SARAH LAWRENCE COLLEGE

Faculty Handbook

2025–2026

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Contents

SECTION 1: PRINCIPLES FOR MUTUAL RESPECT

Sarah Lawrence College Principles for Mutual Respect

- As a community, we respect those with whom we live, learn, and work at Sarah Lawrence College: students, staff, and faculty.
- We aspire to work with integrity and honor.
- We foster honest inquiry, free speech, and open discourse. We seek wisdom with understanding.
- We embrace our diversity in all its dimensions.
- We respect one another's privacy and honor personal boundaries.
- We are responsible and respectful in all of our communications.
- We work to keep our campus and its natural environment a beautiful and welcoming place, and to leave it in a better state than we found it.
- We endeavor to inflict no harm on one another, in word or deed.
- As a community, we strive to support one another in upholding these principles.

SECTION 2: GOVERNANCE

The Governance of the College

The legal existence of Sarah Lawrence College began with the granting of the provisional charter on December 9, 1926. This charter was made absolute on September 10, 1931, replacing the provisional nature of the charter and empowering the granting of the Bachelor of Arts degree. The absolute charter has been amended six times; first, to eliminate the provision restricting the enrollment to women; second, to permit the College to grant the degree of Master of Arts; third, to permit the College to grant the additional degree of Master of Fine Arts; fourth, to permit the College to grant the additional degrees of Master of Science and Master of Professional Studies; fifth, to permit the College to grant the additional degrees of Master of Science in Education and Master of Arts in Teaching; and, sixth, to increase the maximum authorized number of trustees from 25 to 40.

As a chartered institution of higher education in the State of New York, Sarah Lawrence College is subject to visitation by the Board of Regents, to the regulations of its board, and to the requirements of the Education Law. Under this law (Section 226), the trustees are legally and financially responsible for the College and exercise all privileges of an educational corporation. The Board of Trustees grants degrees authorizes the annual budget, receives all monies, executes deeds of gift, maintains the capital investments in plant and securities, and, in general, executes all those duties that are proper to such a corporation. The board's powers and responsibilities are detailed in the trustee bylaws which are available upon request.

Sarah Lawrence College Faculty Bylaws

See Faculty Bylaws here.

(https://my.slc.edu/ICS/Faculty/Resources_for_Faculty/Faculty_Bylaws.jnz?portlet=Handouts)

Election Process for Standing Committees

Once the Nominating Committee has submitted its slate of candidates for vacancies on standing committees to the Office of the Provost, it will be given to the registrar. The registrar will notify the faculty of the slate, as well as the continuing members on each committee, at least one week in advance of **May 1.** Beginning on **May 1**, the registrar will send electronic ballots to all eligible voters, beginning with the Ballots for candidates for elections to committees in Group I. Committee vacancies will be filled in three groups:

Group I: Advisory Committee on Appointments, Committee on Diversity, Equity, and Inclusion, Committee on Undergraduate Student Work, Committee on Undergraduate Student Life

Group II: General Committee, Committee on Graduate Studies, Admissions Committee, Nominating Committee

Group III: Curriculum Committee, Committee on Conditions of Teaching, Committee on Academic Freedom

When notifying the faculty about balloting for Group I, the registrar will ask that nominations from the "floor" be sent to him or her within two business days. Those making nominations from the floor will secure people to second the nominations, and they will submit their seconding at the time the nominations are made. After confirming that the nominee has agreed to run, and after the deadline for additional nominations, the registrar will announce that the final ballots for Group I committees are available for electronic voting, with a deadline for ballots to be submitted by 5:00 p .m. two business days later.

The registrar will then announce the results of elections for the Group I committees and contemporaneously announce the slate for the Group II committees. Elections for Groups II and III will proceed in the same manner as Group I (above).

Quorum: 25% of eligible voters must submit votes in order to achieve the required quorum.

Run-offs: When one candidate has not received a majority of votes, a run-off election will be conducted.

Resignations: In the case of a resignation from a committee, the Nominating Committee shall prepare a slate of candidates which shall be announced to the faculty, and electronic ballots will be sent to eligible voters.

Ad Hoc Committees

While they are not standing committees of the faculty, the following entities also require faculty membership:

Ad Hoc Committees

The formation of ad hoc committees or task forces should be announced to the community if the issues are of general concern (for instance, the Ad Hoc Committee on Academic Policy).

When an ad hoc committee or task force is formed, regular written updates will be given to the General Committee as the work of the committee progresses. The General Committee will determine the communication of these reports at faculty meetings and to the broader SLC community. (See also: Faculty Bylaws, Article IV, and Section 2.)

Faculty Groups

The Role of Faculty Groups

There are currently 13 faculty groups:

1. Dance
2. Filmmaking and Moving Image Arts
3. Global Studies
4. Humanities
5. Literature
6. Modern and Classical Languages and Literature
7. Music
8. Natural Science and Mathematics
9. Psychology
10. Social Science
11. Theatre
12. Visual and Studio Arts
13. Writing

Faculty groups will have the following functions:

1. To form ad hoc committees for searches.
2. To propose new and replacement positions to the Curriculum Committee.
    a. To serve as the units defined as "internal" with regard to solicitation of required letters for reappointment and tenure.
3. To prepare budget requests and to monitor the budget for the group.
4. In the case of faculty groups containing several disciplines, to coordinate disciplinary functions.

The Creation of New Faculty Groups

Proposals for new faculty groups must adhere to the following guidelines:

A. Proposals to form a new faculty group must be based on intellectually coherent configurations that conform to or enhance the pedagogical ethos of the institution.
B. Proposals must also take into account the size of the proposed group. If by breaking up a discipline in order to form a new group, either the new one or the remainder of the old one falls below a range too small to be desirable, the greater good of the whole College should be considered and atomization avoided. The acceptable minimum should be five members.
C. Once a new group is formed, a faculty member will participate in the voting business of that group only.

The Migration from One Faculty Group to Another

A. In larger disciplines (five or more) single members or a group of members may request to transfer their appointment to another faculty group, if a persuasive intellectual rationale for migrating can be made and if the discipline left retains no fewer than five members. In disciplines with fewer than five members, no individual member or small group of members may switch to another group. The whole group, however, may request to migrate to another faculty group.
B. Once an appointment is formally transferred to another unit, a faculty member will participate in the voting business of that unit only.

Procedures for the Creation of New Faculty Groups and for Migration between Existing Groups.

A. Individual faculty members or groups of faculty wishing to migrate to another existing group or wishing to form a new group must prepare a written proposal explaining the intellectual rationale for such a move and demonstrating that the size of the proposed group is within recommended limits. In the case of migration between groups, approval of the group into which they wish to migrate is required.
B. The proposal should be submitted to the Curriculum Committee and to the General Committee. Those two committees will meet as a joint body in the spring of each year to consider such proposals. At that time two representatives of the proposed group will be invited to speak with the two committees.
C. Proposals for new groups will be circulated to the entire faculty who will be invited to comment on the proposal. Those letters will be circulated to the members of the proposed group and to the General and Curriculum Committees.
D. The decision of the joint committee will be final. Once approved, a formal letter of appointment to a new group will be issued by the dean to individual faculty members. The entire faculty will also be notified.
E. Faculty members who change group affiliation must remain in their new faculty group for at least three years. The same time requirement applies to new groups.

Review of Related Practices

A. Each of the major standing committees—Advisory, Curriculum, Student Work, Admissions, Graduate Studies, Conditions of Teaching, Planning and Priorities Committee —should review its procedures in light of the new governance structure and make recommendations to the General Committee for appropriate revisions.
B. Each faculty group should develop (or formally reconfirm) procedural guidelines for administrative and advocacy involvement in hiring and promotion matters. In the discussion of procedures for hiring and for reappointment and tenure review, faculty groups should work toward a more formal statement of procedures to be used. Attention should also be given to the preservation of breadth of academic areas in search committees.
C. The formal configuration of faculty groups and the catalogue listing of subject areas should be rationalized and coordinated.

Administration of Faculty Groups

The conduct of the work of faculty groups will be guided by the following:

A. Chairs of faculty groups will be elected by the members of that group in rotation. The length is at the discretion of the group. (An exception to this rule will be made for those disciplines with a course structure based on components—dance, music, theatre.)
B. Each faculty group shall keep minutes (or records) of meetings and make them available to each member.
C. Communication among faculty groups requires planning and programmatic coordination. Chairs of faculty groups should meet regularly with the dean of the college and the president and, as needed, with standing committees.

Administrative Organization Charts

For a searchable, online listing of the College's administrative offices and staff, please go to: http://www.slc.edu/directory/index.html.

SECTION 3: FACULTY & ADMINISTRATIVE FACULTY APPOINTMENTS

Procedures for Making New Regular (Tenure-Track) Appointments

Authorizing a New Appointment

The decision to authorize a new faculty appointment is made by the president after discussions among members of the appropriate discipline and faculty group and the Curriculum Committee. Such conversations may be initiated by either the faculty group or the Curriculum Committee or brought to either from a third source. Ordinarily, new appointments will be made at a level parallel to that of assistant professor at other liberal arts colleges. Regular appointments offer initial three-year contracts, with a review for a second three-year appointment in the third year and a tenure review in the sixth year. (In rare cases, a faculty group may wish to request that a position carries with it the possibility of an early tenure review. Procedures for consideration of this request are included in the Faculty Bylaws, Article III, Section 5E.)

Appointing a Search Committee

After the Curriculum Committee has given approval for a search, the faculty group chair, having consulted with the Provost, the Assistant Vice President of Diversity, Equity, and Inclusion (AVP-DEI), and the other members of the faculty group, appoint a search committee to search for and screen candidates and to send finalists to the Advisory Committee on Appointments. The search committee consists of three or four regular members of the faculty. At least one member must come from outside the discipline or disciplines in which the search is taking place, or even outside the faculty group. Once the search committee is formed, they will meet with the Provost and AVP-DEI to discuss the position description and advertisement. The position description must be consistent with the policy regarding the possibility of an early tenure review as described in Article III,

Section 5E(1) of the Faculty Bylaws and must be approved by the Provost and the Curriculum Committee.

Establishing an Inclusive Applicant Pool

Once Curriculum Committee has approved the ad, the AVP-DEI will meet with the search committee to focus on inclusive approaches to cultivating, considering, and categorizing applications. Together with the Office of the Provost, the ad will be posted in several sources in which the College routinely advertises positions to reach members of under-represented groups, as well as discipline-specific locations if requested by the search chair. The search committee may also contact the department chairs of institutions with established graduate programs in the area of a given search. Every ad must contain the following statement: "Sarah Lawrence College is an Equal Opportunity Employer and has as one of its goals the recruitment and retention of a racially and culturally diverse administration, staff, and faculty. To that end, every job opening is seen as an opportunity to increase diversity and every effort will be made to expand the applicant pool in accordance with these goals." All open positions will appear on the College's Web site for the search duration.

Application Process

Applications for all regular faculty positions will be received by the College's online application management system, and instructions for accessing application materials will be sent to the search committee.

Candidates will be asked to submit a curriculum vitae, cover letter, sample course descriptions and/or syllabi, teaching and/or research statement, examples of their scholarly or artistic work and letters of recommendation, and more.

Screening Candidates/Diversity, Equity, and Inclusion

As soon as the application deadline passes (or in the case of an "open until filled" position, when the review of applications has begun) the search committee will develop a provisional or "long-short" list of about eight to twelve semifinalists for the position. That list will be submitted to the AVP-DEI who will then meet with the search committee to discuss and focus on inclusive interview structure and questions. After this meeting takes place the search committee can move forward and conduct telephone or virtual interviews.

After the long-short interviews have taken place, the AVP-DEI will meet with the search committee to focus on inclusive approaches to candidate interview assessment and post-interview categorization of candidates.

Virtual Interviews

Normally, search committees interview candidates virtually.

Scheduling the Campus Visit

There will be four dates scheduled with the Advisory Committee on Appointments for each search; one for each of the three finalists, followed by one final appointment for the search committee members to meet with the Advisory Committee for final recommendations. As soon as the search committee has confirmed the three finalists and the dates for their campus visits have been confirmed (consistent with the pre-arranged Advisory Committee interview schedule), the finalists will then receive an e-mail from the Office of the Provost confirming the date/time of the Advisory Committee interview, instructions for submitting travel reimbursement forms, lodging information, campus maps, and more.

The search committee will then meet with the AVP-DEI regarding organizing inclusive campus visits and inclusive approaches to evaluating campus visits. All campus visits must include an interview with the search committee, an interview with students, and an open presentation of the candidate's work, which must be announced in advance. The campus visit may also include a tour of the campus, visits to classes, and/or artistic presentations, and informal discussions with faculty members. When the campus visits are completed, members of the search committee will meet to review the candidates, prior to their meeting with the Advisory Committee. Prior to this meeting, the individual members of the search committee, including students, must submit letters via email to the Advisory Committee on Appointments (advisory@sarahlawrence.edu) by a specified deadline.

Arranging Finalist Presentations

The chair of the search committee must request to reserve space through EMS, and once approved may also request light refreshments (coffee, tea, water, cookies, etc). Instructions for submitting requests with EMS are on MySLC here. For assistance or questions, the chair should email Special Events (events@sarahlawrence.edu).

The chair will then create a talk announcement (see template here) for each finalist and once complete email the Director of Faculty Affairs who will then send it to the community on behalf of the search committee. The finalist will also need to sign a video authorization agreement to digitally record their public presentations, which will be provided by the Office of the Provost. These recordings will be made available to the SLC community for the duration of the search. At the conclusion of the search, these recordings will be deleted.

Completed forms should be sent to the Assistant Director of Faculty Affairs in the Office of the Provost.

Meal Expenses for Search Committee Members and Finalists

On-campus dining: meal tickets can be provided *only* to faculty and students on the search committee finalists to use while on campus. A member of the search committee will need to request tickets at least two days in advance to the Assistant Director of Faculty Affairs and confirm the names of attending committee members and the date the cards will be used.

Off-campus dining: the Office of the Provost will cover expenses for one off-campus dinner per finalist with the faculty members on the search committee. The college has an arrangement with Underhills Crossing & La Casa in Bronxville for pre-fixe dinners. Underhill's Crossing (a pre-fixe dinner consisting of an appetizer, entree, coffee/tea, dessert, and one bar beverage. The amount is $60.00 per person, including gratuity) and La Casa (a pre-fixe dinner consisting of an appetizer, entree, coffee/tea, dessert, and one bar beverage. The amount is $56.00 per person, including gratuity). To make reservations please contact the Assistant Director of Faculty Affairs so that authorization can be provided to the restaurant. Underhills and La Casa will bill the college directly, so there is no need to present payment at the time of dining. If the search committee chooses to have off-campus dining with finalists elsewhere, then the maximum amount to be reimbursed is $60.00 per person.

Reimbursement of Expenses

Requests for reimbursement should be emailed to the Director of Academic Budgets & Financial Planning (dtennenbaum@sarahlawrence.edu), and must include scanned copies of receipts along with the completed expense report found here.

The Role of Students

The search committee must appoint students to serve as student interviewers. If there is an internal candidate for the position, donnees of the candidate are not eligible to serve as student interviewers. The chair of the Search Committee asks the students to meet and talk with candidates. Students may also be invited to attend and respond to a public presentation or a class given by the candidate.

At the end of the presentation or interview, students are asked to report on their reactions through individual letters to the search committee and Advisory Committee. These letters must be emailed to the Advisory Committee on Appointments (advisory@sarahlawrence.edu) by a specified deadline. While student response is almost always helpful, the views of students who have seen all the candidates in a particular

search are especially valued; the availability of students to meet with all candidates should be an important criterion in their selection.

Policy for Providing Candidates' Materials to Students on the Search Committee

Members of the student search committee may be provided electronic copies of all materials submitted by the finalists, except letters of recommendation and transcripts. Letters of recommendation are available ONLY to the faculty members of the search committee and the Advisory Committee on Appointments.

Policy for Providing Candidates' Materials to Faculty Outside of the Search Committee

If the search chair has asked colleagues not on the search committee to participate in the search (i.e., formally meet the finalists and attend their presentations), those faculty may request an electronic copy of the candidate's CV and published writing samples only.

Consideration of Current Guest Faculty Members

In some cases a current guest faculty member will be a candidate, among others, for a tenure track position. In such cases, the search committee will interview the guest and will arrange an appropriate review process that is identical to the process used for external candidates. Some additional elements made possible by the candidate's guest status such as course appraisals and class observations may also be included in the process. In addition, prior to that interview, the Provost will send a letter to the entire community, soliciting comments on the guest's candidacy.

Arriving at a Decision

At the conclusion of the interviews, the faculty and student members of the search committee will write individual letters to the Advisory Committee before the faculty on the search committee meets as a group with the Advisory Committee to discuss their final recommendations.

After that meeting, on the basis of material from the candidate, the meeting with the search committee, student letters, comments from other faculty who met or observed the candidate, and from its own interview, the Advisory Committee will make a recommendation to the President. Prior to tendering an offer, the Provost will advise the chair of the Search Committee of the Advisory Committee's intention.

Once the President has arrived at a decision, the Provost is authorized to make an offer and to conduct appropriate discussions with the candidate. When an offer is accepted the Provost will write a confirming letter to the candidate, and an official contract will be issued. The chair of the search committee will communicate the decision to the other finalists and to any candidates who were interviewed by the search committee. The chair of the search committee will then instruct the Assistant Director of Faculty Affairs to notify all other applicants that the position has been filled.

Equal Employment Opportunity Commission (EEOC) Guidelines for Search Committees

Before screening, arranging interviews, or talking to candidates, it is important to understand that there are significant legal limitations on employment decisions. Whether the interviewer is a faculty member, the human resources director, an administrative department head or a supervisor makes no difference. Anyone screening resumes, conducting interviews, or contacting candidates represents the college and must know what information is or is not fair game and how to avoid unnecessary liability. The Equal Employment Opportunity Commission (EEOC) has developed guidelines for employers to follow for employment decisions. In addition, NY State Fair Employment Practice Law and other federal laws and regulations govern employment practices that affect the hiring process. The major federal laws that apply to most employers can be viewed here.

Protocol for Regularization of a Guest Contract without a Search

In accordance with Article III Section 5, B5 of the Faculty Bylaws:

"If an undergraduate guest teacher's fields are incorporated into the regular curriculum, or if a rotating or special post is made a regular one by the relevant division and the Curriculum Committee, or if an opening in the regular faculty occurs in those fields, then that teacher, on the occasion of their next contact, may be considered by the Advisory Committee on Appointments for an appointment to the regular teaching faculty. Normally, however, a search for other candidates for the post shall be undertaken before a regular appointment is offered to the guest teacher."

Therefore, guests who wish to receive regular contracts must, in all but extraordinary cases, compete in the external (national and international) searches conducted by their faculty groups. Appointing a guest to a regular teaching position without a search can only occur if their specific qualifications would preclude the possibility that an outside candidate might prove a better fit for the specific needs of the group or program. These qualifications must exceed participation in the Sarah Lawrence pedagogy and community.

One example of such an extraordinary case would be the following: Retirements will leave one faculty group or program without any member with history and experience in the College and with—its practices, colleagues, and how that program constructs its curriculum. In this case continuity would be the prime qualification for a candidate, and it would be impossible for an outside candidate to compete with an active, long-term guest.

However, it is still essential that the guest who is being considered for a regular appointment be vetted with reference to the College's normal appointment guidelines: Teaching, Donning, and Relation of the Candidate's work to the Curriculum and Scholarly or Artistic Growth and Intellectual vitality.

In these extraordinary cases, the protocol ought to be the following:

1. The request for a regular contract without search must come from the candidate's faculty group or program director.
2. The job description must be reviewed and approved by the Curriculum Committee.
3. The request must then be approved by the president and the provost to determine if a regular appointment is feasible and advisable.
4. Once approved by the president, the request is sent to the Advisory Committee, which requests materials from the candidate and their program/group:
    a. Letter describing the circumstances that justify a regular appointment without a search (from the group chair or program director)
    b. A cover letter from the candidate
    c. Candidate's CV

    d. Description of all courses taught by the candidate in the College
    e. Work samples
    f. Outside reviews of work
    g. Letters concerning the candidate from all regular members of the faculty group
5. A letter will then be sent from the Advisory Committee to all faculty and students requesting comments on the guest faculty member's candidacy. These must be received one week prior to the Advisory Committee's interview with the candidate.
6. The Advisory Committee will meet with the candidate.
7. The Advisory Committee will make a recommendation to the president.
8. In accordance with Article III, Section 5B6 of the Faculty Bylaws: "If a guest teacher is offered a regular teaching appointment, if the teacher so desires, some part of their service as a guest may be counted retroactively by the provost as part of the normal sequence of contracts leading to tenure."

Procedures for Making New Guest Faculty Appointments

Searches for guest appointments need not be as extensive as searches for regular appointments. There are, however, three conditions that must be met:

1. At least two candidates for the position must be interviewed.
2. The candidates must be interviewed by at least two current faculty members.
3. The search must be conducted with adherence to the College's stated policy regarding diversity: "Sarah Lawrence has as one of its goals the recruitment and retention of a racially and culturally diverse administration, staff, and faculty. To that end, every job opening is seen as an opportunity to increase diversity, and every effort will be made to expand the applicant pool in accordance with these goals."

Once the ad for the position has been written, it should be given to Meybol Basalis, Faculty Support Coordinator x6074; mbazelais@sarahlawrence.edu, who will arrange for the ad to be placed on the College's website.

Online application site and advertised on sources the College uses for the purpose of reaching a diverse applicant pool. The Search Committee may also wish to send the ad to heads of relevant graduate schools, and/or colleagues who may be in a position to recommend suitable candidates.

While it is presumed that candidates for guest positions will live in commuting distance from the College, there may be times when a candidate not living in the area will be invited for an interview. In such cases, the chair of the search should consult with the provost about funds available to cover transportation expenses for the candidate.

A campus visit may include a meeting with several faculty members and students (if available), a campus tour, and an on-campus meal. Meal tickets are available for the candidate, as well as for faculty and students involved in the interview process. To arrange for posting an ad, reimbursement of expenses and meal tickets, or if you have any questions about the process, please contact Kristy Hartman, Director of Faculty Affairs, x2213; khartman@sarahlawrence.edu.

To arrange for the appointment of the successful candidate, please provide a copy of the candidate's CV and contact information to Melissa Frazier, Associate Dean of the College, x2214; mfrazier@sarahlawrence.edu.

Policy for Evaluating Guest Faculty

Materials to be considered in evaluating guest faculty will include course appraisals written by the students and any reports on class observations by tenured faculty.

A. Course appraisals. Access to course appraisals for the guest faculty member shall be limited to:
    - The guest faculty member who taught the course (after all student evaluations and grades have been received by the registrar).
    - The relevant faculty group chair (or faculty group chair designee).
    - Members of the relevant Search Committee.
    - The Associate Dean of the College.

Please contact Judith McNatt, Executive Assistant to the Provost and Dean of Faculty, x2304; jmcnatt@sarahlawrence.edu in advance to arrange for access to course appraisals .

B. Class observations are part of the evaluation process. The chair of the relevant faculty group will designate a class observer for each new guest appointment. Class visits will take place in early November or in early April for those new guests who teach only in the spring semester. After the class visit, the class observer is asked to have a conversation about the class with the guest faculty member whose class s/he observed. The report on the class observation should be submitted to the Associate dean of the college. The observer has the option of also providing the guest faculty member with a copy of the report on the class observation, but is not required to do so. Other tenured members of the faculty group may view the report on the class observation upon request.

Protocol for Searches for Graduate Directors

Candidates not standing for regular faculty positions. This procedure is used for both in-eternal and external candidates.

A. Directors of programs who are hired from outside the College will be vetted by a Search Committee chosen by the dean of graduate and professional studies in consultation with members of the program in question and the provost. The committee will include at least two members of the regular faculty of the College, one of whom is a member of the Committee on Graduate and Professional Studies.
B. After vetting applications, Search Committee members will solicit recommendations and invite candidates to campus (a minimum of two). Candidates will meet with faculty, students, key administrators, and the Advisory Committee.
C. Before the interview with the Advisory Committee, the committee will be provided with a dossier concerning the candidate, including, but not limited to, a CV, cover letter, and recommendations. In the course of the search, they will also be provided with faculty and student evaluations of the candidate, and the recommendation of the Search Committee.
D. The Advisory Committee meets with the Search Committee.
E. The dean of graduate and professional studies reports the recommendation of the Search Committee to the Graduate Studies Committee.
F. The dean of graduate and professional studies will make his/her own recommendation with reference to the particular interests of the graduate program in question to the Advisory Committee.
G. The Advisory Committee on Appointments will make its recommendation directly to the president.
H. The president makes the final decision.

Candidates who will also hold regular faculty positions

Directors of blended programs who are hired from outside the College as regular teaching faculty will be vetted by the same procedure as searches for regular faculty in the undergraduate College. In addition to considerations as a teacher and scholar/artist/practitioner, the committee will consider the candidate's virtues as a program director and their management capacities.

This procedure is also followed in a case in which a candidate for the administrative position in question is already a regular faculty member at the College.

A. The Search Committee will be chosen by the Advisory Committee in consultation with the dean of graduate and professional studies. The committee will include at least two members of the regular faculty of the College, one of whom is a member of the Graduate Studies Committee.

B. The normal search procedure for a regular faculty member in the College will be followed. Besides the normal procedure with the Advisory Committee, the committee will report its recommendations to the dean of graduate and professional studies.
C. The dean of graduate and professional studies reports the recommendation of the Search Committee to the Graduate Studies Committee.
D. The dean of graduate and professional studies will make his/her own recommendation with reference to the particular interests of the graduate program in question to the Advisory Committee.
E. The Advisory Committee will make its recommendation directly to the president.
F. The president makes the final decision.

The Advisory Committee will devise a protocol for renewal of the positions described above informed by the appointment process.

Reappointment Review Guidelines

What follows is an effort on the part of the Advisory Committee on Appointments, in consultation with the General Committee, to lay out for the College and candidates for appointment a more explicit description of both the criteria and the process for reappointment than presently exists in the Faculty Bylaws. Over the years, practice has added or refined a number of features in the appointment process. It is important that current practice be known and understood.

We should say at the outset that a set of principles underlies the design of the College and the process of education. While the concrete manifestations of these principles are always open to question and revision, the College, working through the Advisory Committee, looks to appoint and retain faculty who are in sympathy, broadly interpreted, with the basic principles of the College. Briefly, these principles include the commitment to the individualized nature of a Sarah Lawrence education and to the structures-seminars, conferences, and donning-that make that education possible.

These guidelines give the criteria for review in detail, and also discuss how evidence regarding the criteria are gathered. Candidates are evaluated in four main areas:

Teaching

At Sarah Lawrence, effective teaching is the sine qua non for faculty appointment and reappointment. No single definition of good teaching is sufficient, but among the attributes of good teaching, the College looks for the following:

- Mastery of the subject matter of the discipline
- Capacity to design interesting and sophisticated courses and to work with students in developing appropriate conference projects
- Breadth of teaching interests and subjects offered
- Capacity and flexibility to develop new interests and courses
- Skill in teaching students at all levels (e.g., from First Year Studies to advanced seminars) and across a range of abilities
- Sufficient teacherly presence and accessibility
- An ability to listen and take important cues from students
- Capacity to communicate enthusiasm and excitement, skill at engaging and motivating students
- Facility in helping students to see connections, to think across disciplinary lines, to place issues within a larger cultural context.

Donning

In donning, the College looks for a capacity to work productively with donnees and other students: to advise, inspire, encourage, and set limits. This includes the ability to help donnees to reflect on their experience; to help them consider academic options and to

choose wisely from among those options; to interpret the College to the student and vice versa; to intervene, where appropriate, in time of crisis; to be open to students' opinions, problems, needs.

Scholarly or Artistic Growth and Intellectual Vitality

The College looks for demonstrated scholarly or artistic growth, intellectual vitality, and the promise of their continuation in the future. These qualities could be demonstrated in a number of ways, including, but not limited to: contributions to scholarly meetings; published articles and books; professional recognition through elections, awards, nominations; applications of one's own research to contemporary problems. Scholarly growth and intellectual vitality may also be shown by formal and informal presentations at Sarah Lawrence and through development of new ways to organize knowledge or approach a field, as illustrated, for example, by new teaching techniques.

For artists, writers and performers, shows, reviews, performances and other forms of external recognition measure creativity, vitality and leadership in one's field.

A completed Ph.D./terminal degree is a significant part of the case for reappointment. In the case of the Ph.D., the dissertation should be completed by the time of reappointment to a second three-year contract. The dissertation gives evidence of the ability to deal with an important intellectual question in a rigorous manner, and it gives an opportunity for scholars in the field to measure a candidate's promise.

Note: Review of scholarly or artistic work is part of the reappointment process, but is not a criterion for the reappointment decision. Consideration of scholarly and artistic work allows the Advisory Committee to guide candidates, post reappointment, towards the tenure review.

Contribution to the Educational Program of the College as a Whole

<u>Leadership, Governance, Service</u>
The College values intellectual and civic leadership as shown through inventing and enriching programs, arranging lectures and workshops, service on standing committees or on ad hoc projects (such as service on the Bookstore Committee or participating in Parents Day or Admitted Students Day).

<u>Collegiality and relations among colleagues</u>
In trying to build a humane and open intellectual community, the College gives relationships among colleagues high importance. Collegiality does not mean congeniality. Rather it means that the senior partners in the College need to be able, with confidence, to share with each other the tasks of leadership, governance and service to their College. The attributes for these roles are many, such as experience, vision, energy, depth, rigor, breadth, circumspection, clarity, flexibility, humor, responsibility, commitment and a robust sense of "troubleshooting."

Overall, the criteria should be considered as a constellation of desired strengths-pedagogic, scholarly, collegial-that are evaluated as a whole. While we look for excellence in all areas, we recognize that individuals contribute to the College in varying ways and weighting of the criteria will reflect that.

How the Criteria Are Measured

The Advisory Committee has available the following sources of information and data to assist its deliberations and judgments.

A. Material provided by the candidate

1. Candidate's letter to colleagues addressing their own particular goals and qualities as a teacher and scholar.
2. Candidate's résumé (including a list of activities at the College), course descriptions, syllabi.
3. Candidate's own written work, artistic product or performance.

B. Faculty letters

1. At the time of reappointment, the Provost and Dean of Faculty solicits letters about the candidate from members of the faculty. Tenured members of the candidate's faculty group are required to write.
2. In preparation for these letters, the faculty group chair arranges:
    a) A presentation by the candidate to the faculty group, which may also include other faculty members outside the group.
    b) A confidential discussion of the reappointment case by tenured members of the group.
    c) A confidential meeting between the candidate and the faculty group chair. The candidate is invited to bring a senior colleague to this meeting.
3. All other faculty, in and outside the faculty group, are invited to write. Additionally, the Advisory Committee shall also ask the candidate whether they wish to suggest to the Committee two faculty members in any field, other than the tenured members of their group, who in the candidate's opinion are qualified to evaluate their work.

C. Class visits

Advisory requires each candidate standing for reappointment to be observed by two tenured members by the end of the second year. Each observer's assessment is conveyed to the Advisory Committee in a confidential letter.

Any candidate who feels that class observations (or other mentoring) in addition to the two required class visits would be helpful, is welcome to request that support from tenured faculty members.

D. Course appraisals

Course appraisals are distributed by the Office of the Provost and Dean of Faculty in December for fall courses and May for spring and year courses. (All faculty, but particularly those up for reappointment, should encourage a full response in whatever ways they find effective and comfortable.) Students must sign course appraisals, but they may ask that their names be deleted from the faculty copy.

E. Other Letters

Currently enrolled students in the spring, the Student Senate sends to all students a list of the faculty being considered for reappointment. Students are invited to write confidential, signed letters to the Advisory Committee regarding any of the candidates. In addition, 20 randomly-chosen current students who have studied with the candidate will receive letters from the dean, inviting them to comment on the candidate.

F. Dean of Studies and Student Life

The Advisory Committee will write to the Dean of Studies and Student Life to ask for any information that they and/or their staff may be able to provide about the candidates as a result of interactions that the Dean of Studies Office may have had with the candidates or their students.

G. Registrar's data

Course enrollments, list of donnees, evaluations for students, record of dates of submission of candidate’s student evaluations and grades

H. Internal review of scholarly or artistic work

Candidates will be asked to identify representative pieces from their body of scholarly or artistic work to be reviewed. For the reappointment review, only an internal review of the representative work is required.

Advisory Committee suggests to the candidate, for their approval, the names of several faculty members who might be asked to review a representative sample (or samples) of scholarly or artistic work submitted by the candidate. Advisory Committee will choose one of the approved faculty members to review the work. The candidate does not know which faculty member has been chosen. The reviewer is asked to send their confidential comments on the work to the Provost.

Note: As stated in section IV, review of scholarly or artistic work is part of the reappointment process, but is not a criterion for the reappointment decision. Consideration of scholarly and artistic work allows the Advisory Committee to guide candidates, post reappointment, towards the tenure review.

I. Interview
Following the confidential meeting between the candidate and the faculty group chair, the candidate meets with the Advisory Committee.

Consideration for reappointment provides both the candidate and the institution an opportunity for reflection. As the institution evaluates the individual's record, it is also evaluating its commitment to the area of initial appointment, and the evolving development of the area as it relates to institutional priorities.

The Decision

At the end of the process, the Advisory Committee makes a recommendation to the president. By **November 1** the candidate will be told one of two things:

1. The candidate may receive a positive decision from the President about the granting of reappointment.

   When the review is positive, the candidate will receive a letter from Advisory Committee which includes areas of concern that may have surfaced during the review. The candidate may write a letter to the Advisory Committee or have a meeting with the Provost to request that factual errors in the letter be corrected. They may also write a response to the final letter for the permanent record.

   The letter will be followed by a meeting with the Provost.

2. The candidate may be told that there are serious questions about their candidacy that need further exploration. In that case, the process is as follows:
   - The candidate will meet with the President and the Provost to be informed of the questions.
   - The candidate will have the option of a second meeting with Advisory Committee to discuss the questions. For that second meeting, the candidate is given the choice of meeting with the full Advisory Committee or with only the elected members of the committee (i.e. without the President and the Provost).
   - The final decision will be communicated to the candidate by **November 15**.

Tenure Review Guidelines

What follows is an effort on the part of the Advisory Committee on Appointments, in consultation with the General Committee, to lay out for the College and candidates for appointment a more explicit description of both the criteria and the process for tenure than presently exists in the Faculty Bylaws. Over the years, practice has added or refined a number of features in the appointment process. It is important that current practice be known and understood.

We should say at the outset that a set of principles underlies the design of the College and the process of education. While the concrete manifestations of these principles are always open to question and revision, the College, working through the Advisory Committee, looks to appoint and retain faculty who are in sympathy, broadly interpreted, with the basic principles of the College. Briefly, these principles include the commitment to the individualized nature of a Sarah Lawrence education and to the structures-seminars, conferences, and donning-that make that education possible.

These guidelines give the criteria for review in detail, and also discuss how evidence regarding the criteria are gathered. Candidates are evaluated in four main areas:

Teaching

At Sarah Lawrence, effective teaching is the sine qua non for faculty appointment and reappointment. No single definition of good teaching is sufficient, but among the attributes of good teaching, the College looks for the following:

- Mastery of the subject matter of the discipline
- Capacity to design interesting and sophisticated courses and to work with students in developing appropriate conference projects
- Breadth of teaching interests and subjects offered
- Capacity and flexibility to develop new interests and courses
- Skill in teaching students at all levels (e.g., from First Year Studies to advanced seminars) and across a range of abilities
- Sufficient teacherly presence and accessibility
- An ability to listen and take important cues from students
- Capacity to communicate enthusiasm and excitement, skill at engaging and motivating students
- Facility in helping students to see connections, to think across disciplinary lines, to place issues within a larger cultural context

Donning

In donning, the College looks for a capacity to work productively with donnees and other students: to advise, inspire, encourage, and set limits. This includes the ability to help

donnees to reflect on their experience; to help them consider academic options and to choose wisely from among those options; to interpret the College to the student and vice versa; to intervene, where appropriate, in time of crisis; to be open to students' opinions, problems, needs.

Scholarly or Artistic Growth and Intellectual Vitality

The College looks for demonstrated scholarly or artistic growth, intellectual vitality, and the promise of their continuation in the future. These qualities could be demonstrated in a number of ways, including, but not limited to: contributions to scholarly meetings; published articles and books; professional recognition through elections, awards, nominations; applications of one's own research to contemporary problems. Scholarly growth and intellectual vitality may also be shown by formal and informal presentations at Sarah Lawrence and through development of new ways to organize knowledge or approach a field, as illustrated, for example, by new teaching techniques.

For artists, writers and performers, shows, reviews, performances and other forms of external recognition measure creativity, vitality and leadership in one's field.

At the tenure review, the candidate needs to demonstrate that he or she can develop a new intellectual question or project, moving beyond the supervised dissertation question.

Contribution to the Educational Program of the College as a Whole

<u>Leadership, governance, service</u>
The College values intellectual and civic leadership as shown through inventing and enriching programs, arranging lectures and workshops, service on standing committees or on ad hoc projects (such as service on the Bookstore Committee or participating in Parents Day or Admitted Students Day).

<u>Collegiality and relations among colleagues</u>
In trying to build a humane and open intellectual community, the College gives relationships among colleagues high importance. Collegiality does not mean congeniality. Rather it means that the senior partners in the College need to be able, with confidence, to share with each other the tasks of leadership, governance and service to their College. The attributes for these roles are many, such as experience, vision, energy, depth, rigor, breadth, circumspection, clarity, flexibility, humor, responsibility, commitment and a robust sense of "troubleshooting."

Overall, the criteria should be considered as a constellation of desired strengths-pedagogic, scholarly, collegial-that are evaluated as a whole. While we look for excellence in all areas,

we recognize that individuals contribute to the College in varying ways and weighting of the criteria will reflect that.

How the Criteria Are Measured

The Advisory Committee has available the following sources of information and data to assist its deliberations and judgments.

A. Material provided by the candidate
    1. Candidate's letter to colleagues addressing their own particular goals and qualities as a teacher and scholar.
    2. Candidate's résumé (including a list of activities at the College), course descriptions, syllabi.
    3. Candidate's own written work, artistic product or performance.

B. Faculty letters
    1. At the time of tenure, the Provost and Dean of Faculty solicits letters about the candidate from members of the faculty. Tenured members of the candidate's faculty group are required to write.
    2. In preparation for these letters, the faculty group chair arranges:
        - A presentation by the candidate to the faculty group, which may also include other faculty members outside the group.
        - A confidential discussion of the tenure case by tenured members of the group.
        - A confidential meeting between the candidate and the faculty group chair. The candidate is invited to bring a senior colleague to this meeting.
    3. All other faculty, in and outside the faculty group, are invited to write. Additionally, the Advisory Committee shall also ask the candidate whether they wish to suggest to the Committee two faculty members in any field, other than the tenured members of their group, who in the candidate's opinion are qualified to evaluate their work.

C. Class visits
    Advisory requires each candidate standing for tenure to be observed by two tenured members by the fall of their tenure review year. Each observer's assessment is conveyed to the Advisory Committee in a confidential letter.

    Any candidate who feels that class observations (or other mentoring) in addition to the two required class visits would be helpful, is welcome to request that support from tenured faculty members.

D. Course appraisals
    Course appraisals are distributed by the Office of the Provost and Dean of Faculty in December for fall courses and May for spring and year courses. (All faculty, but particularly those up for tenure, should encourage a full response in whatever ways

they find effective and comfortable.) Students must sign course appraisals, but they may ask that their names be deleted from the faculty copy.

E. Other Letters
   1. Currently enrolled students
      In the fall, the Student Senate sends to all students a list of the faculty being considered for tenure. Students are invited to write confidential, signed letters to the Advisory Committee regarding any of the candidates. In addition, 20 randomly-chosen current students who have studied with the candidate will receive letters from the Provost, inviting them to comment on the candidate.
   2. Alumnae/i
      Candidates for tenure may give the Provost the names of up to 10 graduates. The Provost writes directly to these graduates, inviting them to submit letters. An additional 20 randomly-selected graduates will receive similar letters from the Provost.
   3. Dean of Studies and Student Life
      The Advisory Committee will write to the Dean of Studies and Student Life to ask for any information that they and/or their staff may be able to provide about the candidates as a result of interactions that the Dean of Studies Office may have had with the candidates or their students.
   4. Registrar's data: Course enrollments, list of donnees, evaluations for students, record of dates of submission of candidate's student evaluations and grades.

F. External and internal review of scholarly or artistic work
   Candidates will be asked to identify representative pieces from their body of scholarly or artistic work to be reviewed. For the tenure review, the representative work will be reviewed both internally and externally. The procedures to be followed:

   For external review:
      1. Both the candidate and a senior member of the candidate's discipline (or a related discipline) are asked by the Provost to provide, independently, the names of five outside reviewers who would be in a position to offer an opinion on the intellectual or artistic value and sophistication of the work submitted by the candidate for evaluation. Candidates should consult *Tenure Review Schedule* for the guidelines to follow in developing this list. *(Note: Candidates should not contact the suggested reviewers in advance.)*

      2. The senior member of the candidate's discipline may consult with tenured SLC colleagues to develop the list. The candidate is given the opportunity to veto one of the suggested names. From the remaining list, the Provost will choose three reviewers, at least one of whom has been suggested by the candidate. These names are not revealed to the candidate. The Provost will contact the reviewers directly, asking them to review the materials and send their confidential comments to the Provost.

For internal review:

Advisory Committee suggests to the candidate, for their approval, the names of several faculty members who might be asked to review the same scholarly or artistic work submitted for external review. Advisory Committee will choose two of the approved faculty members to review the work. The candidate does not know which two have been chosen. Reviewers are asked to send their confidential comments on the work to the Provost.

Interview

Following the confidential meeting between the candidate and the faculty group chair, the candidate meets with the Advisory Committee.

Consideration for tenure provides both the candidate and the institution an opportunity for reflection. As the institution evaluates the individual's record, it is also evaluating its commitment to the area of initial appointment, and the evolving development of the area as it relates to institutional priorities.

The Decision

At the end of the process, the Advisory Committee makes a recommendation to the president. In the case of a positive decision, the President then makes a recommendation to the Board of Trustees, with which the authority of conferral of tenure rests.

By **April 15th** the candidate will be told one of two things:

1. The candidate may receive a positive decision from the President about the granting of tenure, in which case the process will be over.

2. The candidate may be told that there are serious questions about their candidacy that need further exploration. In that case, the process is as follows:
    - The candidate will meet with the President and the Provost to be informed of the questions.
    - The candidate will have the option of a second meeting with Advisory Committee to discuss the questions. For that second meeting, the candidate is given the choice of meeting with the full Advisory Committee or with only the elected members of the committee (i.e. without the President and the Provost).
    - The final decision will be communicated to the candidate by **May 1.**

Revocation of Tenure Hearing Procedures

Generally hearings will follow the order of business listed below, variations may occur depending on the circumstances of the individual cases;

1. Introductions
2. Chair explains the process
3. Opening statement by complainant, which may be read by their adviser
4. Opening statement by the faculty member, which may be read by their adviser 5. Panel questions the complainant
5. Panel questions the faculty member
6. Complainant and faculty member may ask questions of each other. If, prior to asking questions, the complainant and/or faculty member requests a brief (up to 10 minutes) recess to consult with their advisors, this may be granted by the chair.
7. Witnesses speak
8. Questions from the parties and further questions from the panel
9. Final statement by complainant, which may be read by their adviser
10. Final statement by faculty member, which may be read by their adviser
11. Dismissal of complainant, faculty member, and advisers
12. Deliberation by the panel

Procedures Regarding Timely Submission of Student Evaluations

1. The requirement that faculty complete evaluations in a timely manner is a contractual obligation written into all faculty contracts and yearly faculty employment letters.

2. All faculty groups should discuss the evaluation writing process together in their group meetings every year. The discussion should involve the importance of evaluations for student learning; the need to plan for evaluation
writing during the semester; strategies for writing evaluations; overcoming writer's block and writing quality evaluations for students. All faculty should be engaged in these discussions.

3. Regular evaluation writing workshops are offered by the College every semester. Faculty will be given access to a set of past evaluations, and topics might include the importance of evaluations for student learning; planning for evaluation writing during the semester; strategies for writing evaluations; overcoming writer's block; and quality evaluations for students. These workshops are especially important for new faculty, and are part of their orientation, but all faculty are welcome.

4. Faculty who have not completed their grades/evaluations in a timely manner in a semester will not be eligible for privileges or benefits beyond their regular teaching and service demands until and unless they are caught up and current with their work for an entire academic year. For example, faculty will not be eligible for faculty research awards, or course releases, will not be allowed to engage in college-funded summer research or to otherwise steward college funds.

5. Faculty who are chronically or egregiously late (e.g., repeatedly late over several years, or routinely late by more than one month) as recorded by the Office of the Provost/Registrar, and have not completed their grades/evaluations by the published deadlines for both semesters of a given academic year, will not be eligible for any salary increases in the subsequent academic year.

6. Faculty who have been subject to the measures above and who still fail to complete their grades/evaluations by the published deadlines, will be issued a written warning, which, if not heeded, will be followed with a one- semester suspension from teaching without pay.

SECTION 4: PROFSSIONAL DEVELOPMENT

Faculty Research and Development

Release-Time Funds

Normally, each year a limited number of faculty members on regular contracts receive a reduced teaching load (half-time teaching for one semester at full pay). Individual research projects (including fieldwork and performance), as well as projects leading to the development of courses in a new area are appropriate for these awards. The application process for release-time awards is announced in the fall. Decisions on all release time awards are made by the Advisory Committee on Appointments.

Faculty Publication Support

The Office of the Provost and Dean of the Faculty has money available to support faculty publications. These funds, though limited, are available to faculty members on regular contracts as well as guest faculty who teach at least half-time and who have been at the College for at least three years. They are for activities that lead to publication or presentation of scholarly/artistic projects. Examples include 1) preparation for manuscript of a book (but not a book tour), 2) a single reading of a play, before it goes into production (but not the production of the play or a full-scale workshop, 3) preparation of a trailer for a film (but not the shooting, editing or other part of the post production of the film itself, and 4) preparation for mounting an exhibition (but not for the creation of the work of art itself.) Costs such as indexing fees, subventions, permissions, etc. are fundable.

Members on regular contracts and guest faculty who have been at the College for at least three years and teach at least half-time may apply for these funds. Due to limited funds, we can only support the same project once in a fiscal year (July 1—June 30). Applications should be submitted to the associate dean of the college.

If approved, the allocated funds will be reimbursed upon presentation of the completed personal expense report and scanned original receipts.. For the complete policy, procedure, and relevant forms, please see MySLC at https://my.slc.edu/ICS/Faculty/Faculty_Expense_Procedure/Faculty_Expense_Procedure.jnz?portlet=Free-form_Content_4.

The Faculty Research & Development Fund

The Ellen Schloss Flamm and Family Endowed Fund for Faculty Research and Development was established by Trustee Ellen Flamm '59 in recognition of the College's strong commitment to professional growth, research and creative expression of its faculty. The fund is intended to support faculty on regular full or half-time contracts. Awarded by the Advisory Committee, the maximum amount that will be awarded to any individual is $3,000. If approved, the allocated funds will be reimbursed upon presentation of the completed personal expense report and scanned original receipts. For the complete policy, procedure, and relevant forms, please see MySLC at https://my.slc.edu/ICS/Faculty/Faculty_Expense_Procedure/Faculty_Expense_Procedure.jnz?portlet=Free-form_Content_4.

Professional Travel

Funds are available to faculty members on regular contracts and guest faculty who have been at the College for at least three years and teach at least half time. These funds are to help defray the cost of travel and professional meetings for faculty members. Faculty may receive funding for more than one trip; however, there is a yearly cap on the maximum funding for any one faculty member.

Requests for all travel funds must be approved in advance (before the travel takes place.) To apply for money, write to the associate dean of the college giving the details of the conference (dates, location, etc.), your role in it, and an estimated itemized budget. The associate dean will then advise the faculty member of the amount of money provided by the Office of the Provost and Dean of Faculty.

In order to fund as many activities as fairly as possible, we need to know your plans in advance. For fall semester professional activities, the deadline for submitting requests is July 1, for the spring semester, the deadline is November 1. If you have plans for summer, we would appreciate knowing by April 1, in order to plan for the next fiscal year. If conference papers or events could not be foreseen by the deadline(s), we will try to accommodate you if possible. Please note that all requests are on a first-come and first-served basis and are evaluated using the following rubric at

https://my.slc.edu/ics/Faculty/Resources_for_Faculty/Funding_Opportunities.jnz

The usual items that can be fully or partially reimbursed are transportation, conference fees, lodging, and meals. While there may be exceptions, generally the College will not reimburse organizational memberships, airline insurance, or incidental expenses.

Tax law requires that the business purpose for all reimbursable expenses be described. Unsubstantiated expenses are considered taxable payments to the employee. Please refer to MySLC at https://my.slc.edu/ICS/Faculty/Faculty_Expense_Procedure/ and specifically, https://my.slc.edu/ICS/Faculty/Faculty_Expense_Procedure/Faculty_Expense_Procedure.j

nz?portlet=Free-form_Content_9. The completed and signed personal expense report must normally be submitted within one month of completion of travel to the Provost's Office. Refer to MySLC for the most updated policy and procedure. If a faculty member has an SLC M&T credit card, they should only use their card for purchases and travel. They do not need to submit for a reimbursement.

Office of Foundation, Government, and Corporate Relations

The Office of Foundation, Government, and Corporate Relations has resources available to faculty members seeking external funding for sponsored research, program development, and fellowships. Resources include assistance in proposal strategy and preparation as well as access to the Foundation Directory Online, a database of foundations, corporate giving programs, and grant makers, including program descriptions and application guidelines. To request a search for funding opportunities, or discuss a proposal, submit a Notice of Intent to Apply for a Grant at: https://my.slc.edu/ICS/Campus_Life/Departments/advancement/Grants_Office/Notice_of_Intent_to_Apply_for_a_Grant.jnz

Student Assistants

Faculty may hire students to assist them in their work. Only tenured and tenure track faculty who are at least half-time and only guests in their third year at the College are eligible to request student assistants. Funds for student assistants are available from the Office of the Provost with a maximum per semester. Upon approval, you will be provided with a maximum budget. If you are eligible, please email the Associate Dean and Provost's Office to receive approval. For updated student assistant hourly rates and the complete policy and procedure, please refer to MySLC Faculty Expense Procedure at https://my.slc.edu/ICS/Faculty/Faculty_Expense_Procedure/Faculty_Expense_Procedure.jnz?portlet=Free-form_Content_8 The current hourly rate for undergraduate students will be detailed there. . Student assistants' work may contribute to faculty teaching and/or their creative, performing, and scholarly work.

Leaves of Absence

The College tries very hard to grant requests for unpaid leaves of absence for either a semester or an academic year. In special circumstances, faculty may apply to the Advisory Committee on Appointments for additional years of leave. Approval for two consecutive years of leave is normally reserved only for tenured faculty. Requests for leaves of absence should be made to the provost.

Sabbaticals

Newly tenured faculty members are eligible for a sabbatical in the seventh year of teaching. After the initial sabbatical, all tenured faculty members normally are eligible for a sabbatical after five years of teaching. Sabbaticals may be taken in three different ways: a semester sabbatical at full pay; a yearlong sabbatical at half-time pay; or a half-time, yearlong sabbatical combined with half-time teaching at full pay. (See Faculty Bylaws, Article III, Section 6E — Procedures Governing Sabbatical Leaves for Teaching Faculty.)

SECTION 5: ACADEMIC POLICIES, PROCEDURES, AND GUIDELINES

See the Student Handbook for More Information

(https://my.slc.edu/ICS/Student/Policies.jnz)

SECTION 6: HUMAN RESOURCES OFFICE: POLICIES, PROCEDURES, AND BENEFITS

See the Human Resources Website for More Information

(https://my.slc.edu/ICS/Employee_Info/%20Policies_and_Procedures/)

SECTION 7: COMMUNITY STANDARDS: POLICIES, PROCEDURES, AND GUIDELINES

Please become familiar with all of the following policies, and feel free to call the Office of Human Resources (x2315) if you have any questions.

https://myslc.edu/ICS/Employee_Info/Policies_and_Procedures

- Acceptable Computer and Network Use
- Background Check Policy
- Bias Related Incidents and Crimes
- Breastfeeding Guidelines
- Children on Campus
- Complaint Procedures for Discrimination Claims
- Conflict of Interest Policy
- Copyright Policy
- Drug-Free Workplace
- E-mail Policy
- Employees with Drug Related Convictions
- Employment of Relatives
- Expense Reimbursement
- Freedom of Expression and Mutual Respect
- Grievance Procedures for Work Related Problems
- Identity Theft Prevention Program
- Medical Emergency Procedures
- Moving Allowance Policy
- Nondiscrimination
- Nonsolicitation Policy
- OSHA & EPA Compliance

- Overtime Policies
- Pay Practices and Salary Review
- Pet Policy
- Photography and Video Policy
- Principles for Mutual Respect
- Privacy Practices
- Revocation of Tenure Hearing Procedures
- Risk Management/Insurance Policy
- Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking
    - Procedures for Filing and Addressing Sexual Harassment and Sexual Assault Complaints against Faculty, Staff or Student Employees
    - Mandatory Reporting of Sexual Misconduct
    - Responding to Students Regarding Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking
- Smoke-Free Environment
- Social Media Policy
- Statement of ERISA Rights
- Warnings, Discipline and Termination for Cause
- Weapons Policy
- Whistleblower Policy
- Forms

SECTION 8: ALPHABETICAL GUIDE / GENERAL INFORMATION

Absences (Faculty)

If you cannot get to campus due to illness or some other emergency, please email your students and let them know. In addition, please inform the Office of the Provost of your absence by email at provost@sarahlawrence.edu.

When a faculty member replaces an absent faculty member, the replacement faculty will be compensated. Please contact the Associate Dean of the College (x2214) to arrange for payment.

Access and Disability Services for Students

Access and Disability Services works with students, faculty, and staff to ensure that appropriate accommodations and services are provided for students with disabilities. Sarah Lawrence will make reasonable accommodations and provide auxiliary aids and services to assist otherwise qualified persons in achieving access to its programs, services, and facilities in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. The Office of Access and Disability Services also provides assistance to students with temporary disabilities due to illness or injury.

The process for receiving accommodations begins with the student self-disclosing a disability to the Office of Access and Disability Services and providing the necessary supporting documentation to verify eligibility. Guidelines for documenting specific disabilities can be found on the College website at www.sarahlawrence.edu/disabilityservices. Documentation is considered confidential information and does not become part of a student's permanent record, nor is it shared with other campus offices or persons without the student's written consent. The Assistant Dean of Access and Disability Services will review all documentation and meet with students to determine reasonable accommodations that are specific to the needs of the student. Additionally, the Assistant Dean of Access and Disability Services will work collaboratively with students to promote independence and expand self-advocacy skills.

Accommodations may include, but are not limited to, the following:

- Extended time on tests and/or quiet testing location
- Assistance during course registration

- Note-taking assistance
- Provision of readers, scribes, or sign language interpreters
- Written materials provided in alternate format, e.g., Speechify, audio from Learning Ally
- Housing modifications and assistance with dietary concerns
- On-campus medical transport

Students who would like to request accommodation(s) for a documented disability(ies) must first meet with the Assistant Dean of Access and Disability Services. When appropriate, ADS will provide students with approved accommodations in a document known as a Letter of Accommodation. Students are responsible for sharing their Letter of Accommodation with their professor, ideally at the start of the semester so as to implement accommodations in a timely manner. Once a student's Letter of Accommodation is received, approved accommodations relevant to the course must be implemented. Faculty members should reach out to the Assistant Dean to discuss if an accommodation fundamentally alters the nature of the course and discuss if alternatives are an option. Any accommodation the student wishes to implement within a course must be stated within the Letter of Accommodation. In the event a student requests new or additional accommodations directly from the faculty member, students should be referred to ADS. Additionally, accommodations are not retroactive.

Faculty are welcome to request clarification when implementing accommodations. Additionally, ADS may be able to proctor exams for students with the accommodation for extended time, so long as the Assistant Dean has been provided with adequate notice of the testing date, typically at least ten business days. Please note that proctoring may not be available due to staff and/or space availability. ADS also works with professors in selection of a note-taker when the accommodation for supplemental notes is requested. Once hired, ADS will be responsible for receiving notes from the note-taker and providing them to the receiving student. ADS and professors work collaboratively to maintain the confidentiality of all students in this process.

Admission Office (Undergraduate)

The Office of Undergraduate Admission is located on the first floor of Westlands and can be reached at x2510 or by e-mail at slcadmit@sarahlawrence.edu. The office is responsible for all recruitment and application processing for all undergraduate students. The vice president for enrollment and dean of admissions and financial aid is Kevin McKenna (kmckenna@sarahlawrence.edu). Faculty members are often called upon to help the Office of Admission with open houses for prospective and/or admitted students and their families and are often asked to allow prospective students to sit in on their classes when appropriate. New faculty members are welcome to call the Office of Admission (x2510) to schedule a campus tour. Tours are available Monday-Friday and on select weekends throughout the year. Please contact the Office of Admission or visit the Admission Web page for specific dates and times.

Admitted Student Days

Admitted Student Days occur during April and involve a variety of programming showcasing life and academics at SLC. These events welcome admitted students and their families as students make their enrollment decisions. Faculty members may be called upon to meet with admitted students and their families in reception style format, host admitted students in their regularly scheduled seminars, or host model seminars showcasing the classroom style and content. Faculty participation is essential to the success of these events.

Archives

The College Archives houses material documenting the history of Sarah Lawrence College from 1924 to the present. The Archives preserves official records of the College, but also collects the professional papers of faculty and administrators related to SLC; photographs of faculty, administrators, students, and campus events; video and audio recordings of campus events; student publications; and material relating to student life. Open during regular business hours. For further information please contact the Archives at x2480 or archives@sarahlawrence.edu. Please visit the Archives Website www.sarahlawrence.edu/archives/.

Assignments and Syllabi

Please send copies of your assignments and syllabi to the College Archives for inclusion in the Course Assignment/Syllabus Collection which dates back to the establishment of the College. The course syllabus and assignment list are important resources for documenting the Sarah Lawrence curriculum. Please send either hard copies or e-mail attachments to the Archives at archives@sarahlawrence.edu or call x2480 for more information.

Audiovisual Services

If you need Audiovisual Services for a class meeting or an event, please contact Brian Muir, director, Audio Visual Department (x2378; Bmuir@slc.edu).

The office is located in the basement of the Performing Arts Center below the Bookstore. Equipment can be checked out for up to seven days. For a full list of equipment please log onto MySLC, AV department.

AV can Transfer: VHS/DVD/DV-Mini/DV-CAM, PAL DVD/PAL VHS TO NTSC DVD. 16mm/Super 8 Film to NTSC DVD or DV-Mini/DVCAM Reel to Reel/78/45/Audio Cassette to Audio CD.

Please be aware that when you book a room through College Events, you are only booking the room, not the equipment or services AV offers. If you book a "Crestron Smart classroom" you will need a tutorial from Help Desk (x2460). After you book a space, please contact AV or Help Desk three to five days in advance to go over the equipment. For more information, please go to: https://my.slc.edu/ics/Campus_Life/Departments/AV.

Bookstore

For more information, visit the eCampus Bookstore.

Business Cards

For information about our business card policy and to access the business card request form, please visit: www.sarahlawrence.edu/marketing-communications/ and select "Frequently Requested Resources" on the left-side navigation bar.

Campus Publicity Policy

For information on the Campus Publicity Policy, see here.

Catalogue

The online catalogue http://www.sarahlawrence.edu/undergraduate contains course listings and descriptions for a given academic year, in addition to the biographies of faculty offering the courses. It is a living document: a core resource that is continually updated. A modest number of printed copies are made for students and faculty to use during donning, interviewing, and registration.

The Office of the Provost and Dean of Faculty produces the Sarah Lawrence undergraduate course catalogue based on the following curricular planning schedule. Note that we are trying this year to complete the process considerably earlier than we have in the past, namely to make guest day allocations by the end of December; we are also trying to move faculty to a two-year planning schedule.

See here for the full Curriculum Planning Calendar.

Center for Global Education

See the Student Handbook at https://my.slc.edu/ICS/Student/Policies.jnz for more information.

Class Rosters

Class rosters are available to faculty to view or print through MySLC on the first day of each semester, and at any time throughout the term. IDs and passwords are required for Web access and are distributed to new faculty at the beginning of the academic year. Following the add/drop period, faculty are asked to report discrepancies between the rosters and actual attendance to the registrar. Questions or problems should be addressed to the registrar.

Class Schedule

Scheduling forms are available through MySLC in the spring for the following year. The forms are to note any particular schedule preferences or needs. Any questions or problems can be addressed to the registrar (x2302).

Please note that the electronic classroom in the library is reserved for classes that require computer workstations and resident software for a majority of their class sessions. Faculty who have an ongoing need for a classroom with computer and/or AV projection facilities

should include this information in their scheduling requests. Those who have an occasional need for such a classroom should contact the Office of College Events (x2412 or e-mail collegeevents@sarahlawrence.edu). In either case, faculty must receive an orientation to the equipment before CFAS will issue a key to the equipment cabinet. Orientations to the computer equipment are scheduled through IT's Help Desk (x2460, facultysupport@slc.edu); to the AV equipment through Audiovisual (x2378, audiovisual@slc.edu).

Classroom Changes/Needs

If a change of classroom or scheduled meeting is needed, faculty must contact the registrar (x2302). Faculty should not move a class to a different room without consulting the registrar. Generally, scheduling changes are difficult since space is at a premium on campus, but the registrar will try to accommodate a particular need. For additional chairs, a different table, or a blackboard, faculty should call the College Events Office (x2412) and allow a week for delivery. Faculty should have chalk with them—it tends to disappear from the classroom. To reserve a classroom or meeting room for a makeup class, special event or speaker, e-mail collegeevents@sarahlawrence.edu. See "Events on Campus" for more details.

Committees

There are currently 11 standing committees at Sarah Lawrence College to which faculty representatives are elected by their faculty peers. A list of the faculty members on each committee for the current academic year may be found under the Faculty tab on MySLC. Six of these committees also include members of the Student Senate:

Committee on Admission
Discusses campus issues pertaining to admissions and enrollment, and studies the criteria and methodology for student recruitment, admission, and enrollment.

Committee on Undergraduate Student Work
Reviews all student programs and makes decisions on issues that may arise, including requests for off-campus study or special courses and procedures for students in academic difficulty.

Curriculum Committee
Works with the provost and in consultation with faculty and is responsible for planning the educational program of the College.

General Committee
Meets regularly with the president and makes recommendations on general College policy.

Committee on Diversity
Serves as a forum for the discussion of diversity at the College and monitors and reports to the General Committee and the faculty on the progress of diversity at the College. The committee recommends to the General Committee, Curriculum Committee, Admission

Committee, and Committee on Student Life measures it determines are likely to enhance diversity of the College.

Committee on Undergraduate Student Life
Advises the president on all nonacademic matters affecting student life on campus, and is the only faculty/student/administrative committee with a voting majority of students.

The other faculty committees are:
Advisory Committee on Appointments
Consults with and advises the president on all instances of faculty appointments, reappointments, tenure and related issues.

Committee on Academic Freedom
Inquiries into and makes recommendations concerning situations regarding academic freedom at the College.

Committee on Conditions of Teaching
Meets as needed to review and discuss College policies relating to conditions of teaching and employment.

Committee on Graduate Studies
Meets regularly to discuss issues and concerns of the College's graduate programs.

Nominating Committee
Charged with compiling a slate of faculty candidates to fill vacancies on each standing committee.

Anita L. Stafford Office of Community Partnerships and Engagement

The Office of Community Partnerships (Bates 224) serves as a hub for faculty and students interested in working for social change in the City of Yonkers and Westchester County.

The office works to support students, faculty and staff to engage in community-based work. Faculty and students interested in developing, designing, and implementing new and sustainable community-based projects are supported by the office of Community Partnerships.

Reflection and skill building sessions can be provided to support community-based work as well as provide faculty with the opportunity for community leaders, speakers, films, and other local community oriented projects.

For additional information please visit MySLC:
https://my.slc.edu/facultycommunitypartnerships or contact
partnerships@sarahlawrence.edu.

Computers

The most current and complete information about computing services is available on the Help Desk Web site: http://slc.edu/hd.

The Help Desk, a service of the College's Information Technology Department, is located in the Esther Raushenbush Library. The Help Desk offers problem-solving for general computing issues, hardware, software, and network support for the students, faculty, and staff of Sarah Lawrence College. The Help Desk staff and student workers provide computing assistance with troubleshooting via telephone support, as well as walk-ins, office visits, and e-mail. They install, replace, and maintain all College-owned computers in faculty offices, classrooms, labs, and general access computing spaces. The Help Desk also provides cartridges for College-owned printers in faculty offices. For more information, please visit our Web site at http://slc.edu/hd.

Offices
All faculty offices are equipped with a school computer connected to the Internet and the campus network. Standard applications include Internet Explorer and Firefox for Web browsing and Microsoft Office for word processing, spreadsheets, and presentations. Other program-specific applications can be made available; contact the Help Desk (x2460; hd@slc.edu) to discuss your specific needs.

Public Computing Facilities
One Macintosh computer and a laser printer are available in the Office of Faculty Support Bates 07. Faculty may also use the computer lab located in the library or in Heimbold.

Smart Classrooms
Smart classrooms are located in Andrews 103 and 104, Westlands 104, Titsworth LR and Miller Lecture Hall, Dudley Lawrence LR, Science 103 and 201, Heimbold 111 and Heimbold 208. Each room includes PCs, laptop connection, projector, Crestron controlled equipment, and a seminar table. Use of these rooms may be reserved in advance. For reservations or to request the installation of special software, please contact the Office of College Events (x2411; collegeevents@sarahlawrence.edu). Training sessions on using the room or its tools can be made for individuals or groups by contacting the Help Desk at x2460 or hd@slc.edu.

Conference Calls
All phones have the capability of conference calling. If you need to make a conference call, contact Campus Operations at (x2385) to reserve the conference line and receive instructions for placing the call.

Conferences
As part of the SLC academic structure, conferences are indispensable to student learning at the College. All regular seminars include these biweekly meetings (at least 30 minutes in length) between teacher and individual student. (Note: Some First-Year Studies courses meet weekly, at least for the fall semester.) Teacher and student together decide the work to be accomplished in conference, which is usually a research project culminating in a

paper, series of papers or another scholarly or creative product. Primarily, conference provides the student with an opportunity to work in an area different from the course itself, allowing the student to enrich his or her curricular breadth in a given semester. However, conferences may also be used to review class work for a student who needs extra help, or as an interdisciplinary link between two different courses in a student's program. In the creative arts, conference work will take a form appropriate to each discipline. All conference projects are aimed at deepening students' educational experience and allowing them to bring a new, personal perspective to their studies.

Conference scheduling is done on a grid of "A" and "B" weeks. The calendar will provide an equal number of conferences for all students. The schedule for the current academic year may be found in the Student Handbook, as well as on MySLC at: https://my.slc.edu/ics/faculty.

Since students meet with their teachers only every other week, a missed conference can set a student back by a month. Conference attendance is mandatory; if a student misses more than one conference, contact the Dean of Studies Office. For lecture courses, individual conferences are replaced by group conferences. Depending on the lecture schedule, group conferences meet either bi-weekly or weekly. Group conferences are generally divided into four groups.

Dean of Studies and Student Life

The Office of the Dean of Studies and Student Life shares students' academic difficulties (absence reports, academic letters, teacher concerns, etc.) with their dons. Dons are encouraged to confer with the DOS Office if donnees are dealing with issues that affect their academic progress. The dean can help direct students to the appropriate support for the issues at hand.

The Committee on Student Work, a standing faculty committee of the College, meets weekly and has as its function reviewing each student's academic progress at the end of every semester, setting and evaluating academic policies and procedures, hearing student appeals for exceptions to academic policy, reviewing student plans for leaves of absence and for domestic and abroad off-campus study programs, and screening candidates for competitive postgraduate scholarships and fellowships.
The Dean of Studies Office supports First-Year Studies teachers and their donning, conducts an annual review of the "Student Handbook," assists students with special needs and consults regularly with staff from other related student-centered departments such as: Office of Student Affairs, Health and Wellness, Office of Community Partnerships and Service Learning, Physical Education and Athletics, Office of Career Services, Office of the Registrar and Office of International Affairs.

Directory (Faculty/Staff)

An online directory of the office addresses, home and office phone numbers and e-mail addresses for all members of the Sarah Lawrence College faculty and staff is available on MySLC on the Employee page at: https://my.slc.edu/ICS/Employee_Info/Directories.jnz.

Discounts/Shopping Convenience

Many local retailers in the Village of Bronxville offer discounts to members of the College community. Employees are encouraged to ask local merchants if they offer such a discount, and to carry proof of employment (1 Card) with them to take advantage of such discounts. For your convenience the Sarah Lawrence 1Card (your official identification, door access, and payment card) will be honored at selected businesses. A list is available at: http://my.slc.edu/1card.

Diversity and Campus Engagement

The associate/assistant dean for engagement, diversity, equity, and inclusion and the assistant director of diversity, equity, and inclusion's offices are located on the second floor of Bates, x2575. Their mission is to support students at Sarah Lawrence College. The focus is on the whole student - on intersecting identities and how race, class, gender identity, religion, spirituality, ability, and sexuality all impact daily interactions and experiences. Through this mission we strive to help students connect to members of the SLC community and to support their development through programs and services that focus on identity development and intersectional identity awareness.

The programs and community connections we offer are:

- DAPS—the Diversity Advisory and Programming Subcommittee
- Advising the Student Identity Space and Student Identity Groups at Sarah Lawrence
- Social Justice Leadership Retreat
- Real Talk @ SLC
- Mediation for students who've experienced peer-to-peer bias incidents

Dons/Donning

Every student at the College has a faculty adviser or don. The don begins as a student's First-Year Studies teacher (see "First-Year Studies") and comes to know the student academically and personally through their work together. A don's consultation is necessary in matters such as registration and program changes, or for special plans such as an off-campus year. In addition, dons are available to discuss any situation affecting College life. After the first year, students and their dons should continue to meet on a regular and consistent basis. Having worked closely with the students in seminar and conference, the don is particularly attuned to their student's strengths and needs and can offer academic guidance to students, pointing them toward courses that will strengthen the program and help them think about connections between work in different disciplines. Dons also help students to focus their learning and to reflect on the relationship between their academic work and their personal growth.

Dons are kept abreast of the donnees' academic progress (and any problems that may arise) through the Office of the Dean of Studies and Student Life. If dons are concerned about a particular situation that may be troubling one of their donnees, they should speak with the Office of the Dean of Studies and Student Life about sources of support for

students. It may also be appropriate that the student seek help through the College's Health & Wellness Center (see below).

Many students keep the same don throughout their four years at the College; some change dons (after the first year) if they have forged a similar relationship with a different faculty member. Students should feel encouraged to connect with as many faculty as they can and to find the don who works for them.

Transfer students are assigned a don prior to arrival on campus and are encouraged to change dons if they forge an advising relationship with a faculty member who has actually taught them.

Students on a leave of absence or an off-campus year are encouraged to remain in touch with their dons. When a faculty member takes a leave, the donnees should arrange an on-campus don for the duration of the leave.

Duplicating

Duplicating Services are located in the North Building. The office can be entered only through the north entrance of the building. To copy material for class, faculty may use the self-serve copy machines located in the office, e-mail the copy job to duplicating@sarahlawrence.edu, or fill out a work order with Duplicating Services and leave the material to be copied. Be sure to give the office as much notice as possible. Please note that in certain instances, the copying of copyrighted material is limited by current laws and regulations. Most duplicating jobs can be completed within one day, but a minimum of one- to two-days' notice is requested, especially for larger jobs. Your department will be charged for the copies made.

E-Mail Account

If you have not been notified that a Sarah Lawrence e-mail account has been established for you, please contact the Help Desk at x2460 or hd@slc.edu.

Emergency Medical Response Action Plan

Sudden Cardiac Arrest

Trained First Responders only follow indications for Automated External Defibrillator (AED) use.

Unconscious/Nonresponsive/Not Breathing/Other Medical Emergencies

Responder should provide only the patient care consistent with his/her training. If a medical emergency exists, the following procedures are to be performed immediately:

A. Someone call 911 and someone else call Public Safety at x2222 immediately and simultaneously. The caller(s) should give the following information to 911 and Public Safety: type of emergency, address of facility/cross streets, location of emergency, phone number they are calling from if asked, and any further information requested from 911 or Campus Public Safety operator.
B. Send someone outside of building to meet and direct EMS and Campus Public Safety.

C. Start CPR immediately until Public Safety or EMS (911) arrives with an AED; 911 and Public Safety should know where inside the building or where on the grounds you are so that they can respond to the location quickly.

Any trained CPR/AED first responder should begin the AED treatment procedure if you are close to an AED location until EMS (911) or Public Safety arrives. Retrieve an AED or send someone to retrieve an AED. Remember to contact 911 and Public Safety immediately. If people are available at the scene, direct one person to contact 911 and someone else to contact Public Safety simultaneously.

AED Locations

- Campbell Sports Center—entrance floor facing rear stairs
- Bates—first floor hallway next to the cafeterias
- Health Services—inside Lyles House
- Campus Public Safety vehicles
- Library Building—on the first floor in the main office area.
- 45 Wrexham—1st floor by main entrance
- Hill House—lobby

AED cabinets are not locked. The visible key lock is only to deactivate the alarm.

Emergency Notification System

Sarah Lawrence College uses Rave Mobile Safety for its emergency notification system. Rave is one of the largest and most respected providers of emergency alert systems to colleges throughout the United States. Rave Mobile Safety is able to deliver messages to your Sarah Lawrence e-mail address and your cell phone.

All students, staff, and faculty are automatically placed into the system (as long as the College's IT Department has your cell phone number) and do not need to manually input their data.

Visitors/vendors/summer conference participants can also temporarily join the system by texting into it. Once they join, they will receive alert messages for up to 90 days. Should they want to leave the system before 90 days, all they need to do is text the word "stop." It is also possible to renew for another 90 days. If you know someone who will be visiting the campus and they would like to temporarily receive emergency text messages from the College, please give them the instructions below:

To text into the system:

- Text slcalert (one word, not case sensitive) to 67283

To text out of the system

- Text stop (not case sensitive) to 67283

Please e-mail the College's interim director of public safety at mbrewster@sarahlawrence.edu if any of the following apply to you:

- You want to opt out of the system.
- You are presently not in the system, but would like to join.
- You would like to change any of your data in the system.

Emergency Response

All members of the Sarah Lawrence College community should notify the Sarah Lawrence Security Department immediately at 914.395.2222 of any situation or incident on campus that involves a significant emergency or danger that may pose an immediate or ongoing threat to the health and safety of students and/or employees on campus. Members of SLC Security will then respond to such situations to assess the potential threat and will summon the necessary resources to mitigate, investigate, and/or document any situation that may pose a significant emergency or danger. Depending on the threat, if the Security Department determines that the situation does in fact, pose a threat to the community, it will notify the campus community or the appropriate segments of the community that might be affected by the situation, using various systems that have been implemented to provide emergency information quickly, such as global e-mails and emergency text messages. Further information regarding the Emergency Response Plan and suggestions for how best to stay safe on campus can be found in the relevant section of the Annual Campus Security & Fire Safety Report, which can be accessed at https://my.slc.edu/ICS/Campus_Life/Departments/Campus_Safety/.

Events on Campus

Events on campus are managed by the Office of College Events. This includes scheduling space, audio visual and setup requirements, catering and on-campus publicity. The Office of College Events is a one-stop shop and will liaise with the above-noted offices on campus for your event. Event publicity requests including posters, flyers, campus TV screen postings, Web announcements, and invitations must be made through this office. All updates to event information including, for example, date changes, bios of speakers, and photographs, are coordinated by the College Events staff and forwarded to the appropriate person in the Communications Office. AVI Fresh is the exclusive food service provider and must be used for all campus events. The College Events office is located in Bates, second floor, and can be reached at x2412 or collegeevents@sarahlawrence.edu. Event space can be reserved through virtual booking. Visit MySLC/campus events for information and to create an account.

Event Calendar Listings

The Office of College Events maintains a web-based event calendar. To submit an announcement please send your event description to collegeevents@sarahlawrence.edu or enter it into the event description field on the event request form found on MySLC. The Office of the Provost and Dean of Faculty will send your text-only event announcement by e-mail campus wide. Please send your event description to deanofcollege@sarahlawrence.edu.

Expense Requisition

Faculty incurring expenses for College related business and have been approved for such by the associate dean of the college (travel, conferences, supplies, etc.) should request reimbursement within 30 days of incurring an expense. Faculty members should refer to https://my.slc.edu/ICS/Faculty/Faculty_Expense_Procedure/

The faculty expense procedure provides updated policies and procedures on best practices for purchases, travel, and reimbursements. Any requested reimbursements require prior approval, the appropriate SLC form and scanned original receipts (no credit card statements are accepted) for reimbursements. All reimbursements must be submitted to the Provost's Office for final approval. Faculty who have SLC M&T credit cards should only make purchases on their cards and should not submit reimbursements. All Expenses submitted more than six months (60 days) after being incurred will not be reimbursed without supplemental documentation of extenuating circumstances (e.g., extended personal illness, a death in the family, unanticipated leave of absence, etc.). Such explanation must be submitted with the reimbursement and be approved by the associate dean. Expenses without this supplemental documentation may not be reimbursed and could be the responsibility of the individual to handle as unreimbursed business expenses on their personal tax returns where appropriate. If supplemental documentation, such as receipts, is lost, missing, or not issued, the faculty member must submit in writing the reason for the missing documentation, along with detailed dates and descriptions of purchases.

Automatic check payment is SLC's preferred method of payment in most cases, and reimbursements will be deposited directly into your bank account. Please allow at least 10 business days from the time you submit your reimbursables for a direct deposit to appear in your bank account.

Please bear in mind that the College is exempt from New York State sales tax and so, except in unusual circumstances, Sarah Lawrence will not reimburse sales tax incurred on any goods or supplies purchased for College use. The sales tax-exempt form to provide to a vendor can be found at:
https://my.slc.edu/ICS/Employee_Info/Finance/Accounts_Payable_Forms.jnz

Regarding Sales Tax

- The College is exempt from paying sales tax on all purchases. We should avoid paying sales tax wherever possible.
- The preferred method for purchases of supplies, equipment, and other physical goods is through the use of the College's credit card or through a College purchase order (see https://my.slc.edu/ICS/Employee_Info/Finance/Purchasing/). Especially on larger items where the tax is anticipated to be $100 or more, there needs to be clear justification on why we are purchasing the item differently (e.g., a faculty member was entitled to a discount of more than $100 which would not have been received had the item been purchased through the College's regular channels).
- When the College is reimbursing minor payments or restaurant meals, we are reimbursing an employee for costs incurred in the conduct of College business. If

those costs include sales tax, those costs will be reimbursed (again with the exception of larger purchases of equipment), though we again ask people to be diligent about attempting to avoid payment of a tax the College does not owe.

- Any items purchased through College funds are the property of the College and not the property of an individual employee. This is true regardless of whether the source of the funds is the operating budget, a research grant, or an endowed chair purse. The only way the property belongs to the individual is if he or she 1) is purchasing it using funds that were paid to them as compensation through payroll or 2) a specific written agreement with the College exists indicating that the items are owned by the employee.

Faculty Dons

Each new faculty member is assigned a senior faculty member who serves as his/her don. The faculty don, who is often a member of the initial Search Committee, is available to help with all aspects of teaching at Sarah Lawrence (course design, pedagogical issues, practical concerns, etc.). Faculty dons for regular appointments are assigned by the provost in consultation with the Advisory Committee on Appointments; for guest faculty by the associate dean of the college. The Office of the Provost and Dean of Faculty then notifies the new faculty member of the name of the don. Typically, once assigned, the don will contact the new faculty member. However, there are no hard and fast rules; the faculty don and donnee are welcome to work out whatever arrangement works best for them. We also encourage new faculty to contact the Office of the Provost and Dean of Faculty with any and all questions. We are always happy to meet.

Faculty Emeritus Program at Sarah Lawrence

The community and intellectual life of the College is supported and maintained through the presence of SLC's veteran faculty, while faculty emeriti themselves can continue their lives within the College community. A listing of current faculty emeriti is available on MySLC at: https://my.slc.edu/ics/Faculty/Directories/Directories.jnz?portlet=Handouts.

Benefits

Faculty Emeritus Office

Located in North 3 (equipped with two computers and a phone, a comfortable place to check e-mail, make calls or meet with colleagues, and conveniently located near the faculty/staff dining room. (To request a personal key to the Faculty Emeritus Office, please contact the Campus Operations Office at 914.395.2385; operations@sarahlawrence.edu (at least 24 hours in advance of obtaining the key). North Building will be open during normal business hours. If the building is locked when you need access, please contact Security at x2209.

Free Lunch on Tuesdays of Faculty Meetings

We offer free lunch on Tuesdays of faculty meetings (which we hope you will continue to attend!) or on any other Tuesday. Please contact Judith McNatt in the Office of the Provost and Dean of Faculty (jmcnatt@sarahlawrence.edu; x2304) to obtain meal tickets.

Parking
Parking privileges can be obtained by registering your car with Operations. For information, call 914.395.2385.

Use of the 1Card System (your ID card)
Allows you to add money for photocopying or dining on campus and provides access to buildings on campus. To access the 1Card system, go to: https://my.slc.edu\1card.

Campbell Sports Center
Full privileges in the Campbell Sports Center, for you and your spouse/partner. For information, please call the Office of Physical Education: 914.395.2560.

Auditing Courses
With the faculty member's permission, you and your spouse/partner are welcome to audit courses of your choice. For information, call the Office of the Provost and Dean of Faculty: 914.395.2304.

E-Mail Notifications
Notifications about campus events and other items of interest. Upon your retirement, your name will be added to our Faculty Emeritus e-mail distribution list for such notices.

College Mailings
Please contact Alumni Relations at 914.395.2535 if you wish to receive the Sarah Lawrence Magazine and internal newsletters.

E-Mail Privileges
For assistance, call the Help Desk: 914.395.2460.

MySLC Privileges
You may continue to access your MySLC account using the same ID number you have always used. The faculty/staff directory is available on MySLC.

File Use and Storage
You may access the files on your G-Drive through File Way at the SLC mail center. For information, call the Help Desk: 914.395.2460.

Access to Remote Databases
You may continue to access remote databases. Log in using the user ID and password you use to access your Web e-mail. For assistance contact the Library at reference@sarahlawrence.edu or 914.395.2225.

Web Page
If you have an active Web page, it will remain available and you may make changes to it. (Note: The College may not be able provide support or maintenance for your Web page.)

Access to Computer Purchase Discounts

Details are available at: https://my.slc.edu/ics/Campus_Life/Departments/Help_Desk/

Honorary Library Membership
Extended to you and your spouse/partner. For information, call the library director: 914.395.2471.

Honorary Membership in the Alumni Association
For information, call Alumni Relations: 914.813.9211.

Other Opportunities for Faculty Emeriti

A. Some faculty groups will reach out to faculty emeriti to be involved in the donning of new faculty and in the transmission of certain key pedagogical and donning practices to the next generation of SLC teachers. It is hoped that they also may be enlisted to help faculty groups with classroom observations.
B. According to the College's needs, faculty emeriti, while receiving retirement benefits, can still teach in the following programs:
    a. "Special Programs": Noncredit courses for the College. (Such teaching is constrained by certain regulations regarding the College retiree health insurance plan.)*
    b. Emeritus faculty can, if needed by their faculty group, teach as guests in the College in the years immediately following their retirement, and in other circumstances as well. (Such teaching is constrained by certain regulations regarding the College retiree health insurance plan.)*
C. Emeritus faculty can be enlisted in alumni outreach and fundraising on behalf of the College:
    a. Participating in Faculty on the Road and admissions recruiting
    b. Aiding Alumni Relations in contacting or creating events with alumni.

* Immediately following retirement, a faculty member can teach as a guest, on at least a half-time basis, and will be permitted to remain on the College's sponsored health insurance plan. However, when the faculty member switches to the retiree medical plan, current regulations do not permit them to teach or work for the College. Such teaching, however, is possible if the retiree is covered by a different plan (i.e. spouse or partner's plan).

Faculty Groups

For the purposes of curriculum planning and new faculty appointments, the faculty is organized into 13 groups. For the names of the members of each group, please consult MySLC at: https://my.slc.edu/ICS/faculty.

The 13 faculty groups are: Dance, Global Studies, Filmmaking, Humanities, Literature, Modern and Classical Languages and Literature, Music, Natural Science and Mathematics, Psychology, Social Science, Theatre, Visual Arts, and Writing.

Faculty group meetings are scheduled by the groups themselves, generally on Tuesdays from 1:30-3 p.m. one week before a Group Chairs meeting and two weeks before a general faculty meeting. The faculty group meeting schedule for the current academic year may be found on MySLC at: https://my.slc.edu/ics/faculty.

Faculty Meetings

General faculty meetings (for all members of all faculty groups) are held once a month on Tuesdays from September through May. The General Committee may call additional meetings as required. The meetings take place from 1:30 to 3 p.m. the faculty is asked not to schedule classes or conferences during that time. The faculty meeting schedule for the current academic year may be found on MySLC at: https://my.slc.edu/ics/Faculty.

Faculty on the Road Program

The Edith Ingalls Vignos '45 Faculty on the Road Program brings faculty into the homes of alumni all across the country to recreate the seminar experience. It provides an opportunity for alumni to reconnect with the College and each other and to build new relationships. Parents of current students, as well as prospective students and their parents, often attend these seminars to get a better sense of Sarah Lawrence.

Faculty Support Office

The Office of Faculty Support is located in Bates 07.

The Faculty Support Coordinator (x2469), is available Monday–Friday, 8:30 a.m.–4:30 p.m., to assist faculty with any number of tasks or special projects, such as ordering desk copies, arranging for duplicating services to make photocopies, document scanning, typing letters of recommendation, and ordering office supplies. Please try to submit your requests well in advance of the date by which you need the work completed.

The Faculty Support Office also has a Faculty Events Assistant (graduate student) during the academic year who reports to the coordinator and who is available to assist faculty bringing in guests with the guests' travel arrangements, honoraria, housing and expense reimbursements.

Fall Open House (Formerly Prospective Students Days)

Fall Open House is usually held in October and is designed to showcase SLC for high school students in the process of applying to colleges. Some faculty members may be asked to make themselves available to serve on panels, hold demonstration classes, or participate in other ways. For any questions, please contact Admissions at x2510.

Fax Machines

There are three fax machines on campus that are available for faculty use. Their locations and fax numbers are as follows:

- Faculty Support Office
- Bates 07: 914 .395 .2662
- Duplicating Office
- North Building 914 .395 .2663 Westlands
- Second Floor: 914 .395 .2666

If you wish to use the fax machines for non-College business, you will be charged a fee.

Film Viewing Rooms

Most classrooms are equipped with a VHS deck and DVD player. If you would like to show a movie, and the classroom to which you have been assigned does not have AV equipment, please contact the Office of College Events at x2412; or e-mail College Events at collegeevents@sarahlawrence.edu. The staff will try to arrange for an alternate location with the necessary equipment. Faculty must receive an orientation to the equipment prior to using it. This can be arranged by contacting the Audio Visual Office (x2378; audiovisual@slc.edu).

Financial Aid

See the Student Handbook at https://my.slc.edu/ICS/Student/Policies.jnz for more information.

Fire Safety

If a member of the Sarah Lawrence Community finds evidence that a fire occurred and has been extinguished, and the person is not sure whether the Sarah Lawrence College Security Department has already responded, the community member should immediately notify the Campus Security Department at 914.395.2222 to investigate and document the incident. For example, if a staff member finds evidence of an extinguished fire in a trash can in the hallway of a residence hall, he/she should not touch the trash can and should report the incident to the SLC Security Department immediately and wait for an officer's response. The officer will document the incident prior to removing the trash can from the area.
One violation frequently found in faculty/staff offices is items placed within 18 inches from a sprinkler head. Usually this is found in offices where books are kept on the top shelves of tall bookcases.

The following items are considered fire hazards and are prohibited from being inside of a faculty/staff office:

- Candles/incense
- Extension cords
- Hot plates
- Electric teapots
- Coffeemakers
- Toasters
- Toaster ovens
- Electric heaters

- Halogen lamps
- Heavy-duty appliances (with the exception of cube-sized refrigerators and microwaves)
- Any appliances with an internal heating unit

Other violations that are of great concern are:

- Hanging items from the sprinkler system
- Blocking doorways, hallways and fire exits
- Evidence of smoking, including vaping, within a building
- Propping of fire doors
- A surge suppressor must be plugged directly into a wall. One surge suppressor strip cannot be plugged into another surge suppressor. These strips also cannot be overloaded
- The use of "multi-plugs" is strictly prohibited
- Tapestries or hanging posters need to be secured firmly to a wall
- At no time should a smoke head be covered

If you are unsure as to whether something is a fire safety violation, please contact the SLC Fire Safety Director at 914.395.2656 or kbrennan@sarahlawrence.edu.

First-Year Studies

All first-year students are enrolled in a yearlong First-Year Studies seminar as one third of their program. These seminars are designed to acquaint students with SLC's methods of learning, research, and writing, and allow them to take new chances within a group of their peers. Each student in a First-Year Studies seminar has an individual conference with his/her teacher; the teacher serves as the student's don (see definition above), and will likely remain so throughout the student's four years at the College. These seminars are offered in most disciplines and faculty members generally teach a First-Year Studies seminar every fourth year; however, this schedule does vary subject to curricular need.

Graduate Programs

Sarah Lawrence College offers an array of master's degree programs and several dual or joint degree programs in the arts, humanities, and sciences:

- Art of Teaching (Master of Science in Education [also dual BA/MS])
- Child Development (Master of Arts [also dual BA/MA])
- Dance (Master of Fine Arts)
- Dance Movement Therapy (Master of Science)
- Health Advocacy (Master of Arts)
- Human Genetics (Master of Science)
- Theatre (Master of Fine Arts)
- Women's History (Master of Arts [also dual BA/MA])
- Writing (Master of Fine Arts)
- Dual Degree in Social Work and Child Development is offered in cooperation with New York University School of Social Work (Master of Social Work/Master of Arts)

- Joint degree in Women's History and Law is offered in cooperation with Pace University Law School (Master of Arts/Juris Doctorate)

For further information, please visit the Website, http://www.sarahlawrence.edu/grad_index.php, or call the Dean of Graduate and Professional Studies, x2373 .

Health & Wellness Center

The Sarah Lawrence College Health & Wellness Center is based on a holistic, integrated model of care. The Health and Wellness Center is comprised of Medical and Counseling and Psychological services in one location.

Undergraduate and graduate students can access confidential care and referrals regardless of what health insurance they carry. Office visits are at no charge and the Health & Wellness Center does not bill insurance for services provided.

Location, Hours & Appointments

The Health & Wellness Center is located in Lyles House, near Westlands Gate at Mead Way and Boulder Trail, and offers medical and mental health services to both undergraduate and graduate students.

The Health & Wellness Center is open Monday through Friday from 9 a.m. to 5 p.m. When the Center is closed, students can call Westlands Desk at 914.395.2222 (on-campus, use ext. 2222) for urgent medical and mental health needs. Appointments can be made online. For questions about appointments or services, please call the receptionist at 914.395.2350.

Medical Services

Sarah Lawrence's Medical Services staff can:

- Diagnose and treat short-term illnesses and minor injuries
- Prescribe common medications for acute illness
- Perform routine lab work
- Test for and treat sexually transmitted diseases
- Provide birth control, including emergency contraception, contraceptive injections, and prescriptions for oral contraception
- Administer free flu vaccines annually
- Refer to appropriate off-campus medical providers
- Ask a Nurse at BWCC
- Peer Health Educators

Counseling and Psychological Services

All services begin with an initial 30-minute tele-health consultation where students have the opportunity to talk about the concerns they wish to address. Based on the information

presented, the therapist and the student will decide upon a treatment plan. Treatment plans may include:

- On-campus in-person individual therapy
- On-campus group therapy
- Teletherapy
- Supportive Self-Care Counseling
- Referrals for off campus therapy, medication management, higher levels of care
- Case Management support
- Urgent Crisis Care
- Let's Talk Drop in Hours Tuesdays 1-2:30 BWCC
- Peer Counseling Drop-in Office Hours-hours advertised in SLC email blast

Urgent Healthcare

During hours that the Health & Wellness Center is open, students should call the Center at 914 .395 .2350 and identify the call as a health emergency. Calls will be routed to an appropriate clinician. When the center is closed, students with serious medical or psychological concerns can access a doctor or request to be transported directly to NYP Lawrence Hospital Emergency Room by calling the Westlands Desk/Public Safety and Security at 914 .395 .2222 . When the Health & Wellness Center is closed, there is always a member of the Student Affairs staff available (through Westlands Desk) to answer questions or accompany students to the hospital.

Human Resources

The Human Resources Office (x2315) is located in Andrews Annex. Before you begin work, you will receive an e-mail from ScreeningOne to complete a background check. This background check must be completed and once Human Resources receives the clearance from ScreeningOne, you will receive an e-mail with instructions to complete paperwork and schedule an orientation appointment. All forms must be completed and returned to Human Resources before you receive your first date of employment. The Associate Director for Human Resources, will provide you with information about benefits and compensation. Benefit plan descriptions are also published on the Sarah Lawrence Web page at https://www.sarahlawrence.edu/human-resources/benefits.html. Feel free to call the Human Resources Office with specific questions about your benefits, including eligibility for the various plans and enrollment. If your home address or phone number changes during the course of the year, it is important to notify the Human Resources Office immediately so the appropriate changes can be made.

Identification Cards

You will need an ID card to use the library, to photocopy, to gain entrance to campus buildings, and to pick up packages in the post office. ID cards may be obtained during registration in the Library. After registration week, the Duplicating Office (North, x2317) will prepare new faculty IDs or replace lost ones.

International Admissions and Advising

Shirley Be (Westlands 208, x2505), is the Assistant Dean of Studies and Director of International Admissions. As the International Student Adviser/DSO, she supports international students—including US citizens coming from abroad.

Keys

Faculty office keys are available at Campus Operations in Andrews (914 .395.2385). If you get locked out or forget to bring yours to campus, a security officer can open your office for you. Call Security (at 914.395.2209.) Please note: You will need to show your SLC ID before Security can open your office. If you would like to grant access to your office to a member of the SLC faculty/staff or a student, you must e-mail operations@sarahlawrence.edu at least 48 hours in advance to authorize permission.

Learning Commons

The Learning Commons (LC) at SLC is committed to providing comprehensive and inclusive academic support services that meet the needs of our vibrant and diverse student body. We aim to offer a wide range of resources that help students thrive within the college's unique pedagogical structure. The Learning Commons is located on the main floor of the library. *We strongly encourage faculty and dons to refer students to the LC as needed.*

Resources & Services:

- Academic Coaching: Academic coaches work individually and collaboratively with students to create an academic action plan. Action plans typically include strategies for time management, organization, effective reading and note-taking. We also work on strengthening communication with faculty.
- The Writing Center: Students requesting additional writing support and practice can schedule one-on-one appointments with faculty members Kevin Pilkington and Carol Zoref. They can also meet with graduate students who work evening and weekend hours in the LC, or with an ESL/EAL instructor.
- Peer Tutoring in Math and Science: Our math and science peer tutors cover all of the introductory level courses in the math and sciences, as well as some upper-level courses. Peer tutoring does not require an appointment, and group session times are posted on the LC website at the beginning of each term.
- *Thoughtful Thursdays* Workshop Series: The LC partners with various offices to offer interactive workshops on important topics such as mindfulness, sleep health, database searches, and career development.

Library Services

Library Services, 914.395.2474. Library website: https://www.sarahlawrence.edu/library/

The Esther Raushenbush Library is essential to the academic life of Sarah Lawrence College. Its diverse resources have always supported the school's academic mission, and its congenial atmosphere and open floor plan allow for both independent and group study. The library has approximately 800,000 hard copy books, e-books, government documents, microforms, audiocassettes, DVDs, and videocassettes, and has over 4,000 serials in hard copy format. In addition, it offers access to 200 online full-text and citation databases, providing electronic access to more than 700,000 serials and over 150,000 films and other media. The library encourages suggestions for additions to the collection, which can be made via an online purchase request form. Access to the Library's collection and online databases is available to registered users from any connection to the academic network. In addition to Raushenbush, the William Schuman Music Library, located in the Marshall Field Music Building, offers listening facilities and books on music and musicians, periodicals, scores, and sound recordings. Please check the library website for all library hours.

Patron Privacy

The library is committed to protecting the privacy of its users. Our policies conform to the code of ethics of the American Library Association that states, in part, that "we must protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

- Circulation information is confidential; however, records are available to staff over a period of time for normal circulation workflow purposes.
- Faculty and staff records are removed manually when notice is received that they are no longer associated with the College.

Research and Instruction:

The goal of the library's research and instruction program is to teach students to become confident researchers who understand that research is an iterative process and who use critical thinking about their research topics and their sources. The research librarians work with students at any point in their research, from topic development to finding sources to citation. Students are encouraged to make individual appointments for research consultations with librarians for additional help.

The research librarians schedule sessions with all FYS classes to introduce new students to library resources and services, as well as to the fundamentals of college-level research. Our librarians are also available for sessions with any other class. Faculty can book a library instruction session on basic research, subject-specific or advanced research, or citation. We also can provide sessions tailored to specific courses or assignments. These sessions can take place either in the library (subject to space availability) or in the classroom. See the library web site for more information.

Circulation Policy

Faculty must present their own Sarah Lawrence College ID card to check out library materials. However, faculty can designate a proxy for book pick-up. Please contact the interlibrary loan office (x2479) or gdanishe@sarahlawrence.edu to arrange a proxy. The loan period for books held in the circulating collection is four weeks; however, items can be recalled at any time after a one-week period and must be returned by the new due date indicated. Books can be renewed online for an additional four-week period up to three times. Periodicals, reference books, and material in special collections, faculty collections, and the archives do not circulate.

Circulation Policy - Reserves
The main library reserve collection is maintained as a closed collection, and books circulate for a limited time in order to provide equal access to required course materials for all students. In addition, the library has a large collection of electronic reserves. Most physical reserve items circulate for three hours during the day and may also be borrowed for overnight use. Items borrowed for overnight use are due back one hour after the morning opening. Please keep in mind that overdue reserve items are fined at the rate of $0.50 an hour, and failure to return overdue reserves or recalls is a serious offense; the penalties for noncompliance are substantial and may extend to loss of library privileges.

Library Reserves
Information on Library Reserves and detailed instructions for adding material for your courses to the Reserve Collection are to be found under Course Reserves on the library web page. You can also contact the Reserve Department at x2431 or reserves@slc.edu.

Circulation Policy - Interlibrary Loan
Items borrowed through interlibrary loan have due dates that are determined by the lending libraries that can range anywhere from a week to a month. However, overdue interlibrary loan items are a serious matter as it risks us losing the ability to request more items from that same library in the future. Please inform your students accordingly to build time into their research process to take account for interlibrary loan lending and return timeframes.

Circulation Policy for the Music Library
Music materials in the reserve collection circulate under the same rules as in the main library. Sound recordings can be borrowed for a seven-day period and may be renewed.

Accessibility
The library is dedicated to providing access to all materials. If assistance accessing physical materials is needed, please contact any member of library staff. If you have additional accessibility needs related to our materials, please contact the Office of Access and Disability Services.

Mail

SLC's campus Post Office is located on the lowest level of Bates, near North parking lot. For questions about the mail or mailboxes, you should call x2420 or e-mail at: postoffice@sarahlawrence .edu.

Most faculty members are assigned mailboxes in the Post Office, although mail for some faculty members, e.g. those who teach dance, music, writing, and theatre, is delivered to their departmental offices. Faculty mailboxes in the Post Office are accessible during normal business hours: Monday—Friday, 8 a .m.—4:30 p .m. Incoming mail is sorted and distributed between approximately noon and 2 p .m. every weekday. You are automatically notified by e-mail if you have a package or overnight letter (FedEx, UPS, etc.). You must have your Sarah Lawrence ID card in order to pick up these tracked items. The Post Office is not allowed to release packages without a valid SLC ID.

Campus mail is also distributed through the Post Office, where you will find a slot for intra-campus envelopes. Outgoing mail leaves the Post Office on weekdays at 11 a .m. and 4 p.m.

Maintenance/Repairs

Nonemergency

For basic maintenance repairs, faculty must submit a request on MySLC at: https://my.slc.edu/workorders. Basic repairs consist of, but are not limited to, furniture, shades, screens, dripping faucets, etc.

For any heating or air conditioning issues in an office or classroom, faculty should call Campus Operations immediately to report the problem. Do not wait to report lack of or too much heat or air-conditioning. After 5 p .m. and on weekends, faculty should call Westlands Desk at 914 .395 .2209 to report a maintenance emergency.

Emergency

For maintenance emergencies such as loss of power, no heat, pipe break, or major flooding, IMMEDIATELY call the Campus Operations Office at 914 .395 .2385 (Monday—Friday, 8 a.m.—5 p .m.). After 5 p .m. and on weekends, faculty should call Westlands Desk at 914 .395 .2209 to report a maintenance emergency. For most of the academic year, Maintenance has onsite 24 hour-a-day, seven day a week coverage.

Missing Students Policy

If a member of the College faculty has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Campus Safety Department at 914.395.2209. The Campus Safety Department will then generate a missing-person report and initiate an investigation. For more information on the investigation and response process, please review the relevant section in the Annual Campus Security & Fire Safety Report the relevant page via https://my.slc.edu/ICS/Campus_Life/Departments/Campus_Safety/.

MySLC

MySLC, our campus portal and learning management system, is the primary source of information and online services for the Sarah Lawrence College community. It can be accessed at https://my.slc.edu. Through MySLC, faculty can:

- Get course catalogues/schedules and registration information
- Hold online interviews for courses and approve donnees' course selections
- Post course materials including syllabi, readings, and links
- Collaborate with students by sending emails, setting up a discussion board, and collecting assignments
- Submit Evaluations, Assessments, and grades
- View course appraisals that students have written about classes
- Get information about donnees
- See faculty governance information and committee meeting minutes
- Find out about benefits and policies, complete HR and other forms
- View and print paystubs
- Browse information about campus departments
- View events, calendars, announcements, and campus initiatives
- And more

The Learning Management System (LMS), found within the Academics tab of MySLC, allows for sharing of course materials and collaboration with students. It allows faculty to post syllabi, readings, and links; email students; set up a discussion board; collect assignments; take attendance; and more.

Tips for using MySLC:

- Click the three vertical dots icon in the upper left to expand the main navigation.
- Or, with the menu collapsed, roll over the "hamburger" menu icon to see the list of pages in the current section.
- MySLC's idle timeout is 45 minutes (with a warning at 40 minutes). Therefore, save work often and/or keep a backup of any text.
- Search MySLC using the magnifying glass near the upper right.
- For the latest updates, find MySLCedu on social media.

User IDs and passwords for MySLC are distributed to new faculty upon completion of hiring paperwork and background check.

For FAQs, instructions, and videos on using MySLC, visit my.slc.edu/help and log in via MySLC. Contact myslc@sarahlawrence.edu with any questions.

Notary Public

Deby Finkelstein, Senior Director, College Events (Bates 2nd fl – x2412; dfinkelstein@sarahlawrence .edu) and Judith McNatt, Executive Assistant & Budget Coordinator for the Provost & Dean of Faculty (Westlands 216B – x2304; jmcnatt@sarahlawrence.edu) are Notaries Public. If you need to have a document notarized, please contact Deby or Judith in advance to arrange for the service.

October Study Days

During the month of October, two days (always a Monday and Tuesday) are designated "October Study Days," i .e. days when no classes or conferences are held. These days are set aside to allow students time to catch up on their work. Faculty members are not expected to be on campus on these two days. During the rest of the week (Wednesday, Thursday, Friday), classes are held, but there are no scheduled conferences. The dates of October Study Days for the current academic year are listed in the Student Handbook and in the Academic Calendar, available on MySLC at https://www.sarahlawrence.edu/academic-calendar .

Office Assignments

New guest faculty and returning guest faculty who have a change in office assignment will be notified via email prior to the beginning of the semester. This email will include your new building and office assignment, phone extension, and information regarding where to pick up your office keys.

Faculty retiring or moving to a new office must be ready to move out of their current office by June 30. Please ensure that you completely empty your office of all personal items and furnishings – including books – as we do not have the space to hold anything left behind.

Office of Advancement

The Office of Advancement is dedicated to building and strengthening philanthropic support for the fulfillment of the mission and strategic initiatives of the College. The Office of Advancement works closely with alumni, parents, and friends of the College to foster a culture of giving that enhances the student experience, sustains faculty excellence, and supports institutional priorities.

The Advancement team leads the College's comprehensive engagement program designed to provide meaningful opportunities for alumni, parents, and donors to enhance loyalty, dedication, and support for SLC. They coordinate fundraising efforts across annual, major, planned, corporate, and foundation giving, ensuring that Sarah Lawrence has the resources to continue its legacy of academic innovation and close student-faculty collaboration. Areas of the College supported by the Advancement Office include:

- Student Aid – Ensuring talented students can access Sarah Lawrence's education regardless of financial background.
- Faculty Support – Resources for compensation, curricular development, and professional development opportunities.
- Facilities and Infrastructure – Supporting the enhancement and maintenance of campus spaces, from classrooms to student gathering spaces.
- Capital and Endowment Giving – Supporting long-term institutional priorities, including faculty chairs, endowed scholarships, and program funds.

The Fund for Sarah Lawrence is the College's primary source of flexible, annual support, providing essential funding for financial aid, faculty resources, and campus programs.

Annual Giving efforts include Giving Day, the Student for Student Scholarship Fund (SSSF), the Senior Fun(d), and Reunion Giving. The Fund for Sarah Lawrence engages students, alumni, parents, faculty, staff, and friends in these initiatives to sustain the College's mission. Whether by connecting with alumni, attending fundraising events, or simply encouraging engagement within the Sarah Lawrence community, faculty can help inspire support that strengthens the College for current and future students. To learn more about or support the Fund for Sarah Lawrence, please visit https://www.sarahlawrence.edu/giving/fund/.

Faculty can play a crucial role in connecting with members of our community who are passionate about supporting Sarah Lawrence. If you are interested in getting involved in helping the Advancement team's work, please get in touch with us at annual@sarahlawrence.edu. The Advancement team welcomes collaboration and is happy to explore ways to connect your work with those who wish to invest in the College's future.

Office of Alumni Relations

The Office leads the College's efforts to engage our global community of more than 20,000 alumni, spanning all 50 states and over 80 countries. The Office serves as a bridge between alumni and the College, developing a comprehensive engagement program to provide meaningful opportunities, events, and initiatives that help alumni stay connected to Sarah Lawrence. Initiatives include coordinating the College's relationships with members of the alumni community, strategic communications, fostering class year connections, regional networks, and professional and affinity-based engagement opportunities.

The Alumni Relations team is here to support faculty in engaging with alumni. If you'd like to invite an alum to participate in your class, an event, or a program, please reach out—we'd be happy to assist. We can help with:

- Facilitating introductions and outreach to alumni
- Supporting logistical coordination for alumni engagements
- Greeting alumni during campus visits and offering campus tours
- Providing thank-you gifts to alumni for their participation
- Sending notes of congratulations to alumni on personal or professional milestones
- Maintaining records of alumni engagement with the College

The College maintains contact information for alumni, and we are continually working to keep our records current. If you receive updates from alumni—such as new contact details, professional milestones, or personal announcements—please share them with the Alumni Relations Office.

The Office of Alumni Relations may occasionally invite faculty to participate in programs. Examples include the Edith Ingalls Vignos '45 Faculty on the Road Program – This initiative brings faculty (both in-person and virtually) into alumni homes around the country to recreate the seminar experience. These events allow alumni to reconnect with the College, engage in thought-provoking discussions, and strengthen community ties. Faculty are also invited to participate in Reunion Weekend, held annually in June, which offers alumni the

chance to return to campus and reconnect with classmates and faculty. The schedule and registration details are typically available in March.

A schedule of upcoming alumni events can be found at www.sarahlawrence.edu/alumni. Faculty are warmly invited to attend programs hosted by the Office of Alumni Relations.

You can reach the Office of Alumni Relations at alum@sarahlawrence.edu. The Alumni Relations staff directory can be found at https://www.sarahlawrence.edu/alumni/connect/staff.html.

Office of Career Services

See the Student Handbook at https://my.slc.edu/ICS/Student/Policies.jnz for more information.

Office of Marketing & Communications

The Office of Marketing & Communications promotes and safeguards the reputation and image of Sarah Lawrence College and all of its schools, institutes, centers, and programs. It ensures that the institution presents itself in an engaging and accurate manner, whether through our own publications and interactive media, or when working with the news media or other external information providers. The Office of Marketing & Communications is responsible for the development and maintenance of Sarah Lawrence's graphic identity standards; brand messaging; public Web site design, development, and content, publications and print collateral; photography and video production; and news/media inquiries. The office also publishes Sarah Lawrence Magazine, the College's semiannual alumni magazine.

Faculty and Student News

The Office of Marketing & Communications welcomes news of academic achievements—conferences, presentations, research projects, publications—as well as notice of students doing particularly noteworthy conference work, internships, or volunteer activities . Please send your news to communications@sarahlawrence .edu.

Media Requests

If you are contacted by a reporter regarding your expertise and choose to grant an interview or provide information, please notify the Office of Marketing & Communications (x2220) to make them aware that a story may run or for assistance with working with the media . In either case, the Marketing & Communications staff may be able to work with the reporter to provide additional information about the College. When relevant to news or events, the staff will work with faculty members to make their expertise known to the media or to help with the writing, editing, and/or placing of op-eds.

Overnight Accommodations

The Faculty House, located at 161 Hampshire Road (on Kimball Avenue across from Bates Center for Student Life), is available to faculty who need to stay overnight at the campus on

an occasional basis related to business only. There is a maximum of four reservations per month. The fee is $25 per night for faculty members and $35 for guests.
Arrangements should be made through Paula Brunson (pbrunson@sarahlawrence .edu) in Campus Operations, 914 .395 .2385).
Only guests staying in the Faculty House are allowed to park in the Faculty House driveway. Please request a Faculty House parking permit when making your reservations.

Parking (Faculty/Staff)

Faculty and staff who will be driving to the campus must register their cars by completing the parking permit form at: my.slc.edu/parking-permit. A reply e-mail will be sent to notify the employee when the hanger permit is ready for pickup in Operations (the purple door). It is for the rear-view mirror and should remain on display in the car at all times. The hanger permit entitles faculty and staff to park in any campus parking lot, except Westlands and Mead Way.

Students, faculty and staff who are in need of accessible parking on campus due to a disability and who have city- or state-issued accessible plates or permits may park in any designated accessible parking space on campus . Accessible parking is available in the Westlands, Kober, Andrews, 45 Wrexham, and North parking lots, and near the Performing Arts Center. To park in the designated accessible spaces, vehicles must also display a valid SLC parking pass.

Parking (for Guests of Faculty)

Faculty who invite guests (speakers, job candidates, etc.) who will be driving to the campus should contact Campus Operations at 914 .395 .2385 to arrange for a parking permit for the guest. When making the reservation, please advise if the person will be staying overnight at the Faculty House so that a parking permit can be included with the guest's key to the Faculty House.

Paychecks

Paychecks are issued on the last business day of the month. Regular faculty and guest faculty (graduate and undergraduate) who teach all year will be paid in equal installments over 12 months and will receive their first check on the last business day of August through July. Regular faculty and guest faculty (graduate and undergraduate) who teach for only one semester will be paid in equal installments over six months. Fall semester payments are made from August through January and spring semester payments are made from February through July.

Paychecks may be directly deposited into your checking and/or savings account. Please contact Payroll, x2555, to begin direct deposit. Be aware that it may take up to one pay period for direct deposit to take effect. Please include a voided check or bank-generated form with your direct deposit form to reduce activation time. You will receive a paper check before your direct deposit information is confirmed; after you will be able to log onto MySLC to retrieve, download, and save PDF copies of your paystubs.

Physical Education & Athletics

Campbell Sports Center

All faculty members are invited to use the Campbell Sports Center at no charge. You must have a valid College ID to enter. This facility houses a swimming pool, the Whitney Fitness Center, Wendy's Studio, Noyes Court, the Rudman Track, the Clifford Squash Center, indoor rowing tanks, and locker rooms. Faculty who are eligible for College benefits may register their spouse/partner and children (ages 3-24) to use the facility free of charge. For complete information, please see the Web site: www. GoGryphons .com or call x2560. Faculty are also welcome to use the tennis courts, which are located behind Andrews House.

Physical Education

You may contact the Department of Physical Education & Athletics, x2560, for information on faculty/staff exercise classes and participation in special events (squash tournaments, basketball tournaments, fitness challenges, etc.) or see the Website, www.GoGryphons.com for more details.

Students are required to take four units (one year) of physical education, and it is recommended that half be completed in the first year. Registration for classes takes place on the OCS system and at the same time students register for academic courses. The program emphasizes participation and enjoyment in a noncompetitive atmosphere. Due to limited space, faculty are not permitted to participate in physical education classes.

Athletics

Faculty are invited to attend all athletic events free of charge. Please check the Web site for schedules. The athletic program is intended to provide learning opportunities to students as an adjunct to their academic experiences. Reflecting the College's educational philosophy, success is measured by the growth and development of the individual and the team. At Sarah Lawrence, competition is viewed as a challenge for excellence and an incentive for commitment. Students may not miss classes or conferences in order to attend athletic practices. Absences to attend athletic competitions require approval of the faculty member.

Political Activities Policy

For more information on the Political Activities Policy, see here.

Purchasing Policies and Procedures

For the current policy and procedures, please go to:
https://my.slc.edu/ICS/Employee_Info/Finance/Purchasing/.

Registrar

The Office of the Registrar, located on the second floor of Westlands, is responsible for student registration, maintenance of academic records, collection of faculty evaluations and grades, certification of degree completion, issuance of transcripts, verification of

enrollment, scheduling of classes, and classroom assignments. See also "Class Rosters," "Class Schedule," "Classroom Changes/Needs," "MySLC ."

Safety and Security

To speak with the director of Public Safety in a non-emergency situation, call 914.395.2384 during regular business hours. In an emergency situation, you can immediately contact a member of the Public Safety staff at 914 .395 .2222 (Westlands Desk). Westlands Desk is staffed 24 hours a day/seven days a week. All outside emergency services may be reached by dialing 9-911.

Security and Fire Safety Report

The Higher Education Act requires colleges to publish a yearly security and fire safety report. This report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Sarah Lawrence College; and on public property within, or immediately adjacent to and accessible from, the campus . The report also includes institutional policies regarding campus security, such as policies about sexual assault, emergency procedures, missing students, and other matters. Fire statistics and a description of the fire safety system for each on-campus student housing facility can also be found in the report. You can access the report on MySLC at https://my.slc.edu/ICS/Campus_Life/Departments/Campus_Safety/. The College's crime and fire statistics can also be found at the US Department of Education's Web site at www.ope.ed.gov/security. You can obtain a hard copy of this report by contacting the Sarah Lawrence College Operations and Facilities Office at 914.395.2385 .

Crime Reporting Responsibilities

As a faculty or staff member, if you observe any crime, or if any person reveals to you that he/she learned of or was the victim of, perpetrator of, or witness to any crime, you must immediately call the Campus Security Department at 914 .395 .2222 or the SLC director of security at 914 .395 .2385 to report it . This applies to crimes that occurred on campus; in any off-campus building or property owned or controlled by Sarah Lawrence College; on public property within, or immediately adjacent to and accessible from, the campus; on any Sarah Lawrence College sponsored trip; and at any of the SLC international programs. If you are in doubt as to whether a specific incident is criminal in nature, please err on the side of reporting the matter. In addition to reporting the incident to the Security Department, you can also report it to the Yonkers Police Department directly. Please be aware that, with the sole exception of health providers in the Health & Wellness Center, all faculty and staff are obligated to report situations they know about. You may not keep confidential any information about criminal activity, sexual harassment or assault, even if a student asks you to do so. If you have any questions regarding crime reporting, please call Matt Brewster at 914 .395 .2384.

Campus Security is required to report any violent felonies or missing students to the Yonkers Police Department. It is also required to report the number of occurrences of the following crimes to the federal government on a yearly basis: murder and non-negligent manslaughter; negligent manslaughter; forcible sex offenses; nonforcible sex offenses;

robbery; aggravated assault; burglary; motor vehicle theft; arson; all hate crimes involving bodily injuries; all liquor, drug, or weapon law violations resulting in an arrest; any hate crime that involved larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property .

Sexual Harassment, Sexual Assault, Domestic & Dating Violence, Stalking, and Sexual Exploitation Policy

Complete information regarding the College's Policy on Sexual Harassment, Sexual Assault, Domestic & Dating Violence, Stalking, and Sexual Exploitation may be found at: https://my.slc.edu/ICS/Employee_Info/Policies_and_Procedures/Sexual_Harassment_and_Assault/Employee_Sexual_Misconduct_and_Assault_Policy.jnz.

Shuttle Services

A shuttle service is available most evenings from sundown to sun up when residence halls are open. To contact the shuttle, call Westlands Desk, 914 .395 .2209. The shuttle van stops at Westlands Gate and Hill House every 10 minutes and can only drive students or faculty from one on-campus location to another. When residence halls are open, there is a free evening/late night shuttle from Westlands Gate to the Bronxville train station, where Metro-North offers train service to New York City and White Plains. The shuttle delivers riders to all southbound trains. The first shuttle leaves Westlands Gate at 5 p .m. The shuttle meets all northbound trains from 5:15 p .m.–2:30 a .m. Riders must present a valid SLC ID card or guest pass to use the shuttle.

Speakers

For individual classes, modest funds are available to faculty members who wish to bring speakers to their classes. Such funding is usually available in the budget for the relevant discipline.

Requests for funds for speakers to address several classes or the entire College can be made the associate dean of the college. While the Office of the Provost and Dean of Faculty has limited funds to support speakers, we also stand ready to assist faculty in combining funds from different sources. Faculty should be aware that complicated legal and financial requirements can apply in issuing honorcuria . Please contact Judith McNatt (jmcnatt@sarahlawrence .edu) with any questions.

Stationery and Supplies

At the beginning of each academic year, faculty are provided with office supplies. Please use the following link to place your order: https://my.slc.edu/ICS/Faculty/Resources_for_Faculty/Office_Supplies.jnz. You will receive a confirmation email indicating your order has been received. Once your order is fulfilled, you will receive an email to pick up your supplies from Westlands – Room 110, 1st Floor. This office is open Monday – Friday from 9:00 am – Noon & 2:00 – 4:30 pm (the office is closed from Noon – 2:00 pm each day).

Student Affairs

The Department of Student Affairs, located on the second floor of Bates (x2575), consists of the Offices of Residence Life, and Community Partnerships and Service Learning. In addition to providing those services, Student Affairs is also responsible for the coordination of Orientation and Family Weekend, providing on-call crisis response, enforcing College policies, and advising undergraduate Senate. Our mission is to collaborate with students, staff and faculty to create welcoming, supportive, and challenging communities that maximize opportunities for student learning and engagement. Through innovative and student-centered programs and services, the professional staff facilitates student development, embraces differences, encourages civil discourse, empowers students to pursue leadership opportunities, and promotes personal, professional and civic responsibility.

Student Assistants

Faculty may hire students to assist them in their work. Funds for Student Assistants are available from the Office of the Provost with a maximum of $450 per faculty member per semester. Student assistants' work may contribute to faculty teaching and/or their creative, performing and scholarly work. At the beginning of each semester the associate dean sends an e-mail informing faculty of the process for hiring. For further instructions, please go to the Faculty tab on MySLC, and click on "Student Assistants" under Resources for Faculty.

Student DEIB

See the Student Handbook at https://my.slc.edu/ICS/Student/Policies.jnz for more information.

Telephones

All office extensions on campus are four-digit numbers beginning with "2" or "6"and may be directly dialed. From outside lines: For extensions beginning with "2," dial 914 .395 .2xxx; for extensions beginning with "6," dial 914 .323 .6xxx . To reach the Advancement staff located at 45 Kraft Avenue, dial 914 .813 .9xxx .
To get an outside line, dial "9 ." If you have other telephone questions, including questions about voice mail, please e-mail Mo Gallagher at mgallagh@sarahlawrence .edu.

TransitChek

Benefit-eligible faculty can enroll in TransitChek. This is a premium tax benefit which allows employees to set aside public transportation commuting costs, up to the allowable IRS limits. More information can be found on MySLC:
https://my.slc.edu/ICS/Employee_Info/Benefits/Financial_Benefits/TransitChek_Program.jnz.

Vans and Vehicles

The College maintains a limited number of passenger vans and vehicles for College-sponsored activities, class trips, community partnership programs, and athletic events. For

complete information, including instructions for reserving a van, go to the Campus Operations Service Center at http://my .slc .edu/operations and click on Van Reservations.

Voicemail

Instructions are available on MySLC at:
https://my.slc.edu/ICS/Campus_Life/Departments/Help_Desk/FAQs.jnz?portlet=FAQs&screen=PostView&screenType=change&id=b2d18686-813d-4683-8649-5029e2088e2f

Weather-Related Closings/Delays

In the event that the College will be closed or will have a delayed opening due to poor weather, you will be notified by the emergency notification system. Please sign up and/or update your information regularly. An announcement will also be posted on the SLC Web site.

Westlands Desk

Westlands Desk (914. 395. 2209) is the main reception area of the College and is covered 24 hours a day, 365 days a year. For nonemergencies, dial x2209. For emergencies dial x2222.

For more information regarding the following departments, please see the relevant sections in the Student Handbook at https://my.slc.edu/ICS/Student/Policies.jnz :

- Center for Global Education
- Office of Career Services
- Financial Aid
- Student DEIB