# Information for New Faculty

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If I have a question, whom do I ask?

All phone numbers are 269-337-XXXX   Emergency: 269-337-7321   All emails are first.last@kzoo.edu

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<td>5767</td>
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<td>Academic Records</td>
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<td>Business Office – Student Accounts</td>
<td>Patrick Farmer</td>
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<td>Bookstore</td>
<td>Debbie Thompson</td>
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<td></td>
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<td>Safety/Parking/IDs</td>
<td>Timothy Young</td>
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<tr>
<td>Writing Center</td>
<td>Amy Newday</td>
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Teaching in the K Community
## Academic Calendar 2017-2018

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<td>Transfer Welcome, 9/8-9/9</td>
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<td>Spring Break, 3/21-4/1</td>
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<td>Drop/Add activities* ends, 9/22</td>
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### Winter Term

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<td>Classes Begin, 1/8</td>
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<td>Drop/Add w/o signature ends, 1/10</td>
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<td>Non-Senior Grades Due Noon, 6/19</td>
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<td>MLK Day, 1/15</td>
<td>Summer Break, 6/14-9/9</td>
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<td>Drop/Add activities* ends, 1/19</td>
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<tr>
<td>Declaration of Major Day, 2/7</td>
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*PE, MUSC, THEA partial units
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 usually 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, but occasionally do occur. 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.

Classroom Assistance

If you arrive for class and your room is locked, call Campus Safety: 7321

If your media equipment is not working, call Media: 7138
(during class or after hours)
1. Please meet classes at assigned times and locations as listed on the class schedule. This may seem obvious but it means that **you cannot change rooms without the approval of the Registrar’s office.** All room change requests will be reviewed and, if possible, changed effective the second week of classes. When meeting your class in an impromptu location (e.g. outdoors), please inform your Office Coordinator so students can be contacted in the event of an emergency.

2. The Registrar will enforce enrollment ceilings and manage class enrollments and sizes. However, any questions about enrollment limits should be directed to Associate Provost Laura Furge in the Provost’s Office and not the Registrar’s Office.

3. Students will not be permitted to enroll in two courses that have scheduled time conflicts. An independent study, in lieu of one of the courses, would be the only option for this situation.

4. Reservations or changes for classrooms are made as follows:
   - Class scheduling: complete the form at [https://reason.kzoo.edu/registrar/roomchange](https://reason.kzoo.edu/registrar/roomchange)
   - Event scheduling: through portal EMS Facilities Calendar, bookaroom@kzoo.edu

5. 10:55-11:55 a.m. each Friday is reserved for Community Reflections/Convocation. Room reservations and general campus announcements will not be made for other events during this time.

6. Please send an electronic copy of each of your syllabi to your departmental office coordinator by the end of third week (January 26). This can be done as an email attachment.

7. Please post and maintain sufficient office hours so those students with a variety of schedules will have adequate access for help with courses, academic counseling, or other advice and help. Please be sure to schedule extra hours during sixth and seventh weeks for Advising Days. Winter registration is February 19 – March 2.

8. If you must be away from campus during a normal class week, make prior arrangements with your department chair (or Associate Provost if you are a department chair) to ensure coverage of your course responsibilities and other obligations.

9. The Kalamazoo College Honor System relies on faculty members to make clear the conditions under which class work, examinations, papers and other projects are to be conducted in specific courses. Please do not assume that students will know what “proper attribution” means—discuss this matter very early in each course and issue a written statement whenever possible. With more and more collaborative work being done for classes, it is also a good idea to be explicit about when collaboration is and is not acceptable, and what type of collaboration is acceptable for various assignments. Any time you have a question about policy or think you may have encountered a violation of policy you should contact the office of the Dean of Students.

11. **Final Exams: Sunday, March 18 – Tuesday, March 20.** If a final exam is given, it should be given at the time scheduled by the Registrar. Final exams are not to be given during the last week of classes.

12. Final grades are due **Tuesday, March 27, 2018**, by NOON.
Faculty Meetings and Events Calendar

Please visit www.kzoo.edu/provost/ for updates and additions to this calendar.

January

8 First day of classes, winter term
10 Department Chairs Meeting, 4:15 pm, Olmsted Room
15 (no classes) MLK, Jr. Day, 10:50 am, Stetson Chapel
16 (Tuesday) Faculty Meeting, 4:10 pm, Olmsted Room
24 All Campus Gathering, 11:00 am, Dalton Theatre, Fine Arts Bldg.
31 Advising Lunch, 11:00 am -12 noon, Banquet Room

February

7 Declaration of Major Day, 10:55 –11:55 a.m., Banquet Room
9 Mid-Term Break Day (no classes)
12 Faculty Meeting, 4:10 pm, Olmsted Room

March

7 Department Chairs Meeting, 4:15 pm, Olmsted Room
12 Faculty Meeting, 4:10 pm, Olmsted Room
18-20 Final Exams
27 Grades due by noon

April

2 First day of classes, spring term
9 Faculty Meeting, 4:10 pm, Olmsted Room
18 Advising Lunch, 11:00 am -12 noon, Banquet Room
18 Department Chairs Meeting, 4:15 pm, Olmsted Room
20 Founders Day

10-10
May

7 Faculty Meeting, 4:10 pm, Olmsted Room
28 Memorial Day (no classes)
30 Department Chairs Meeting, 4:15 pm, Olmsted Room

June

4 Faculty Meeting, 4:10 pm, Olmsted Room
8 Last day of classes
10-12 Final Exams
14 Senior grades due by NOON
16 Senior Awards Ceremony followed by Department Receptions
17 Commencement
19 All other grades due by NOON

NOTE: Faculty Meetings are held on Mondays of 2nd, 6th, and 10th weeks of each term.
For updates and other events, see calendars on the Hornet Hive and at: http://www.kzoo.edu/news/calendar-of-events,
https://reason.kzoo.edu/registrar/, https://reason.kzoo.edu/studev/, https://reason.kzoo.edu/theatre/, and
http://hornets.kzoo.edu/composite)
Community Standards

Academic Freedom

The 2017-18 Kalamazoo College Catalogue includes a statement on Academic Freedom.

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, and 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, Renee Boelcke (337-7248).

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://reason.kzoo.edu/hr/policies/

Title IX

Title IX protections and support are available to all students and all employees:

https://reason.kzoo.edu/titleix/
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 termination under the Plan of Employment of the Board of Trustees.

Other Important Policies:

Classroom Behavior:  https://reason.kzoo.edu/studev/policies/classbehave/
Alcohol:  https://reason.kzoo.edu/hr/policies/
Controlled Substances:  Faculty--https://reason.kzoo.edu/hr/policies/
Students--https://reason.kzoo.edu/studev/policies/drug/
Smoking:  https://reason.kzoo.edu/studev/policies/smoking/
Weapons:  Faculty--https://reason.kzoo.edu/hr/policies/
Students--https://reason.kzoo.edu/studev/policies/weapons/

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 universal, 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 as part of 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, when their work is due and how their performance will be evaluated.

It’s an excellent idea to ask your department chair for sample syllabi in your discipline and to ask specifically about student workload norms (typical number of exams/quizzes; pages of reading per week; written pages; attendance, etc.) in your department. The Teaching Commons website (https://reason.kzoo.edu/teachingcommons/resources/) has a range of helpful links and resources to support you in designing courses and in writing excellent syllabi.

One of the most important tasks your syllabus needs to accomplish is to make your expectations clear. **General Rule of Thumb: If you have a course policy, state it clearly on the syllabus.** At the very least your syllabus should include information about your expectations in the following areas:

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 often seek to change a scheduled final exam for a number of reasons. College policy states that final exams must 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. However, College policy states that when a student has three scheduled exams within a 24-hour period, that student may re-schedule one of the exams. No instructor is required to honor any other requests to change the scheduled time of a final examination.

The syllabus should also 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 and Key Learning Objectives
• Weekly schedule, including due dates of major assignments and tests
• Requirements and method for calculating grades
• 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.”

In addition, it is advised that you 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.** Please include a statement on your syllabus similar to this:

“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 Associate 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, please include information about these on your syllabus (for example, the Writing Center, supplemental instruction in Biology and Chemistry, etc.). For more information about these, see following section regarding K’s Academic Resource Center.
Learning Commons - Successful Students Collaborate

The Learning Commons is 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 Learning Commons capitalizes 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 Learning Commons currently offers peer assistance in general learning strategies as well as help in specific areas of math, physics, writing, biology, chemistry and library research. There is also support for English as a Second Language. The Learning Commons provides 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.

Locations

Learning Specialist—Learning Commons (Upjohn Library)
English as a Second Language—Learning Commons (Upjohn Library)
Writing Center—Learning Commons (Upjohn Library)
Library Research—Learning Commons (Upjohn Library)
Math/Physics—Olds-Upton (2nd Floor)

More information available on the Learning Commons web page (in ‘quicklinks’ drop box 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. See also: [https://reason.kzoo.edu/counseling/questions/](https://reason.kzoo.edu/counseling/questions/)

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

Contact 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 the Provost’s Office. Student Development can be a helpful resource as well. Student Development cannot, however, share specific information about a particular student. What they can provide is general information about conditions which may affect a student’s learning style and classroom behavior and provide you with strategies for working with students. See Also: [https://reason.kzoo.edu/studev/policies/classbehave/](https://reason.kzoo.edu/studev/policies/classbehave/)

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

1. Confirm your concern by checking the appropriate resources (the library’s resources, your own knowledge of resources in your discipline, and so on).
2. 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.

3. Then you will need to meet with the student individually and privately to discuss the matter and your decision about the sanction.

4. 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.

Determining Sanctions for first offenses:

A determination of plagiarism rests with the reporting faculty member. For a first violation, the faculty member’s judgment about severity, intention, preparation, and other factors weigh into their determination of a response. When faculty members consult with us, we also encourage them to think about a student’s history at K – a first-year student may have a bit more latitude (in proper citations, for example) than a junior or senior with much more experience. We also encourage faculty members in every single instance to talk to the student about the issue – what was problematic, the proper way of doing whatever was problematic, and so on.

Preventing Plagiarism:

The best advice is for every faculty member to address this issue explicitly during class – what they view as academic misconduct (for example, when is group work acceptable and when does it cross a line?), what the proper citation standards are, what online resources are ok, and so on. Different disciplines have different standards and, in fairness, students need to know what is expected of them. It is best if there is also clarity about these issues on course syllabi so that students can refer to it when necessary. My sense is that there are lots of mistakes that faculty discover and use as teaching moments without calling it academic misconduct.

Why It is Important to Report Academic Dishonesty to Student Development:

We encourage faculty to report every instance of academic misconduct because it is a serious violation. This helps us avoid a situation where a given student can claim that they’ve never done it to five different faculty members (a serial first-violator, if you will), a problem that we have mitigated in the past hand full of years.

Regarding Student Development’s response when we have a second violation, we look at the information available (often having multiple contacts with the faculty member to fully understand the issue, and always reviewing all of the materials) and in all but two cases that I am aware of have suspended the student. When a student has a first violation, they deal with the instructor and they also meet with Student Development where we discuss the problem, strategies for avoiding it down the road (sometimes it’s as simple as time management, often it involves seeking clarity from their faculty
members), and make it clear that a second violation is likely to result in a suspension. The rationale for this strong stance is that academic honesty, what one ultimately does rather than what one intends, is the central value in an academic community. It is the spine from which the rest of the academic structure extends, and we protect it because of its value. So by the time we get to a second violation, we are likely to suspend and students who have a first violation know this.

See Also: https://reason.kzoo.edu/studev/policies/dishonest/
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, unresponsive to attempts at contact, or who otherwise seem to be in academic or personal difficulty. Advisors are notified immediately via email of all reports submitted about their advisees. 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.

The Early Alert Committee, 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.

Faculty should report students to Early Alert (early, as the name implies, and frequently) whenever they have concerns about a student’s academic progress, or if a student seems particularly detached from the academic environment (poor attendance, appearing very distant or disengaged, or frequently arriving late). Please note that academic difficulty may not be limited to earning poor grades; a student may well be earning an “A,” “B,” or “C,” in a given course but nevertheless appear detached or exhibit other worrisome (or possibly even disruptive) behaviors. For all faculty, a student grade of “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 knowing about continued signs of problematic 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.

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 nor a member of your class in which case, email: Early.Alert@kzoo.edu). Please call Lesley Clinard at 337-5767 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 for administering evaluations in courses in 2013-14:

- 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.

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 – fill in the circle for only one number for your response.
- 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.
KALAMAZOO COLLEGE

Course Evaluation Form

Course Number __________________________ Course Title __________________________

Instructor: ______________________________

Circle one: fall / winter / spring _____________ (year)

My K year (optional): 1st Soph Jr Sr Visiting

For me this course is a: requirement elective

Part 1. What I Learned. Indicate your level of agreement with the following statements. Use “not applicable” (N/A) when appropriate.

In this course, I gained . . .

1. a deeper understanding of the subject
2. the ability to think critically about course subject matter
3. a new or increased interest in this subject

In this course, I improved my ability to . . .

4. consider varying perspectives or approaches
5. apply skills required for the course
6. think independently and creatively
7. think collaboratively
8. express my ideas effectively

Please make comments or suggestions:

Part 2. Learning Environment. Indicate your level of agreement with the following statements. Use “not applicable” (N/A) when appropriate.

9. Course goals and requirements were clearly explained
10. The course was appropriately challenging
11. Course materials (texts, readings, equipment, visuals, etc.) were effective
12. Class time was organized and used effectively
13. Projects and assignments in this course contributed significantly to my learning
14. Students’ ideas and contributions were encouraged
15. My work was evaluated fairly
16. The instructor gave me timely feedback on my work
17. The instructor gave me helpful suggestions for improvement
18. The instructor was available during office hours and for appointments
19. The teaching techniques in this course were effective in helping me learn

(for example, discussions, demonstrations, lectures, group work, audiovisuals, etc.)

Please make comments or suggestions:
Part 3. Service-Learning and Labs (if applicable)

**SERVICE-LEARNING:**
20. Service-Learning contributed significantly to my learning
   - N/A
   - Disagree
   - Disagree Neutral
   - Agree
   - Strongly Agree

**LANGUAGES & SCIENCES:** Lab instructor’s name:___________________
21. Labs contributed significantly to my learning
   - N/A
   - Disagree
   - Disagree Neutral
   - Agree
   - Strongly Agree

*Please make comments or suggestions:*

Part 4. Overall Evaluation. Indicate your level of agreement with the following statements.

22. Overall, I put considerable effort into this course
  - Strongly Disagree
  - Disagree Neutral
  - Agree
  - Strongly Agree

23. Overall, this course was valuable to my academic and/or personal growth
  - Strongly Disagree
  - Disagree Neutral
  - Agree
  - Strongly Agree

*Please make comments:*

Note: the scale for the following two questions is different from the scale used above.

24. Overall, this instructor's teaching was
  - Poor
  - Fair
  - Good
  - Very Good
  - Excellent

25. Overall, this course was
  - Poor
  - Fair
  - Good
  - Very Good
  - Excellent

*Please make comments or suggestions:*

Name (Optional)  ____________________________

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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. See also Computer Facilities and Policies.

Media Services

Media Desk 337-7138 or kmedia@kzoo.edu

Media questions, requests, ordering media materials for your class and training on classroom audio-visual capabilities; Scheduling computers, video, and/or public address equipment for classes and events; Video assistance and acquisitions.

Franki Hand, Media Coordinator
Alexander Teal, Media Support Specialist

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

Kathryn Lightcap, Graphics/Media Designer

Video Production Studio and Editing

Video Production 337-7245 or production@kzoo.edu

Jaakan Page-Wood
Media Producer and Studio Instructor
Technology Purchases & Management

All technology purchases must be ordered through Information Services.

Don also supervises the Help Desk, Media Desk, Center for New Media Design and Video Production staff.

Don Mack
Associate Director, Technical & Media Services
Phone: 269-337-7139
Email: Donald.Mack@kzoo.edu

Moodle Course Management and Instructional Technology

Joshua Moon
Educational Technology Specialist
Phone: 269-337-7415
Email: Joshua.moon@kzoo.edu

Web Services

Carolyn Zinn
Associate Director, Web Services
Phone: 269-337-5761
Email: Carolyn.Zinn@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 Leslie.Burke@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
Stacy Nowicki  
Library Director  
Phone: 269-337-5750  
Email: Stacy.Nowicki@kzoo.edu

Hillary Berry  
Library Circulation Supervisor: **contact re: putting materials on reserve**  
Phone: 269-337-5731/Circulation Desk: 269-337-7153  
Email: Hillary.Berry@kzoo.edu

Leslie Burke  
Collection Development & Digital Integration Librarian: **contact regarding books you would like the library to own**  
Phone: 269-337-7144  
Email: Leslie.Burke@kzoo.edu

Robin Rank  
Reference Librarian  
Phone: 269-337-7152  
Email: Robin.Rank@kzoo.edu

Kelly Frost  
Reference Librarian  
Phone: 269-337-7152  
Email: Kelly.Frost@kzoo.edu

Lisa Murphy (Archives/Rare Book Room)  
College Archivist  
Phone: 269-337-7151  
Email: Lisa.Murphy@kzoo.edu
Registrar’s Office
Nicole Kragt
Registrar
Phone: 269-337-7203
Email: nicole.kragt@kzoo.edu

Jessica Ward
Assistant Registrar
Phone: 269-337-7215
Email: Jessica.ward@kzoo.edu

Zachary Reichard
Academic Records and Scheduling Coordinator
Phone: 269-337-7391
Email: Zachary.reichard@kzoo.edu

Raechel Scholz
Academic Records and Scheduling Assistant
Phone: 269-337-7202
Email: Raechel.scholz@kzoo.edu
Registrar FAQ

How do I know who is registered for my class?

A continually updated course roster is available in ‘Faculty Info’ under the Web Advisor section of the portal.

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, chem110-1@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 and after the end of week one. The registrar will tell you what/if any rooms are available.

What information about a student can I share with others?

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

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

Helpful Guidelines:

Professors may not release non-directory or personally identifiable information about a student to a third party (parents included) without the student's written authorization. You may have the student fill out a consent-to-release form if the student wants you to speak with a third party. The student must sign a new form each time s/he allows you to release non-directory information.
Do Not Release the Following Information Without Written Authorization

- Student ID number
- Grades/Exam Scores
- Grade Point Average
- Social Security Number
- Parent Address/Phone
- Detail of Registration Information (i.e., courses, times)
- Race, Ethnicity, or Nationality
- Gender
- Date of Birth
- Total Credits
- Number of Credits Enrolled in a Quarter
- Emergency Contact

The public posting of grades either by the student's name, student ID number, or social security number without the student's written permission is a violation of FERPA. This includes the posting of grades to a class/institutional website and applies to any public posting of grades in hallways and in departmental offices for all students including those taking distance education courses.

If an instructor wants to post grades, then a system needs to be put in place that ensures FERPA requirements are met. The last four digits of the student number may be used. The instructor may also obtain the student's uncoerced written permission or use code words or randomly assigned numbers that only the instructor and individual student know.

Additionally, leaving graded student work in a publicly accessible location where third parties (e.g., other students) may see it is not permissible, as it too violates students’ FERPA rights.

Notification of grades via e-mail is in violation of FERPA. There is no guarantee of confidentiality on the Internet. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method.

What do I do if a student is too ill or has an emergency that prevents him/her from finishing the work for my class?

You can give them an Incomplete; leave the grade blank on the on-line form and fill in an Incomplete form at the registrar’s office. Incompletes should be offered to a student only when there are compelling circumstances beyond the student’s control; check with your department chair and the registrar’s office if you have any questions about whether a student should receive an incomplete.

Incomplete Grades. An I (incomplete) is recorded when work is of acceptable quality but has not been finished because of illness or other extraordinary circumstance outside the student's control. If the work has not been completed by the end of the sixth week of the next quarter, the instructor should submit the grade the student had earned by the end of the quarter. This deadline applies whether the student is on or off campus or has left the College.
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, First-Year Experience  
269-337-7210  
fax 269-337-7404

Karen Joshua-Wathel  
Associate Dean of Students, Disability Services, Student Conduct, Multicultural Affairs  
269-337-7209  
fax 269-337-7404

Brian Dietz  
Assistant Dean of Students, Director of Student Involvement and the Hicks Student Center  
269-337-7210  
fax 269-337-7404

Stephen Sanney  
Direct of Residential Life  
269-337-7210  
Fax 269-337-7404

Chapel  
Reverend Elizabeth Hakken Candido, College Chaplain and Director of Religious Life  
269-337-7362

Counseling  
Kenlana Ferguson, Director of Counseling  
269-337-7348  
fax 269-337-7440

Student Health Center  
Lisa Ailstock, PA-C, Director of the Student Health Center  
269-337-7200

Clinic Staff  
fax 269-337-7440
Campus Security

Kalamazoo College operates its own non-deputized safety program. Safety personnel therefore have no arrest powers. Safety personnel, under the direction of Timothy Young, Director of Campus Safety, regularly patrol the campus 24 hours a day, every day of the year. Campus Safety 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 outdoor 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 Campus Safety department requests that criminal acts and unusual or suspicious activity that occurs on college property be reported immediately (7321). The Campus Safety department has established a close working relationship with the local public safety department. Campus Safety 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). Campus Safety 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 Campus Security (7321) or the Kalamazoo Public Safety Department (9-911).

More information on campus emergency procedures can be found at: https://reason.kzoo.edu/security/
Student Development Policies

Academic Dishonesty

Alcohol Policy

Classroom Behavior

Computer Facilities and Policies

Drug Policy

Fire Safety Policies and Procedures

Freedom of Expression and Disorderly Behavior

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/
Human Resources
Human Resources

HR Webpage: http://www.kzoo.edu/hr/
Wellness Program Webpage: http://reason.kzoo.edu/wellness/

Human Resources Staff

Reneé Boelcke: Human Resources Director
269.337.7248
Renee.Boelcke@kzoo.edu

Miasha Wilson: Human Resources Coordinator/Administrative Assistant
269.337.7225
miasha.wilson@kzoo.edu

Jennifer Williams: Benefits Manager / HRIS Specialist
269.337.7223
jennifer.williams@kzoo.edu

Jennifer Bailey: Fitness and Wellness Director
269.337.7035
jennifer.bailey@kzoo.edu

Payroll (see Business Office)

Kalamazoo College
Summary of Benefits for New Faculty
This brief summary of benefits is a guideline only; nothing herein should be construed as creating any contract rights for any employee. Plan Documents and Certificates of Coverage will govern plan provisions at all times. 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 benefit at any time. For current details, see the Human Resources web page at https://reason.kzoo.edu/hr/benefits/.

Faculty/staff wellness program:
- Includes Fitness and Wellness Center, classes and workshops, family activities, confidential health assessments and one-on-one consultations. Details at http://reason.kzoo.edu/wellness/.

Health and dental insurance:
Coverage is effective the first day of employment, pending completed enrollment within 30 days of hire.
- The College and the employee contribute to the premium. Salary-based premium cost-share amounts can be calculated at https://reason.kzoo.edu/hr/benefits/healthinsurance/
Dependent coverage is available for spouses, eligible domestic partners and children. 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).
- Dental insurance employee contribution rates can be found at https://reason.kzoo.edu/hr/benefits/dental/.

Flexible Benefit Plan (Section 125 pre-tax reimbursement accounts)
- Annual enrollment provides opportunity to pay on a pre-tax basis through reimbursement accounts for out-of-pocket qualified health expenses and dependent care expenses.
- Employee’s share of health insurance premium is taken pre-tax unless employee waives this option.

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 purchase additional coverage for themselves and/or their eligible dependents.

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 premium. Benefit in the event of disability is 60% of salary, offset by social security and certain other benefits, following a six month elimination period. Monthly maximum benefit is $8,000. Benefits for total disability continue to age 65. Includes a monthly annuity premium benefit credited to 403(b) plan.

Other benefits from Cigna include
- Life assistance program
- Emergency travel assistance
• Identity theft protection program
• Legal assistance and Will preparation

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 dollar-for-dollar.
• Group SRA available with no waiting period for participation.

Emeriti Retirement Health Plan
• Eligibility for new employees requires minimum ¾ 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.
Business Office

(Note: The Business Office has a helpful FAQ on its website at https://reason.kzoo.edu/business/faq/)
**Business Office**

These are the people you’ll work with most; see website for full staff.

**Rob Wilson**  
Payroll Manager  
Phone: 269-337-7250  
Email: rob.wilson@kzoo.edu  
Payroll Webpage: [https://reason.kzoo.edu/payroll/](https://reason.kzoo.edu/payroll/)  

Contact Rob 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

**Terri Cox**  
Accounting Associate  
Phone: 269-337-7224  
Email: terri.cox@kzoo.edu  

Contact Terri regarding:  
- Vendor payments  
- W-9 Forms  
- Invoices and requisitions  
- Purchase Orders

**Jeffrey Moran**  
Accounting Associate  
Phone: 269-337-7249  
Email: jeffrey.moran@kzoo.edu  

Contact Jeff regarding:  
- Travel/Event Advances  
- Password reset for PVSnet  
- College credit cards  
- Deposits
Business Office

PAYDAYS

The first pay date for the 2017-18 academic year is the October 1 paycheck paid on September 29, 2017. 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 (https://reason.kzoo.edu/payroll/employee/directdeposit/). 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, 2018’ paycheck is paid December 29, 2017 and is part of the 2017 tax year.

**FULL TIME FACULTY**

- Friday, September 29, 2017
- Wednesday, November 1, 2017
- Friday, December 1, 2017
- Friday, December 29, 2017
- Thursday, February 1, 2018
- Thursday, March 1, 2018
- Friday, March 30, 2018
- Tuesday, May 1, 2018
- Friday, June 1, 2018
- Friday, June 29, 2018
- Wednesday, August 1, 2018
- Friday, August 31, 2018

**ADJUNCTS**

- Fall Term (three installments)
- Friday, September 29, 2017
- Wednesday, November 1, 2017
- Friday, December 1, 2017
- Friday, December 29, 2017
- Thursday, February 1, 2018
- Winter Term (three installments)
- Thursday, February 1, 2018
- Thursday, March 1, 2018
- Friday, March 30, 2018
- Friday, March 30, 2018
- Spring Term (three installments)
- Tuesday, May 1, 2018
- Friday, June 1, 2018
- Friday, June 29, 2018

**Direct Deposit**

- Direct deposit is available for all College payments—payroll and accounts payable reimbursements.
- Enjoy the many benefits of direct deposit: No more lost checks. No more rushing to the bookstore or bank to cash your check.
- To sign up for direct deposit complete the online form available on the Payroll website: https://reason.kzoo.edu/payroll/employee/directdeposit/
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>FORM/INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT TRANSFERS</td>
<td>If you need to move expenses between accounts, please complete the online form, TRANSFER REQUEST, on the Business Office website under All Forms.</td>
</tr>
</tbody>
</table>
| BUDGETS/ACCOUNT ACCESS     | You can view your accounts/budgets on the Hornet Hive through the WebAdvisor for Employees – Financial Information – Budget Selection. If you need access to an account or help in reviewing your account, email BusinessOffice@kzoo.edu  
<pre><code>                                                                                                                              |
</code></pre>
<p>| CASH ADVANCE - College employees | Advances can be given for travel, upcoming events or to make change for event. Use the REQUISITION FORM to request the advance. Provide the date(s) of event/travel. Employees are required to submit an Expense Form within 30 days of return from travel/event that include original receipts, complete documentation and any funds due back to the College. Please allow 7-10 days processing time.                                                                                       |
| CASH ADVANCE - Students    | Advances can be given for travel, upcoming events or to make change for event. Use the STUDENT TRAVEL/EVENT ADVANCE form to request the advance. Provide the date(s) of event/travel. Students are required to submit an Expense Form within 30 days of return from travel/event that include original receipts, complete documentation and any funds due back to the College. Please allow 7-10 days processing time.                                                                                       |
| COLLEGE CELL PHONE - employees | Visit the Business Office website under “Policies, Procedures, and Forms” and “Purchasing Policies.”                                                                                                                                                                                                                     |
| COLLEGE CREDIT CARDS       | To request a College Credit Card complete a COLLEGE CREDIT CARD APPLICATION form found at <a href="https://reason.kzoo.edu/business/policy/forms/">https://reason.kzoo.edu/business/policy/forms/</a>. Review the college credit card policy info at <a href="https://reason.kzoo.edu/business/policy/credit/">https://reason.kzoo.edu/business/policy/credit/</a>. Statements must be completed monthly and all receipts are required.                                                                                             |
| COMPUTERS and TECHNOLOGY   | All technology purchases (e.g. computers, e-tablets, software, etc.) must be made through Information Services. Contact Don Mack, Associate Director Technical &amp; Media Services (<a href="mailto:Don.Mack@kzoo.edu">Don.Mack@kzoo.edu</a>, x7138). Technology purchases not made by IS will not be reimbursed by the College regardless of the source of funding for the purchase. If you use a personal credit card to purchase a College computer you will not be reimbursed by the College. |
| DEPOSITS                   | For deposits to the College accounts, please use the DEPOSIT SLIP at <a href="https://reason.kzoo.edu/business/policy/forms/">https://reason.kzoo.edu/business/policy/forms/</a>. Checks and cash should be brought to the Business Office daily. Please do not send checks or cash through the mail. Gifts to the College should be taken to the Advancement Office for processing.                                                                                                                                          |
| DIRECT DEPOSIT - vendors   | All vendors can be paid electronically by the College. Please have them complete a VENDOR FORM/FORM W-9 which can be found on the Business Office website                                                                                                                                                                                                                                                                         |
| DISPUTED CREDIT CARD CHARGES | Please complete PURCHASING/CREDIT CARD DISPUTE/BILLING INQUIRY FORM                                                                                                                                                                                                                                                                                                                                                                           |
| EMPLOYEE STIPEND PAYMENTS | Please use the STIPEND PAYMENT REQUEST FORM and submit to Payroll. These cannot be processed through Accounts Payable. This form is on the Payroll website.                                                                                                                                                                                                                                                                                   |
| FRAUDLENT CREDIT CARD CHARGES | Please complete PURCHASING/CREDIT CARD DISPUTE/BILLING INQUIRY FORM                                                                                                                                                                                                                                                                                                                                                                           |</p>
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>FORM/INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIFT CARDS</td>
<td><strong>Gift cards are generally prohibited.</strong> There are limited circumstances where gift certificates and gift cards can be used. Please contact Catherine Bonnes <a href="mailto:Cbonnes@kzoo.edu">Cbonnes@kzoo.edu</a> in the Business Office to discuss your particular circumstances prior to purchasing the gift cards. Gift cards purchased without authorization will not be reimbursed.</td>
</tr>
<tr>
<td>HONORARIUM PAYMENTS (non-employee only)</td>
<td>Please use a REQUISITION FORM. A form W-9 is required for all payees in advance of processing the payment.</td>
</tr>
<tr>
<td>INTERNATIONAL VISITOR PAYMENTS</td>
<td>Please use the PAYMENT OF INTERNATIONAL VISITORS FORM. These payments are complex and require time for research. Please allow 2 weeks!</td>
</tr>
<tr>
<td>INVOICE APPROVED FOR PAYMENT</td>
<td>Most invoices will be provided electronically from the Business Office. Reply with “approved” and include the appropriate 13-digit account number. If received in hard copy, write &quot;approved&quot;, sign the invoice, provide the account number, and return the form to the Business Office. Please allow 5-7 days for processing. There is no need to include a REQUISITION FORM with the invoice.</td>
</tr>
<tr>
<td>MILEAGE</td>
<td>Mileage is paid when a personal vehicle is used for College business. Please check the Business Office website for current mileage rates as it does change. The College only reimburses the cost of gas when a College or rental vehicle is used.</td>
</tr>
<tr>
<td>OFFICE SUPPLIES</td>
<td>All office supplies should be purchased through the College's Staple's account. Please check with your office coordinator or contact Jill Rex in the Business Office <a href="mailto:Jill.Rex@kzoo.edu">Jill.Rex@kzoo.edu</a>.</td>
</tr>
<tr>
<td>PAYMENT FOR SERVICES, non-employees only (Honorariums, Athletic officials etc. . .)</td>
<td>Please use a REQUISITION FORM. A form W-9 is required for all payees in advance of processing the payment.</td>
</tr>
<tr>
<td>PURCHASE ORDERS</td>
<td>PO requests should be emailed to <a href="mailto:BusinessOffice@kzoo.edu">BusinessOffice@kzoo.edu</a> and include the following: vendor name (and ID number if known), quantity, description, amount, and GL account number(s). If the vendor is not already in Colleague, a form W-9 will be needed. The Business Office staff can request the W-9, but it will add time to processing. PO's take 24 hours to process.</td>
</tr>
<tr>
<td>PURCHASING POLICIES</td>
<td>The College purchasing policies can be found on the Business Office website: <a href="https://reason.kzoo.edu/business/policy/purchasing/">https://reason.kzoo.edu/business/policy/purchasing/</a></td>
</tr>
<tr>
<td>QUESTIONS</td>
<td>For the fastest response to your questions, please email <a href="mailto:BusinessOffice@kzoo.edu">BusinessOffice@kzoo.edu</a></td>
</tr>
<tr>
<td>REIMBURSEMENTS</td>
<td>Reimbursement for College purchases made with personal funds should be documented on an EXPENSE FORM. All reimbursements must be submitted within 90 days of expenditure or by fiscal year-end cutoff, whichever comes first.</td>
</tr>
<tr>
<td>STIPEND - employees</td>
<td>Please use the STIPEND PAYMENT REQUEST FORM and submit to Payroll. These cannot be processed through Accounts Payable.</td>
</tr>
<tr>
<td>STIPEND - students</td>
<td>Please use a STUDENT STIPEND FORM. (Stipends are for food, housing and other living expenses)</td>
</tr>
<tr>
<td>STUDENT PRIZES, AWARDS, GRANTS, FELLOWSHIPS, EXTERNSHIPS</td>
<td>Please use a REQUISITION FORM for student Prizes and Awards. For Student Grants/Fellowships/Externships use the STUDENT STIPEND FORM. If these are paid during the academic year, they must have approval by Financial Aid, please send the form to their office and they will send it along to us.</td>
</tr>
<tr>
<td>TOPIC</td>
<td>FORM/INFORMATION</td>
</tr>
<tr>
<td>-----------------------</td>
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</tr>
<tr>
<td>TIMESHEETS</td>
<td>Staff and student timesheets are approved through the Hornet Hive in WEB TIME</td>
</tr>
<tr>
<td></td>
<td>ENTRY. Timesheets are <strong>due by noon</strong> the Monday after the pay period ends.</td>
</tr>
<tr>
<td></td>
<td>Timesheets should be filled out daily by hourly staff/students.</td>
</tr>
<tr>
<td>TRANSFER REQUESTS</td>
<td>If you need to move expenses between accounts, please complete the online form,</td>
</tr>
<tr>
<td></td>
<td>TRANSFER REQUEST, on the Business Office website under All Forms.</td>
</tr>
<tr>
<td>WEB ADVISOR</td>
<td>This is where you can view your accounts/budgets. If you need access to an account</td>
</tr>
<tr>
<td></td>
<td>or help in reviewing your account, email <a href="mailto:BusinessOffice@kzoo.edu">BusinessOffice@kzoo.edu</a></td>
</tr>
<tr>
<td>WEB TIME ENTRY</td>
<td>This is where you view and approve time sheets. For issues with student employees,</td>
</tr>
<tr>
<td></td>
<td>contact <a href="mailto:HR-Student.Employment@kzoo.edu">HR-Student.Employment@kzoo.edu</a>. For issues with College staff, contact</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Payroll@kzoo.edu">Payroll@kzoo.edu</a>.</td>
</tr>
</tbody>
</table>
Faculty Development Opportunities

(Including how to get money to go to a conference)
For more information regarding grant and leaves offered by the Faculty Development Committee, visit their website (in ‘quicklinks’ drop box on the Hornet Hive), for up-to-date details, policy information and application forms: https://reason.kzoo.edu/fdc/

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 and Provost Mickey McDonald, whether you are intending to apply for academic leave. Applications should be submitted no later than the Friday of seventh 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 two weeks 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 at a per mile rate (check FDC site or business office for current reimbursement rate). Use of a College-owned car may be paid up to the fees listed on the Facilities Management Web site at http://www.kzoo.edu/facman/. Reservations for use of these vehicles should be made with Facilities Management, and you must notify Denean Pomeroy 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 Denean Pomeroy 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. Denean Pomeroy 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**

The levels of faculty support for Faculty Development projects and associated travel activities are as follows:

- Attending Conference, workshop, study seminar or other similar events. Support level: up to $800 (domestic or international)

- Serving as panel chair, discussant or in other professional capacities at conferences, conventions, or other professional meetings. Support level: up to $1200 (domestic) or $1500 (international)

- Presenting research findings or creative productions. Support level: up to $1800 (domestic) or $2200 (international)

**Notes:**

- The total annual per person support for all activities combined is limited to $1800 (without international travel component) or $2200 (with international travel component).

- Awards will not be given by both Faculty Development Committee (FDC) and the Teaching and Learning Committee (TLC) for the same event/project. Choose the funding method that best suits your request.

- In addition to full-time teaching faculty, FDC Grants also support academic activities of Library and PE faculty members. Support level: up to $800 (domestic or international) per person per year (July 1st to June 30th).

- Proposals are reviewed and processed on a first-come-first-served basis until the funds are exhausted. In cases that warrant special consideration and when funds are available, FDC may consider raising the support level for proposals involving international travel and for annual per person maximum allowance.

**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 $800 (domestic or international). Grants for presenting a paper or otherwise actively presenting one's research/artworks will be funded fully up to $1,800 (domestic) or $2,200 (international). Grants for chairing a session or participating in a panel discussion will be funded up to $1,200 (domestic) or $1,500 (international). Grants for archival or site research will be funded up to $1,200 (domestic) or $1,500 (international). All such grants are contingent upon budget availability.

**Teaching and Learning Grants (TLC):** To view the complete TLC webpage, including more information and applications regarding grants, please use the following link: [https://reason.kzoo.edu/tlc](https://reason.kzoo.edu/tlc).

**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. Students must be currently enrolled when the application is submitted.
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.
4) **Summer Faculty/Student Research Projects:** Supports five student research stipends (approximately $2,000 each).

**Notes:**
- The total annual budget for Faculty/Student Research Program is $12,000.
- When funding is available, FDC may consider increasing the level of support beyond the budgeted amount in cases when the number and/or requested amount of meritorious proposals demand such consideration.

For consideration of funding, applications must be submitted electronically or by campus mail to the FDC Chair by Friday of 4th 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 6th week of spring term.
Other Funding Options: International travel grants may be available from the Center for International Programs.

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. 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-3rd-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 seventh 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 seventh week of fall term.** See online leave application at [https://reason.kzoo.edu/fdc/](https://reason.kzoo.edu/fdc/).
Development Opportunities in Teaching and Learning

Criteria for Instructional Development Grants (Teaching and Learning Committee) can be found at https://reason.kzoo.edu/tlc/.

Grants on average of $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 also for new pedagogical projects for use in the classroom. An electronic application form can be found at https://reason.kzoo.edu/tlc/development/.

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.

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. Visit her web site at https://reason.kzoo.edu/facultygrants/.

Please feel free to contact Anne at: (269) 337-7418 adeweke@kzoo.edu
First Year Review for Tenure-Track Faculty

(Excerpts from Faculty Handbook, Section 5: Procedures of the Faculty Personnel Committee)

Tenure-track faculty typically undergo a first-year review followed by a reappointment review during their third year in service, though individual contracts may vary according to previous experience. At the beginning of the spring term, the Provost's Office notifies faculty to be reviewed of materials necessary to the review, and the deadlines for submitting these materials.

The materials considered in this review consist of student evaluations, a statement from the department chair, a current curriculum vitae, and a statement from the candidate. Both the departmental and personal statements should assess the candidate's performance so far and identify goals in the three areas of faculty responsibility: teaching and advising, professional development (research, scholarship, and other professional involvement), and service to the College community. The document “FPC Advice and Guidance for Departments with Pre-Tenure Members” should be helpful in preparing materials for the review file.

Because the candidate has been at the College for a short time, this review involves relatively small body of documentation. However, the committee takes this review very seriously as an opportunity for the candidate to intentionally develop a coherent plan for his/her professional trajectory based this initial year of work at K, and to receive meaningful feedback from the committee and the Provost. The committee writes a letter to the Provost summarizing its findings. The candidate is notified of the results of the process in a private discussion with the Provost in the fall term, and the letter and a summary of the conversation are placed in the candidate's personnel folder.

2017-18 first year review dates

April 2018: Candidates informed of first year review process
September 7, 2018: Candidate’s self-statement and CV due at Provost’s Office
September 14, 2018: Department letter due at Provost’s Office (Friday, 1st week of Fall)
September 17, 2018: Personnel Committee begins review
November/December 2018: Candidate conversation with Provost

Please see Faculty Handbook, Section 5, for more details and visit the Faculty Personnel Committee website at https://reason.kzoo.edu/fpc/.
### Acronyms Commonly Used at Kalamazoo College

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACSJL</td>
<td>Arcus Center for Social Justice Leadership</td>
</tr>
<tr>
<td>ASC</td>
<td>Academic Standards Committee (students go to petition for wavers re: credits, deadlines, etc.)</td>
</tr>
<tr>
<td>CCPD</td>
<td>Center for Career and Professional Development</td>
</tr>
<tr>
<td>CIP</td>
<td>Center for International Programs</td>
</tr>
<tr>
<td>DOGL</td>
<td>Day of Gracious Living (see page 7)</td>
</tr>
<tr>
<td>EPC</td>
<td>Educational Policies Committee (reviews all new course proposals)</td>
</tr>
<tr>
<td>EQA</td>
<td>Educational Quality Assessment</td>
</tr>
<tr>
<td>FAC MAN</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>FEC</td>
<td>Faculty Executive Committee (faculty/administration liaison; K’s version of a ‘faculty senate’)</td>
</tr>
<tr>
<td>FIPSE</td>
<td>Fund for the Improvement of Post Secondary Education</td>
</tr>
<tr>
<td>FPC</td>
<td>Faculty Personnel Committee (review, tenure and promotion)</td>
</tr>
<tr>
<td>FYE</td>
<td>First-Year Experience</td>
</tr>
<tr>
<td>FYS</td>
<td>First-Year Seminar</td>
</tr>
<tr>
<td>GLCA</td>
<td>Great Lakes Colleges Association</td>
</tr>
<tr>
<td>HIP</td>
<td>High Impact Practices (Service-Learning, Internships, Study abroad, etc.)</td>
</tr>
<tr>
<td>HLC</td>
<td>Higher Learning Commission (accredits Colleges and Universities)</td>
</tr>
<tr>
<td>KCCSR</td>
<td>Kalamazoo College Council of Student Representatives (student government)</td>
</tr>
<tr>
<td>P&amp;B</td>
<td>Planning and Budget (faculty committee)</td>
</tr>
<tr>
<td>RA</td>
<td>Resident Assistant</td>
</tr>
<tr>
<td>SIP</td>
<td>Senior Individualized Project (all students are required to complete one in order to graduate)</td>
</tr>
<tr>
<td>S-L</td>
<td>Service-Learning –collaborative learning led by the Center for Civic Engagement</td>
</tr>
<tr>
<td>SPP</td>
<td>Shared Passages Program (First Year, Sophomore Seminars; and Senior Capstone)</td>
</tr>
<tr>
<td>StuDev</td>
<td>Student Development (coordinated by the Dean of Students)</td>
</tr>
</tbody>
</table>