# Information for New Faculty

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All phone numbers are 269-337-XXXX  Emergency: 269-337-7321  All emails are in the Directory.

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<tr>
<th>Category</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Lesley Clinard</td>
<td>5767</td>
</tr>
<tr>
<td>Academic Concerns</td>
<td>Danette Ifert Johnson</td>
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</tr>
<tr>
<td>Academic Records</td>
<td>Office of the Registrar</td>
<td>7204</td>
</tr>
<tr>
<td>Athletics &amp; Physical Education</td>
<td>Lynsey VanSweden</td>
<td>7082</td>
</tr>
<tr>
<td>Business Office – Student Accounts</td>
<td>Patrick Farmer</td>
<td>7226</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Debbie Thompson</td>
<td>7318</td>
</tr>
<tr>
<td>Career and Professional Development</td>
<td>Valerie Miller</td>
<td>7384</td>
</tr>
<tr>
<td>Center for New Media</td>
<td>Kathryn Lightcap</td>
<td>7137</td>
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<tr>
<td>Chapel and Cavern</td>
<td>Elizabeth Hakken Candido</td>
<td>7362</td>
</tr>
<tr>
<td>Chemistry Placement Tests</td>
<td>Betsy Paulson</td>
<td>7007</td>
</tr>
<tr>
<td>Clubs/Organizations/Activities</td>
<td>Brian Dietz</td>
<td>7210</td>
</tr>
<tr>
<td>Community Engagement and Service-Learning</td>
<td>Alison Geist</td>
<td>7432</td>
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<tr>
<td>Computer Problems</td>
<td>Help Desk</td>
<td>5800</td>
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<tr>
<td>Counseling Center</td>
<td>Kenlana Ferguson</td>
<td>7191</td>
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<tr>
<td>Disabilities (student)</td>
<td>Karen Joshua-Wathel</td>
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<tr>
<td>English as a Second Language</td>
<td>Candace Bailey Combs</td>
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<tr>
<td>Financial Aid</td>
<td>Becca Murphy</td>
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<tr>
<td>First-Year Experience</td>
<td>Dana Jansma</td>
<td>7210</td>
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<tr>
<td>Food Service</td>
<td>David Lincoln</td>
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<tr>
<td>Health Center</td>
<td>Lisa Ailstock</td>
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<tr>
<td>Housing/Residential Life</td>
<td>Stephen Sanney</td>
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<tr>
<td>Information Services/Media Services</td>
<td>Claire Renly</td>
<td>7138</td>
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<tr>
<td>Intercultural Matters</td>
<td>Natalia Carvalho-Pinto</td>
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<td>International Students</td>
<td>Margaret Wiedenhoeft</td>
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<td>Alayna Lewis</td>
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<td>Service</td>
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<tr>
<td>Language Placement Tests</td>
<td>Magnolia Little</td>
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<td>Learning Specialist/Learning Commons</td>
<td>Candace Combs</td>
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<td>Library</td>
<td>Stacy Nowicki</td>
<td>5750</td>
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<td>Mail Center</td>
<td>Debbie Thompson</td>
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<tr>
<td>Math/Physics Center</td>
<td>Francesca Gandini</td>
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<tr>
<td>Math Placement Tests</td>
<td>Kristen Eldred</td>
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<td>Orientation for First-Years</td>
<td>Dana Jansma</td>
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<tr>
<td>Registration for Classes &amp; Drop/Add</td>
<td>Office of the Registrar</td>
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<td>Room Reservations - Classes</td>
<td>Office of the Registrar</td>
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<td>Room Reservations – Events</td>
<td>Information Services</td>
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<tr>
<td>Safety/Parking/IDs</td>
<td>Timothy Young</td>
<td>7321</td>
</tr>
<tr>
<td>Student Development</td>
<td>Lydia Vollavanh</td>
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<tr>
<td>Student Welfare and Concerns</td>
<td>Sarah Westfall</td>
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<td>Study Abroad</td>
<td>Margaret Wiedenhoeft</td>
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<td>Summer Common Reading</td>
<td>Dana Jansma</td>
<td>7210</td>
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<tr>
<td>Title IX/Gender Equity</td>
<td>Renee Boelcke</td>
<td>7480</td>
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<tr>
<td>Transfer Students</td>
<td>Dana Jansma</td>
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<tr>
<td>Writing Center</td>
<td>Isabela Agosa</td>
<td>5734</td>
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Teaching in the K Community
## Academic Calendar 2019-2020

Available online at: https://reason.kzoo.edu/registrar/dates/

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Winter Term, continued</th>
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<tbody>
<tr>
<td>Labor Day, 9/2</td>
<td>Winter Break Day, 2/7</td>
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<tr>
<td>Int'l Orientation, 9/6-9/10</td>
<td>Spring Registration, 2/17-2/28</td>
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<tr>
<td>Orientation, 9/10-9/15</td>
<td>Course Withdrawal ends, 2/28</td>
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<tr>
<td>Transfer Welcome, 9/10-9/15</td>
<td>Drop/Add for Spring begins, 3/2</td>
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<tr>
<td>Classes Begin, 9/16</td>
<td>Classes End, 3/13</td>
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<tr>
<td>Drop/Add w/o signature ends, 9/18</td>
<td>Exams, 3/15-3/17</td>
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<tr>
<td>Drop/Add ends, 9/20</td>
<td>Grades Due Noon, 3/24</td>
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<tr>
<td>Course Withdrawal begins, 9/23</td>
<td>Spring Break, 3/18-3/27</td>
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<td>Drop/Add activities* ends, 9/27</td>
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<tr>
<td>Homecoming, 10/18-10/20</td>
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<table>
<thead>
<tr>
<th>Spring Term</th>
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<tbody>
<tr>
<td>Fall Break Day, 10/25</td>
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<td>Winter Registration, 10/28-11/8</td>
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<td>Course Withdrawal ends, 11/8</td>
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<td>Family Weekend, 11/8-11/10</td>
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<td>Drop/Add for Winter begins, 11/11</td>
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<td>Classes End, 11/22</td>
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<td>Exams, 11/24-11/26</td>
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<td>Thanksgiving Holiday, 11/28</td>
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<td>Grades Due Noon, 12/4</td>
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<td>Winter Break, 11/27-1/5</td>
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<table>
<thead>
<tr>
<th>Winter Term</th>
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</thead>
<tbody>
<tr>
<td>Classes Begin, 1/6</td>
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<tr>
<td>Drop/Add w/o signature ends, 1/8</td>
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<tr>
<td>Drop/Add ends, 1/10</td>
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<tr>
<td>Course Withdrawal begins, 1/13</td>
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<tr>
<td>MLK Day, 1/17</td>
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<tr>
<td>Drop/Add activities* ends, 1/20</td>
</tr>
<tr>
<td>Declaration of Major Day, 2/5</td>
</tr>
</tbody>
</table>

*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 Provost Danette Ifert Johnson 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
   - 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 (October 4). 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 term registration is October 28 – November 8.

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.

10. **Final Exams: Sunday, November 24 – Tuesday, November 26.** 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. **Final Exam schedule is at https://reason.kzoo.edu/Registrar/exams/**

11. **Thursday, November 28 and Friday, November 29, Thanksgiving Holiday (College offices closed).**

12. **Final grades are due Wednesday, December 4 by NOON.**
**Faculty Meetings and Events Calendar**

Please visit [www.kzoo.edu/provost/](http://www.kzoo.edu/provost/) for updates and additions to this calendar.

**September**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Labor Day</td>
</tr>
<tr>
<td>10</td>
<td>Fall Colloquium, 8:30 am, Banquet Room</td>
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<tr>
<td>10</td>
<td>Advising Practicum, 1:00-2:30 pm, Banquet Room</td>
</tr>
<tr>
<td>10-15</td>
<td>First Year Orientation (Convocation 3pm)</td>
</tr>
<tr>
<td>16</td>
<td>Fall term classes begin</td>
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<tr>
<td>23</td>
<td>All Campus Gathering, 10:55 am, Dalton Theatre, Fine Arts Bldg.</td>
</tr>
<tr>
<td>23</td>
<td>Faculty Meeting, 4:10 pm, Olmsted Room, Mandelle Hall</td>
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**October**

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>2</td>
<td>Fall Advising Gathering, 10:55 am – 11:55 am, Banquet Room</td>
</tr>
<tr>
<td>2</td>
<td>Department Chairs Meeting, 4:15 pm, Olmsted Room, Mandelle Hall</td>
</tr>
<tr>
<td>18-20</td>
<td>Homecoming Weekend</td>
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<tr>
<td>21</td>
<td>Faculty Meeting, 4:10 pm, Olmsted Room, Mandelle Hall</td>
</tr>
<tr>
<td>25</td>
<td>Mid-Term Break Day (no classes)</td>
</tr>
<tr>
<td>30</td>
<td>Department Chairs Meetings, 4:10 pm, Olmsted Room, Mandelle Hall</td>
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**November**

<table>
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<tr>
<th>Date</th>
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<tr>
<td>7</td>
<td>Honors Lecture – 4 pm, Olmsted Room, Mandelle Hall</td>
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<tr>
<td>8</td>
<td>Honors Convocation, Stetson Chapel (academic processional)</td>
</tr>
<tr>
<td>8-10</td>
<td>Family Weekend</td>
</tr>
<tr>
<td>13</td>
<td>Department Chairs Meeting, 4:15pm. Olmsted Room, Mandelle Hall</td>
</tr>
<tr>
<td>18</td>
<td>Faculty Meeting, 4:10 pm, Olmsted Room, Mandelle Hall</td>
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<tr>
<td>22</td>
<td>Last day of classes</td>
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<tr>
<td>24-26</td>
<td>Final Exams</td>
</tr>
<tr>
<td>28-29</td>
<td>Thanksgiving Holiday, College offices closed</td>
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**December**

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>4</td>
<td>Grades due by noon</td>
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**January**

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>6</td>
<td>Winter term classes begin</td>
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<tr>
<td>13</td>
<td>All Campus Gathering, 10:55 am, Dalton Theatre, Fine Arts Bldg.</td>
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<td>13</td>
<td>Faculty Meeting, 4:10 pm, Olmsted Room, Mandelle Hall</td>
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<tr>
<td>20</td>
<td>Martin Luther King, Jr. Day Convocation, 10:55 am, Stetson Chapel (no classes meet today)</td>
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<tr>
<td>22</td>
<td>Winter Advising Lunch 10:55 -11:55 am, Banquet Room</td>
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<td>22</td>
<td>Department Chairs Meeting, 4:15 pm, Olmsted Room, Mandelle Hall</td>
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**February**

<table>
<thead>
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<th>Date</th>
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<tbody>
<tr>
<td>5</td>
<td>Declaration of Major Day, 10:55-11:55 am, Banquet Room</td>
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<tr>
<td>7</td>
<td>Mid-Term Break Day (no classes)</td>
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<tr>
<td>10</td>
<td>Faculty Meeting, 4:10 pm, Olmsted Room, Mandelle Hall</td>
</tr>
<tr>
<td>19</td>
<td>Department Chairs Meeting, 4:15 pm, Olmsted Room, Mandelle Hall</td>
</tr>
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</table>

*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/](http://www.kzoo.edu/news/calendar-of-events/), [https://reason.kzoo.edu/registrar/](https://reason.kzoo.edu/registrar/), [https://reason.kzoo.edu/studev/](https://reason.kzoo.edu/studev/), [https://reason.kzoo.edu/theatre/](https://reason.kzoo.edu/theatre/), and [http://hornets.kzoo.edu/composite](http://hornets.kzoo.edu/composite)*
Community Standards

Academic Freedom

The 2019-20 Kalamazoo College Academic 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://titleix.kzoo.edu/
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:

“A 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, [https://reason.kzoo.edu/learningcommons/](https://reason.kzoo.edu/learningcommons/))
“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/

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/
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

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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)

For me this course is a: requirement elective

○ ○

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

○ ○ ○ ○ ○ ○

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

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

Please make comments or suggestions:

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

SERVICE-LEARNING:

20. Service-Learning contributed significantly to my learning

LANGUAGES & SCIENCES: Lab instructor’s name:___________________

21. Labs contributed significantly to my learning

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

23. Overall, this course was valuable to my academic and/or personal growth

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

25. Overall, this course was

Please make comments or suggestions:

Name (Optional ) ________________________________
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.

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

Raechel Scholz
Assistant Registrar
Phone: 269-337-7204
Email: Raechel.scholz@kzoo.edu

Nancy Lawrence
Academic Records and Scheduling Assistant
Phone: 269-337-7391
Email: Nancy.Lawrence@kzoo.edu

Abigail Dahl
Academic Records and Scheduling Coordinator
Email: Abigail.Dahl@kzoo.edu
Registrar FAQs

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 Safety

Timothy Young, Director of Campus Safety
269-337-7321
fax 269-337-7404

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 Safety (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/

Human Resources Staff

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

Miasha Wilson: HR Specialist
269.337.7225
miasha.wilson@kzoo.edu

Jennifer Williams: Assistant Director, HR
269.337.7223
jennifer.williams@kzoo.edu

Payroll (see Business Office)
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, dental & vision 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/.

• Vision insurance employee contribution rates can be found at https://reason.kzoo.edu/hr/benefits/vision/.

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 Unum include:
• Employee assistance program
• Emergency travel assistance

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 ½-time appointment (.50 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 3/4-time with at least two 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

Catherine Bonnes
Interim Vice President for Business and Finance
Phone: 269-337-7228
Email: Catherine.Bonnes@kzoo.edu

Rob Wilson
Associate Controller
Phone: 269-337-7229
Email: rob.wilson@kzoo.edu
Contact Rob with questions about:
- Direct Deposit issues
- Reissuance of checks
- Wire instructions or notifications of wires
- Endowment information
- Adding vendors to Accounts Payable

Jill Rex
Payroll Manager
Phone: 269-337-7250
Email: jill.rex@kzoo.edu
Payroll Webpage: https://reason.kzoo.edu/payroll/
Contact Jill with questions about:
- Payroll for Faculty/Staff
- Student Payroll
- Changes to withholding information
- Web Time Entry for Staff

Heidi Greenwood-Ruiz
Business Office Manager
Phone: 269-337-5779
Email: Heidi.Greenwood-Ruiz@kzoo.edu
Contact Heidi with questions about:
- Viewing Reports in WebAdvisor on the Hornet Hive
- Direct deposit for Payroll and Accounts Payable (reimbursements)
- College credit cards
- Payments to foreign persons or businesses
- Issues related to expense reimbursements and vendor payments
Louise Tennant-Filkins
Administrative Assistant to the VPBF
Phone: 269-337-7285
Email: Louise.Tennant-Filkins@kzoo.edu
Contact Louise with questions about:
- 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: Businessoffice@kzoo.edu
Contact Terri regarding:
- Vendor payments
- W-9 Forms
- Invoices and requisitions
- Purchase Orders

Jeffrey Moran
Accounting Associate
Phone: 269-337-7249
Email: Businessoffice@kzoo.edu
Contact Jeff regarding:
- Travel/Event Advances
- Password reset for PVSnet
- College credit cards
- Deposits
PAYDAYS

The first pay date for the 2019-20 academic year is the October 1 paycheck paid on October 1, 2019. 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, 2020’ paycheck is paid December 31, 2019 and is part of the 2019 tax year.

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>
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<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>
<tr>
<td>BUDGETS/ACCOUNT ACCESS</td>
<td>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 <a href="mailto:BusinessOffice@kzoo.edu">BusinessOffice@kzoo.edu</a></td>
</tr>
<tr>
<td>CASH ADVANCE - College employees</td>
<td>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.</td>
</tr>
<tr>
<td>COLLEGE CELL PHONE - employees</td>
<td>Visit the Business Office website under “Policies, Procedures, and Forms” and “Purchasing Policies.”</td>
</tr>
<tr>
<td>COLLEGE CREDIT CARDS</td>
<td>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.</td>
</tr>
<tr>
<td>COMPUTERS and TECHNOLOGY</td>
<td>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.</td>
</tr>
<tr>
<td>DEPOSITS</td>
<td>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.</td>
</tr>
<tr>
<td>DIRECT DEPOSIT - vendors</td>
<td>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</td>
</tr>
<tr>
<td>DISPUTED CREDIT CARD CHARGES</td>
<td>Please complete PURCHASING/CREDIT CARD DISPUTE/BILLING INQUIRY FORM</td>
</tr>
<tr>
<td>EMPLOYEE STIPEND PAYMENTS</td>
<td>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.</td>
</tr>
<tr>
<td>FRAUDLENT CREDIT CARD CHARGES</td>
<td>Please complete PURCHASING/CREDIT CARD DISPUTE/BILLING INQUIRY FORM</td>
</tr>
<tr>
<td>GIFT CARDS</td>
<td>Gift cards are generally prohibited. 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>TOPIC</td>
<td>FORM/INFORMATION</td>
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<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 “approved”, 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 REQUISTION 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 the Business Office.</td>
</tr>
<tr>
<td>PAYMENT FOR SERVICES, non-employees only (Honorary, 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>TIMESHEETS</td>
<td>Staff and student timesheets are approved through the Hornet Hive in WEB TIME ENTRY. Timesheets are due by noon the Monday after the pay period ends. 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, 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 or help in reviewing your account, email <a href="mailto:BusinessOffice@kzoo.edu">BusinessOffice@kzoo.edu</a></td>
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<tr>
<td>WEB TIME ENTRY</td>
<td>This is where you view and approve time sheets. For issues with student employees, contact <a href="mailto:HR-Student.Employment@kzoo.edu">HR-Student.Employment@kzoo.edu</a>. For issues with College staff, contact <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/

Professional Development Projects and Travel Grants

https://reason.kzoo.edu/fdc/travelconference/

Teaching and Learning Grants (TLC)

https://reason.kzoo.edu/tlc

Faculty/Student Summer Research Grants

https://reason.kzoo.edu/fdc/summer_research/

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.

More information at: https://reason.kzoo.edu/fdc/grant_leave_guidelines/

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. More information is at the FDC website: https://reason.kzoo.edu/fdc/grant_leave_guidelines/.

**Development Opportunities in Teaching and Learning**

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

NOTE: 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**

The College’s Director of Faculty Grants will work with individual faculty interested exploring outside funding for their work. Visit the faculty grants web site at https://reason.kzoo.edu/facultygrants/ for more information.

Please feel free to contact the Director of Faculty Grants at: (269) 337-7418
First Year Review for Tenure-Track Faculty

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 of the first year of service, the Provost's Office notifies faculty to be reviewed of materials necessary to the review, and the deadlines for submitting these materials.

For more details on file preparation and specific timeline, visit the Faculty Personnel Committee website at https://reason.kzoo.edu/fpc/.
Acronyms Commonly Used at Kalamazoo College

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