and staff with supervisory responsibilities and highly encouraged for all students, faculty and staff. Objectives of this education will be to prevent or stop harassing behavior by enabling individuals to recognize harassment when it occurs in their own behavior or in that of others, and to empower them with knowledge and procedures to respond to potential or actual harassing behavior or accusations of harassment.

All Harassment Complaint Advisors and Harassment Review Board members will be required to successfully complete an annual training program which will include review of related College policies and legal considerations; available resources for students, faculty and staff; and discussion and clarification of responsibilities and procedures for Harassment Complaint Advisors and the Harassment Review Board.

Procedures for Reporting, Investigating and Resolving Complaints

Procedures for handling incidences of harassment include informal consultations and formal complaint avenues, with an emphasis on advising, mediation, conciliation and timeliness. The procedures are intended to protect the rights of both the complainant and accused, to protect privacy and prevent reprisal.

Possible reporting and resolution sequences include:

1. Informal consultation with a Harassment Complaint Advisor, possible mediation, resolution
2. Formal complaint, investigation, possible mediation, resolution

Informal consultations and complaint resolution

Anyone who thinks they may have been harassed or have witnessed harassment may request an initial consultation with a Harassment Complaint Advisor (see list below) who will assist the individual in making a judgment about whether or not harassment has occurred and advise him or her regarding various ways to respond to the situation. In some cases the individual may choose to communicate to the alleged harasser that the behavior is unwelcome and must stop. If the behavior continues, the complainant should document it and immediately report it. The Harassment Complaint Advisor will follow up with the complainant to confirm that the unwelcome behavior has not recurred.

The complainant may also request that the Dean of Students or Human Resources Director speak with the alleged harasser and communicate the request that the behavior stop. Alternatively, the complainant may request a mediated discussion with the alleged harasser. If both complainant and accused agree, mediation will be arranged. The Dean of Students (or designate) or the Human Resources Director will follow up with the complainant to confirm that the unwelcome behavior has not recurred. Harassment Complaint Advisors will submit reports on all consultations regarding harassment to the Chair of the Harassment Review Board without identifying the individuals involved. If the seriousness of

the alleged behavior warrants or if there is indication that the alleged behavior has continued, the Chair or Alternate Chair may request to meet with the complainant and may initiate an investigation by the Harassment Review Board.

Harassment Complaint Advisors will include:

- All members of the Harassment Review Board (see below), plus
- Associate and Assistant Deans of Students
- Area Coordinators
- Resident Advisors
- Other designated students
- College Chaplain

Additional Resources for Students

Students are encouraged to contact the Student Counseling Center for confidential consultation. The following student organizations may also be supportive:

- Asian Student Association (ASA)
- Black Student Organization (BSO)
- Kaleidoscope (Gay/Lesbian/Bisexual/Transgender Student Organization)
- International Student Organization (ISO)
- Muslim Student Group
- Jewish Student Organization (JSO)
- Student Commission
- Women's Resource Center (WRC)

Harassment Review Board

The President of the College will appoint a standing Harassment Review Board to receive and respond to complaints of harassment from students, faculty and staff members. The Board will emphasize mediation and conciliation, and will rely on discreet inquiry and confidentiality in addressing complaints. All members of the College community are expected to cooperate fully with the Board.

Board membership

The Board will be composed of the following members:

- Human Resources Director
- Dean of Students
- An Associate Dean of Students
- Two faculty members
- One additional staff member
- Two students (to serve on student-to-student harassment complaints only)

Board appointments will be guided by considerations of continuity; experience; sensitivity to the concerns of students, faculty and staff; ability to be objective and unbiased; and commitment to maintain confidentiality. Faculty members will be nominated by the Provost based upon recommendations from the Faculty Executive Council. Staff members will be appointed by the President, based upon recommendations from the Community Council, the current Board, the President's Staff or any members of the College community. Student members will be nominated by the Dean of Students based upon recommendations of the Student Commission. Membership on the Board will be gender-balanced and members will serve staggered three year terms. Initial appointments and

later appointments as needed may be made for one, two and three-year terms to assure a regular annual rotation.

Board chair

The Human Resources Director will serve as chair of the Board, act as convener, facilitate administrative operations, participate in investigations, and equitably assign to Board members responsibilities for Board activities. In the absence of the Human Resources Director, the President may assign the Provost or Dean of Students to serve as Alternate Chair. The Chair will be responsible for maintaining records of Board proceedings.

Purview of the Harassment Review Board

While informal resolution is often possible and preferable, the College has the obligation to investigate complaints and ensure that harassing behavior does not continue. Both informal consultations (without the identity of those involved) and formal complaints will be reported to the chair of the Harassment Review Board. The chair may elect to bring a complaint to the Board without initially identifying those involved. The complaint situation will be described in writing without disclosing details about the identity of those involved, and the Board will decide whether the complaint falls under its purview. Matters that do not fall under its purview will be referred to the appropriate officer of the College or to the President.

If the Board concludes that the complaint should be considered by the Board, the persons involved will be identified to the Board. At this point, Board members with a potential conflict of interest will be required to withdraw from consideration of the complaint.

Formal complaint investigations and resolution procedures

Timeliness and communication regarding status of complaint

At each step of this process every reasonable effort will be made to proceed as expeditiously as practicable. The entire process will be completed in as timely a manner as is reasonably possible. Regular communication with both complainant and respondent regarding the status of the complaint investigation and resolution will occur throughout the process and will be the responsibility of the Human Resources Director, and/or Dean of Students or his or her designate.

A formal complaint should be submitted in writing to any member of the Harassment Review Board who will notify the Board Chair. An investigation may also be initiated without a formal complaint if a serious concern relating to harassment is brought to the attention of the Board.

Investigations

The investigation shall be conducted by the chair and two members of the Board assigned by the chair. If either the accused or the complainant is a student, the investigators will include the Dean of Students or an Associate Dean of Students. If both the accused and the complainant are students, the investigators will include the Dean of Students and/or Associate Dean of Students and a student. If the accused is a staff member, the investigators will include at least one staff member, and if the accused is a faculty member, the investigators will include at least one faculty member. In assigning investigators, consideration will be given to gender balance and the nature of the complaint. At least one investigator should be the same or superior rank as the accused. If there is a compelling reason, the Chair may, in consultation with the President, assign an investigator who is not a member of the current Board. The person complained against shall be informed of the name of the person making the complaint as well as the substance of the complaint. The investigators will meet separately as soon as reasonably

possible with the complainant, the accused and, if deemed appropriate, with any witnesses to clarify what incidents occurred and what views each holds. Both the complainant and the accused may be accompanied by a support person or advisor of their choice from within the College community at all investigative meetings. If the investigators determine that it is appropriate for them to meet with other individuals who may have information relevant to the complaint, they will do so.

The investigators will report their findings to the Board. If the investigators have determined the accusation is invalid, and the Board concurs, the Chair will communicate this determination to the complainant and the accused. If the investigators determine that harassment has occurred, and the Board concurs, the Chair will report this to the complainant, the accused, and, if the accused is a student, to the Dean of Students; if the accused is a faculty member, to the Provost; if the accused is a staff member, to the appropriate Senior Officer of the College.

Mediation

If the Board recommends mediation and both complainant and accused agree, mediation will be arranged. Mediation does not preclude disciplinary action.

Suspension and Disciplinary actions

The College reserves the right to suspend faculty, staff or students if it deems it to be appropriate while an investigation is occurring. If the facts are found to support the complaint, timely and appropriate disciplinary action will be taken. Sanctions will be reasonably calculated to end the harassment and avoid its repetition. If the accused is a student, disciplinary action will be determined by the Student

Conduct Process.

If the accused is a faculty or staff member, the Board may recommend possible resolutions, but College Administration (President and Senior Officers) reserves the right to make the final decision regarding appropriate corrective, disciplinary action. Actions may include, but are not limited to, required counseling, required education, verbal or written reprimand or warning, probation, removal of privileges, removal from the residential system, leave of absence without pay, suspension or termination of employment/enrollment. A decision to suspend or dismiss a Faculty member is subject to the procedures for Termination of Appointment for Cause prescribed in the Faculty Plan of Employment.

Documentation and retention of records

Written records of all complaints, findings and resolutions along with minutes of Harassment Review Board proceedings will be retained by the chair for five years. If the Harassment Review Board determines that there has been a violation of the Harassment Policy by a faculty or staff member, that finding and any corrective action will be documented in his or her personnel file. Where a student has been found guilty of harassment, that finding and any corrective action will be documented in a confidential file in the Dean of Student's Office.

Appeals

A student wishing to appeal a decision should refer to "Student Conduct Procedures - Appeals Panel." A faculty or staff member may appeal in writing to the President. The President will decide whether an appeal will be heard. The decision will be based on new evidence or a failure of due process. Appeals will not be heard to reconsider disciplinary action. The President will assign an Appeal Board consisting of the President or his or her designate, a faculty member and/or a staff member.

Classroom Behavior

The Kalamazoo College Honor Code applies to classroom behavior as well as other types of interpersonal interactions on campus: "Respecting Others" of our Honor System includes respectful behavior in class. While Kalamazoo College is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. It is ultimately the faculty member who controls the classroom, and if a situation develops in which, in the opinion of the faculty member, the class is being disrupted, the faculty member has the right to ask a student to leave the class. Resolutions under this policy will be dealt with according to College's Student Conduct Code.

What is Disruptive Behavior?

Generally, disruptive behavior is any behavior that interferes with the instructor's ability to conduct the class, or the ability of other students to profit from the instruction. Such behavior may take various forms, and can be dependent upon many factors including class size, subject matter, and the relationship between faculty and students.

Disruptive behavior may be viewed on a continuum ranging from the isolated incidents of mildly annoying or irritating behavior (which probably should be tolerated as much as possible) to more clearly disruptive, dangerous, and/or violent behavior that should not be tolerated.

Examples of disruptive behavior may include the following:

- Persistent speaking without permission
- Inappropriate use of electronic devices, cell phones, or pagers
- Threats of any kind and/or harassment
- Poor personal hygiene
- Sleeping in class
- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Disputing authority and arguing with faculty and other students
- Grandstanding
- Physical disruptions or physical altercations

Preventing Classroom Disruptions

Classroom disruptions are rare. Setting clear guidelines at the start of each quarter aids in setting the tone in the classroom. This investment of time will aid in keeping disruptions to a minimum, and will hold students accountable to a clear and known standard. Expectations should be discussed with students and detailed in the course syllabus. It may be helpful to have a discussion of expectations regarding the class, classroom behavior, and the rationale behind

those expectations. Students are often the strongest supporters of a positive and productive learning environment.

Faculty Rights and Responsibilities

Kalamazoo College respects the right of instructors to teach and the right of students to learn. Protection of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards;
- To establish and enforce reasonable behavior standards in each class;
- To involve other appropriate offices when a classroom disruption arises;
- To address students on problematic behavior and articulate expectations
- To make a determination about an appropriate response or outcome, within the scope of that faculty member's class, excluding permanent removal from class.
- To document any incidents and outcomes.

What about the First Amendment?

According to SYNFAQ, published by the Editors of SYNTHESIS: Law and Policy in Higher Education, the Supreme Court has held that students at public institutions do have limited rights to freedom of expression in the classroom. In *Tinker v. Des Moines School District*, 393 U.S. 503 (1969) the court held that the non-disruptive wearing of armbands in a classroom to protest the Vietnam War was protected by the First Amendment. The Court concluded, "First Amendment rights, applied in light of the special characteristics of the school environment, are available to teachers and students. It can hardly be argued that either students or teachers shed their constitutional rights to freedom of speech or expression at the schoolhouse gate."

However, First Amendment rights are not absolute. The Court in *Tinker* also affirmed "the comprehensive authority of the States and of school officials, consistent with fundamental constitutional safeguards, to prescribe and control conduct in the schools." The college classroom isn't a "public forum" like a city street or a park. Teachers can define the course agenda, set and limit topics for discussion, give grades that reflect a student's knowledge or reason-in, and maintain order in the classroom. They should freely perform these important functions, as long as they refrain from unlawful discrimination, or seek to punish students solely for express-in unpopular viewpoints pertinent to the course.

What if a disruptive student claims the disruptive behavior is the result of a disability?

Again, according to the Editors of SYNTHESIS: Law and Policy in Higher Education, the fact that a student may have a disability should not inhibit notification of appropriate authorities (including the campus police, as needed) about disruptive behavior. Students - with or without disabilities - must adhere to reasonable behavioral standards.

Disability claims and accommodation requests should be discussed with the Disability Coordinator (7209). There are established procedures students should follow if reasonable accommodation is required. If a student has provided documentation of a disability to the College, faculty will be notified in writing at the beginning of the quarter of any student requiring accommodations. Faculty are not obligated to provide accommodations or ignore behavior if a student claims a disability, but the faculty has no written notification from the Student Development Office. In this case, notify the Disabilities Coordinator promptly.

Generally, pertinent federal agencies and the courts have made it clear that an institution of higher education does not have to tolerate or excuse violent, dangerous, or disruptive behavior, especially when that behavior interferes with the educational opportunities of other students. Colleges and universities may discipline a student with a disability for engaging in misconduct if it would impose the same discipline on a student without a disability.

Documentation of Incidents and Outcomes

Faculty at Kalamazoo College have been encouraged to report and document inappropriate classroom behavior and outcomes to the Associate Provost and the Dean of Students.

Acknowledgements: Sections of this document have been taken in part or in their entirety, with permission, from the sources listed below:

Office of Judicial Affairs, Northeastern University, "Disruptive Students in the Classroom"
Office of Student Affairs, University of West Florida, "Classroom Disruption: Prevention and Resolution"

SYNFAX: Weekly Commentary on Critical Issues in Higher Education. From the Editors of
SYNTHESIS: Law and Policy in Higher Education. Week of July 9, 2001, pp. 2024-2025.

Alcohol Policy

General Information

Kalamazoo College's alcohol policy is consistent with state law regarding alcoholic beverages and its commitment to helping students be responsible adults. Students twenty-one years and older who choose to use alcohol should do so in a responsible manner and in accordance with state law. Irresponsible drinking may adversely affect academic performance, interfere with personal relationships, or result in illness, injury or death. Drinking should be a considered choice that displays respect for oneself and for the community. Information about the impact of alcohol and treatment of substance abuse can be found in the materials sent to each student annually under the Drug-Free Schools and Communities Act.

Summary of Michigan Law

It is illegal to purchase, consume, or possess alcoholic beverages unless one has attained the age of twenty-one. It is illegal to provide alcoholic beverages to or provide false identification for a person under the age of twenty-one. (Refer to state statutes for the most complete explanation of the laws of Michigan.)

Kalamazoo Alcohol Policy

1. Persons under the age of twenty-one may not possess or consume alcoholic beverages, or host drinking in their rooms or on campus..
2. No alcoholic beverages shall be provided to persons under the age of twenty-one.
3. Regardless of age, no person may consume alcoholic beverages or carry open alcoholic beverage containers in the public areas of the campus. (Exception as noted in number eight.) Public areas include, but are not limited to, residence hall hallways, lounges and kitchens, campus buildings, athletic fields and facilities, and campus grounds. Residence hall suites and living/learning housing units are considered private residential rooms.
4. Students aged twenty-one and older may choose to drink alcoholic beverages in the privacy of their residential rooms, providing they do not infringe upon the rights of others in or around the residence.
5. Underage persons may be present when drinking occurs in a private residential room as long as a legal-aged resident of that room is present. It shall be the responsibility of the legal- aged resident to see that alcoholic beverages are not served to or consumed by underage persons.
6. Single source containers (e.g. kegs) and "beer bongs" are prohibited.
7. Intoxication and/or disruptive behavior related to substance use are prohibited.
8. Alcohol is not permitted at any event sponsored in the residence halls or campus houses.
9. Outside of the residence halls and houses, alcoholic beverages may be served on campus only under the following conditions:

- ~ A College office or department must sponsor the event.
- ~ A College official must register it at least two weeks in advance with the Dean of Students.
- ~ The distribution of alcoholic beverages must be served and monitored by a Sodexo bartender or a member of the sponsoring department.
- ~ Only persons of age may be served.
- ~ Non-alcohol beverages and food must be served.
- ~ There shall be no direct or indirect charge for the event and no donations and collections shall be taken at the event.
- ~ Extra security coverage, at the expense of the host, may be required.

Policy Interpretation

The following interpretation is included to clarify understanding what is and what is not permitted under the alcohol policy:

Persons twenty-one and older:

MAY	MAY NOT
Drink alcohol in their own residence hall rooms	Drink alcohol in the residence hall outside of a private residence room.
Drink alcohol in another residence hall room if the host is twenty-one or older and is present.	Drink alcohol in a residence hall room that has no resident of legal age or in which the legal age resident is not present.
Carry unopened containers of alcohol on campus.	Provide alcohol to others under the age of twenty-one.
Provide alcohol in their own residence hall rooms to others aged twenty-one or older.	Charge in any way for alcohol consumption by others.
	Possess single source containers.
	Permit underage persons to bring in or consume alcohol in their residence rooms.

Persons under the age of twenty-one:

MAY

Be in private residence rooms where legal drinking is occurring.

MAY NOT

Possess or drink alcohol.

Permit underage persons to bring in or consume alcohol in their residence rooms.

Carry opened or unopened alcoholic beverage containers anyplace on campus.

Provide alcohol to anyone.

All residents of a room, suite, living/learning housing unit will be held responsible when a violation occurs in that space unless excused from responsibility by all other involved students.

Note: Students who seek appropriate help for others who are intoxicated or otherwise adversely affected by alcohol abuse are considered to be acting in the best interest of the student in need. In most cases, if the person seeking help for another is in violation of the College alcohol policy, they will be exempt from formal disciplinary action because they are acting in the interest of another. The College desires to exempt the student seeking help from formal disciplinary action; however, as every situation is unique, these matters will be considered on a case-by-case basis to determine if extraordinary or unusual circumstances alter the desired practice.

Student Life: Counseling Services

How do I make an appointment?

To make an initial appointment, please stop by the Counseling Center and complete and hand-in an intake form (blue sheet on the credenza). We will contact you as soon as possible (within 24 hours) to set a meeting time. If you are interested in an alcohol assessment or a learning disability assessment, call 337-7190 or email ahill@kzoo.edu and an appropriate form will be sent to you. Please fill it out and return it to the Counseling Center. If you wish to cancel an appointment, please let us know as soon as possible, as our schedules are typically very full. Twenty four-hour notice is best for us, but calling at the last minute is preferable to not letting us know.

How do I know if I could benefit from counseling?

Counseling can be useful for students with mild difficulties in their lives as well as those with more serious or long standing problems. Any student who would like to sort out any concern is encouraged to come to the Counseling Center. Some of the most frequent concerns that bring students to the Counseling Center are: depression, anxiety, trouble with romantic relationships, family issues, academic stress, learning disabilities, low self-esteem, difficulty getting along or making friends, concerns about family members or friends, eating issues, sexuality issues (including sexual orientation), and questions about the use of alcohol and/or other drugs.

How does counseling/therapy work?

When you first come for counseling, we will want you to describe what's brought you to us and how you understand the problem or concern. We may then ask you questions about your background and other areas of your life to develop a fuller picture of you. As counseling proceeds, we will work with you to understand further your concerns and the feelings that accompany them. Sorting through thoughts, feelings and behaviors will help you understand yourself better, clarify your goals and work through your concerns.

How do I get in touch with the Counseling Center (staff)?

You may contact the staff by phone or by e-mail ([click here](#) for phone numbers and email addresses) or by leaving a message in the message box on the credenza in the Counseling Center. If you get the answering machine, please leave a message that includes the best time to return your call during the day. We will not leave messages on your phone machine or with roommates, unless you instruct us to do so. If we cannot contact you by phone or e-mail, we will leave a message in your mail box

Is everything I say in counseling "confidential"?

We do not give out information about your participation in or the content of your counseling -- even to faculty members, parents, or RAs--unless you give us your consent. Typically, that consent involves filling out a short written form that indicates with whom we may communicate and about what. The exception to this policy of strict confidentiality involves situations where we believe that you are clearly dangerous to yourself or to others. In those cases, we are ethically and legally bound as mental health professionals to inform persons, such as family members and/or residence staff, who can help reduce the risks of serious harm to yourself or others. The Dean of Students is also informed of these very serious situations.

Who's Who on the Counseling Center Staff?

We are staffed by two Ph.D. clinical psychologists, Director Pat Ponto and Associate Director Alan Hill, a Ph.D. Counseling Psychologist, Danielle Standish, a LMSW level counselor, Elisa Pacheco, a Consulting Psychiatrist, Mauli Verma MD and by 4 intern counselors, Gina Meyer, Sara Parmann, Brandi Pritchett, and Sophia Rath-Targowski. [Staff contact information found here.](#)

The Honor System

The mission of Kalamazoo College is the education of men and women that will prepare them for productive lives and fruitful participation in society. Members of the Kalamazoo College community come to teach, study, and work here because the College's mission and community statements correspond to their values. This community of individuals holds these values in common, despite its diversity. However, we recognize that this community is a fragile balance of cooperation, goodwill, and dependence, ever in need of renewal as new members enter it.

The Honor System is a set of mutually held principles freeing us to create an environment of living and learning that will foster understanding, mutual respect, intellectual curiosity, and social commitment. We ask the members of the Kalamazoo College community to pledge themselves to creating and protecting a sense of honor in their lives, and we call upon them to act when they observe actions that are in conflict with these principles.

Taking Responsibility for Personal Behavior

To develop academic and social growth, we commit ourselves to free inquiry, openness to different points of view, and honesty in speech and conduct. In our attitudes and actions, we aim beyond selfishness and parochialism.

Respecting Others

To enhance our community, we accept responsibility for its social well-being. We commit ourselves to treat with respect those with whom we differ, to recognize the rights held by others, and to attempt to resolve conflicts. Expressions of prejudice are contrary to this mutual respect and prevent the fostering of community.

Nurturing Independent Thought

To safeguard the integrity of academic work and research, we accept responsibility for our own scholarly performance. We regard false representation of our scholarly work as unacceptable because it undermines our integrity and that of the community. We commit ourselves to knowing under what conditions scholarly research is to be conducted, the degree of collaboration allowed, and the resources to be consulted.

Accepting Environmental Responsibility

To maintain and improve the condition of our physical environment, we commit ourselves to the respectful and prudent stewardship of our community's material and natural resources.

Approved by the Kalamazoo College Faculty: October 29, 1990; November 26, 1990

Human Resources

Human Resources

(these are the people you'll work with most; see website for full staff)

Main Office Telephones 269.337.7223 or 269.337.7248

Payroll Telephone 269.337.7250

Wellness Program 269.337.7035

Email: hr@kzoo.edu

Laura Andersen

Human Resources Director

269.337.7248

landers@kzoo.edu

Andrea Tally

Human Resources Assistant

269.337.7223

atally@kzoo.edu

Kenneth Wood

Wellness and Fitness Advisor

269.337.7035

kwood@kzoo.edu

Kalamazoo College

Summary of Benefits for New Faculty

Basic eligibility for most benefits requires at least half time employment. Consult Human Resources staff, benefit handbooks and summary plan documents for more information. Please note that the College reserves the right to alter, modify, amend or terminate any benefits described herein.

Faculty/Staff Wellness Program:

- Includes Wellness Room, classes and workshops, family activities, confidential health assessments and one-on-one consultations. Details at <http://reason.kzoo.edu/wellness/>.

Health Insurance:

- Coverage is effective the first day of employment, pending completed enrollment within 30 days of hire.
- The College and the employee contribute toward the premium cost. Specific employee premium cost-share amounts are available from Human Resources or at www.kzoo.edu/hr.
- Coverage is available for spouses, eligible domestic partners and children. However, spouses and partners with coverage available through their own employers are required to enroll in that coverage. The College does not contribute to the cost of dependent coverage for employees with less than a ¾ time appointment (.75 Full Time Equivalent).
- Does not include dental or vision coverage.

Section 125 Flexible Spending Accounts / Premium Conversion

- Employee's share of the health insurance premium is taken pre-tax unless employee waives this option.
- Annual enrollment provides opportunity to pay out-of-pocket qualified health care expenses and dependent care expenses pre-tax through reimbursement accounts.

Term Life Insurance:

- Effective upon employment, pending completed application within 30 days of hire. College pays premium for basic coverage, which consists of two times annual base salary with a minimum coverage of \$50,000 and a maximum coverage of \$100,000.
- In addition, employee may enroll in a fully contributory optional plan.

Employee Assistance Program and Emergency Travel Assistance

- Confidential no-cost benefits for you and your family.

Long Term Disability Insurance:

- One year waiting period for enrollment eligibility; waiting period waived if the employee is coming from coverage under a similar plan with no more than 90 days lapse of coverage.
- College pays 100% of premium. Benefit in the event of disability is 60% of salary, integrated with social security benefits, following a six month elimination period. Monthly maximum benefit is \$5,000. Benefits for total disability continue to age 65.
- Includes a monthly annuity premium benefit credited to 403(b) plan.

403(b) Defined Contribution Retirement Plan:

- Two year waiting period for participation, with credit given for service in a benefits eligible position at another institution of higher education.
- College contributes an amount equal to 5% of annual base salary; in addition, employee may contribute up to 5% of annual salary which the College matches one to one.
- Group SRA also available with no waiting period for participation.

Emeriti Retirement Health Plan

- Eligibility for new employees requires minimum $\frac{3}{4}$ time appointment (.75 Full Time Equivalent).
- Tax-advantaged health accounts, pre-funded during the working years with contributions from the College and voluntary contributions from the employee, to pay for qualified health expenses in retirement.
- Provides qualified retirees with access to group health plans that coordinate with Medicare.

Tuition Benefit for Children of Employees

- Employee must be full-time with at least five consecutive full time service years immediately prior to benefit period.
- Benefit applies if eligible child attends Kalamazoo College or a school in the GLCA Tuition Remission Exchange. Provides full tuition benefit at Kalamazoo College. At other schools participating in the GLCA Tuition Remission Exchange, the student is charged a participation fee equal to 15% of average GLCA tuition.
- Provides benefit for up to four years for up to two children; portion of benefit unused by first two children may be used by a third child.

Sep2010

Business Office

**Please note: The Business Office Web Page has a Wonderful FAQ Section
that will be very helpful**

Business Office

(these are the people you'll work with most; see website for full staff)

Patti Lisak

Payroll Manager

Phone: 269-337-7250

Email: patti.lisak@kzoo.edu

Contact Patti with questions about:

- Payroll for Faculty/Staff
- Changes to withholding information
- Web Time Entry for Staff

Jill Rex

Purchasing Coordinator / Payroll Associate

Phone: 269-337-7285

Email: jill.rex@kzoo.edu

Contact Jill with questions about:

- Student Payroll
- Air travel policy
- Car rental policy
- Cell phone information and procurement
- Copier information, procurement, and maintenance contracts
- Online account to order office supplies from Staples
- Property and liability insurance
- A/P check distribution
- Telephone bills
- Other vendor relationships
- Michigan sales tax exemption certificate

April VanLester-Thuma

Accounting Associate

Phone: 269-337-7224

Email: april.vanlester-thuma@kzoo.edu

Contact April regarding:

- Vendor payments
- W-9 Forms
- Invoices and requisitions
- Purchase Orders

Business Office

PAYDAYS

The first pay date for the 2011-12 academic year is October 1, 2011 (paid on Friday, Sept 30). Salary checks are available for pick-up at the Business Office counter, Mandelle, Room 201, on the first of the month; they are not sent through campus mail. Once you have access to the college intranet, you may sign up for Direct Deposit on the Payroll website page. If the pay date falls on a weekend or a holiday, the paychecks are available (in paper form or as direct deposit) on the last working day prior to that date. Accordingly, your 'January 1, 2012' paycheck is paid at the end of December 2011 and part of the 2011 tax year.

FULL TIME FACULTY

Friday, September 30, 2011
Tuesday, November 1, 2011
Thursday, December 1, 2011
Friday, December 30, 2011
Wednesday, February 1, 2012
Thursday, March 1, 2012
Friday, March 30, 2012
Tuesday, May 1, 2012
Friday, June 1, 2012
Friday, June 29, 2012
Wednesday, August 1, 2012
Friday, August 31, 2012

ADJUNCTS

Fall Term (three installments)
Friday, September 30, 2011
Tuesday, November 1, 2011
Thursday, December 1, 2011

Winter Term (three installments)
Wednesday, February 1, 2012
Thursday, March 1, 2012
Friday, March 30, 2012

Spring Term (three installments)
Tuesday, May 1, 2012
Friday, June 1, 2012
Friday, June 29, 2012

Payroll

- Direct deposit is now available for all College payments— payroll, student refunds, and accounts payable payments.
- Enjoy the many benefits of direct deposit--No more lost checks. No more rushing to the bookstore or bank to cash your check.
- Save the planet—Enjoy the convenience--Download the form and sign up today!
<https://reason.kzoo.edu/payroll/employee/directdeposit/>

Accounts Payable

- Go to the Hornet Hive at <https://portal.kzoo.edu>
- Click on Financial Information under the WebAdvisor tab

- Click on Bank Information (U.S.) and complete the form

Faculty Development Opportunities

(including how to get money to go to a conference)

The Faculty Development Committee has a very useful website (pull down from committees), but here are some general policies to get you started.

To: Faculty

From: Faculty Development Committee

Re: Grant and Leave Guidelines

The Faculty Development Committee (FDC) has funds to support a number of professional activities, including faculty development, instructional development through the Teaching and Learning Committee (TLC), and Faculty/Student Summer Research Grants.

In addition, FDC reviews and recommends applications for sabbatical and one-quarter academic leaves. To ensure that we are able to fund as many faculty as possible, we ask that you indicate to the Chair of Faculty Development Committee, [Peter Erdi](#) (Physics Department) and [Provost Mickey McDonald](#), whether you are intending to apply for academic leave. Applications should be submitted no later than the Friday of sixth week of fall term.

General Guidelines

1. Please use the electronic FDC forms when making applications for any grants. These may be obtained at the FDC's home page on the K College Intranet where you will also find procedures and guidelines for these applications.
2. Applications must be submitted in a timely manner in advance of the anticipated expense. (In consideration of the committee members' time, please submit applications no later than one week prior to the date of the event.) While the Committee attempts to serve the needs of faculty members and takes into account extenuating circumstances, it typically refuses funding for applications it receives after the proposed activity has taken place.
3. The maximum reimbursement for meals and tips while away from campus is a daily \$36 per diem, with \$27 per diem on days of travel. No records or receipts are required for reimbursement of these expenses (see [Per Diem Guidelines](#)). IRS guidelines do not permit per diem or meal reimbursement for day trips. Example: Faculty member drives to Grand Rapids at 6:30 a.m. for a 9:00 meeting and returns home at 6:00 p.m.
4. Use of a personal car for transportation may be reimbursed for up to 55.5¢ per mile (or as set by the Business Office). Use of a College-owned car may be paid up to the fees listed on the

Facilities Management Web site at www.kzoo.edu/facman/. Reservations for use of these vehicles should be made with Facilities Management, and you must notify Kitty Momburg so that she can provide the correct account number for the expense. If train or discounted airfare is available and less expensive, FDC may fund the lower rate. Flights from Kalamazoo to final destination cities such as Grand Rapids, Detroit, Chicago, etc. will not be reimbursed because the cost of train or car travel is so much less expensive.

5. Faculty making requests are asked to minimize costs through such means as sharing of rides and accommodations and purchase of discounted airfare tickets.

6. Receipts for reimbursement must be given to Kitty Momburg in the Provost's Office within 2 weeks of the travel or use of funds. Delays in reporting expenses make it difficult for the FDC to know exactly how much money it has left to disburse. Kitty Momburg will also handle requests for travel advances. When you incur expenses associated with a FDC travel grant, you may submit valid receipts for immediate reimbursement. Example: your application is approved and you purchase airline ticket in October for a December conference. You may submit the airline ticket in October and the remainder of the receipts after travel.

Special Guidelines

Professional Development Projects and Travel Grants: Projects funded include research or creative projects, preparation of manuscripts for publication or presentation, as well as attending, officiating, or delivering papers at conferences, workshops, and professional association meetings. All faculty members on full-time appointments are eligible to apply for Professional Development Grants. Part-time faculty or others who do not fall into the preceding categories will be considered eligible only with the Provost's approval. Please note that faculty with endowed chair or Hutchcroft funds are not eligible for FDC funding. Once approved, an electronic award letter will be sent to the faculty member's college e-mail address.

Grants for the purpose of attending a conference or annual meeting where one is not presenting a paper and is not a major participant may not exceed \$600. Grants for presenting a paper or otherwise actively presenting one's research/artworks will be funded fully up to \$1,600. Grants for chairing a session or participating in a panel discussion will be funded up to \$900.00. Grants for archival or site research will be funded up to \$900. All such grants are contingent upon budget availability.

Faculty are limited to \$1,600 per fiscal year in total FDC award funds. Professional librarians and physical education faculty are limited to one \$600 award per year.

NEW: Awards will not be given by both Faculty Development and the Teaching and Learning Committee for the same conference/workshop/meeting. Choose the funding method that best suits your request.

Instructional Development Grants (TLC): Grants up to approximately \$1,000 are available for faculty who would like to attend conferences on teaching, learning, and/or the scholarship of teaching. These grants may also be used by faculty interested in developing new courses or revising existing ones, and for new pedagogical projects for use in the classroom. All faculty members on full-time appointments are eligible for these grants. Part-time faculty or others who do not fall into the preceding categories will be considered eligible only with the Provost's approval. Faculty with endowed chair funds or Hutchcroft funds are eligible for TLC funding.

Applications should be completed and submitted electronically by Wednesday of 8th week. TLC will meet to review applications and award the first round of grants by 10th week of fall quarter.

NEW: Awards will not be given by both Faculty Development and the Teaching and Learning Committee for the same conference/workshop. Choose the funding method that best suits your request.

Faculty/Student Summer Research Grants: The primary criterion used in awarding these grants is the extent to which the proposed activity supports faculty scholarship and other professional related interests and offers a valuable learning experience for students. Note: grant money for students conducting SIP research can be requested from the Career Development Office as well as from other programs and departments. FDC funds are, in principle, to support faculty research. Students receive stipends for actively participating in, or otherwise supporting, the faculty member's research. Research equipment and stipends for faculty are generally not funded. All faculty members on full-time appointments are eligible for these grants. Part-time faculty or others who do not fall into the preceding categories will be considered eligible only with the Provost's approval. Faculty with endowed chair funds or Hutchcroft funds are eligible for this funding.

- 1) A student is invited by a faculty member into faculty summer research project.
- 2) The project is meant to be a collaborative effort between the faculty member and the student.
- 3) The project must benefit both the faculty member and the student. It is not meant to be "work", but participation in research.

For consideration of funding, applications must be submitted electronically or by campus mail to the FDC Chair by Friday of 7th week of Spring term. There is a limited amount of funding so late applications will not be considered. FDC will make a decision on the grant awards the end of 9th week of spring term.

Other Funding Options: International travel grants may be available from the Center for International Programs (contact Joseph Brockington).

One-Quarter Academic Leaves: During the academic year, the Provost will offer one-quarter, full-pay Academic Leaves to two faculty members for the purpose of furthering or completing a professional project. In addition, a grant from the Joyce Foundation will support a member of the Biology, Chemistry, or Physics Departments for a one-quarter academic leave with full pay and additional funds for research activities. While support from the Joyce Foundation must be used for research in the natural sciences, academic leaves supported by the Provost may be used for research or for another valid academic project in any of the College's academic areas. For tenured faculty, preference is given to those whose sabbatical year is more than two years past. For tenure-track faculty the first retention review must be successfully completed before being eligible for either of these leaves. Tenure-track faculty should remember that if they choose to take a one-quarter leave, they are not eligible for the post-4th-year review leave. If there are any questions about this, please contact the Provost.

Proposals should include a completed application (see FDC home page), a current CV, a project proposal of 3-5 pages describing the project, indicating how it fits into the activities of previous years and how it will affect one's future academic work as well as how the project is related to the activities of other professionals in your field. The proposal should also indicate what progress has been made on the project up to now and a schedule of work to be accomplished. The proposal should also include a letter from the Department indicating support for the application and departmental plans for covering the work with funds allocated for that purpose. Deadline: Friday of the sixth week of fall term. Send application to the Chair of FDC.

Year-Long Leaves: Following at least six years of full-time service to the College and/or associated professional activities in College-approved programs or the equivalent, a faculty member is eligible to apply for one-quarter's leave (at full pay), two quarters' leave (at 8/9 annual pay), or three quarters' leave (at 2/3 annual pay). Among the criteria for the granting of sabbatical leaves are the following: quality of the proposed project, schedule of previous leaves, evidence of productivity on previous leaves, and likelihood of long-range contribution of the leave to the enrichment of the College environment. Faculty members requesting sabbaticals are expected to investigate sources for outside funding and to work with departments in guaranteeing that their teaching and other obligations may be effectively covered in their absence. Proposals should include a completed application, a current CV, a project proposal of 3-5 pages, and a supporting letter from the Department or Program to which the faculty member contributes.

Deadline: Friday of the sixth week of fall term. Send application to the Chair of FDC.

Development Opportunities in Teaching and Learning

Criteria for Instructional Development Grants (Teaching and Learning Committee)

Grants starting at \$500 are available for faculty who would like to attend conferences on teaching, learning, and/or the scholarship of teaching. These grants may also be used by faculty interested in developing new courses or revising existing ones, and also for new pedagogical projects for use in the classroom. Application should be completed and submitted electronically by Wednesday of 8th week (Nov. 12). Please note that grants can be retroactive to the start of this fall quarter. TLC will meet to review applications and award the first round of grants by 10 week of fall quarter.

NEW: Awards will not be given by both Faculty Development and the Teaching and Learning Committee for the same conference/workshop/meeting. Choose the funding method that best suits your request, please.

[Application for Conference Attendance](#)

Help Finding Outside Funding for Scholarship/Teaching Research and Development

Anne Dueweke is the College's Director of Faculty Grants and Institutional Research. She is happy to set up individual appointments for faculty interested exploring outside funding for their work. She will also be a participant in our Winter ongoing orientation event and will be holding workshops 10th week Thursday every quarter in the Olmsted room at 4:00: F Humanities Faculty Funding, W Social Sciences Faculty Funding, S Untenured Faculty Funding. Watch for her new website and the opportunity to receive emails about new funding opportunities.

Please feel free to contact Anne at:

(269) 337-7418
adueweke@kzoo.edu

