

SARAH  
LAWRENCE  
COLLEGE



# Faculty Handbook

## 2019–2020

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# **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

As amended May 2017

## Article I: Authority and Powers

### Section 1. Authority

The Board of Trustees in Article VI of its bylaws authorizes the establishment of faculty bylaws. Such bylaws shall describe the organization and parliamentary function of the faculty, including definition of membership and quorum, the function and operations of the standing committees of the faculty, and method of election to such committees.

### Section 2. Powers

The faculty bylaws shall be consistent with, and not contravene, the bylaws of the Board of Trustees. Delegation of powers and authority shall be in accord with Part IV of the Governance of Sarah Lawrence College, "Statement on the Delegation of Authority." The faculty shall determine and implement educational policy within the overall constraints set by the Board of Trustees. The faculty, through the president and the Educational Policies Committee, shall submit to the trustees for prior approval any major changes in educational policy and academic programs and any substantial new claims on funds. Other proposals made by the faculty or students that embody important changes may, at the request of the trustees, or at the request of student government and/or faculty, be the subject of trustee-faculty-student conference.

## Article II: Academic Administration

### Section 1. The President

The duties and responsibilities of the president are derived from those given in Article IV, Section 5 of the Bylaws of the Board of Trustees (see Appendix: "The Governance of the College"). As chief executive officer of the College and chair of the faculty, the president shall have the following additional powers and duties, among others:

- A. The president shall be an ex-officio member of all faculty-student academic committees of the College and chair of the Advisory Committee on Appointments and of the General Committee. The president shall be the official medium of communication between the trustees and the faculty or any individual faculty member, and between the trustees and student body or any individual student. Upon special request from any faculty or student group, or any trustee, the president shall arrange faculty and/or student representation before the board or any of its committees to present facts or points of view pertinent to an issue under consideration.
- B. The president shall receive and transmit to the appropriate officer and/or body all resolutions and petitions affecting the welfare of the College.
- C. The president shall select, and execute contracts of appointment with educational and administrative personnel as provided in the Bylaws of the Board of Trustees. The following

educational and administrative appointments shall be made in consultation with the Advisory Committee on Appointments:

1. Appointments of all members of the regular and guest faculty.
2. Appointments of the following members of the administration: the provost and dean of faculty, the dean of studies and student life, the dean of graduate and professional studies, the dean of enrollment, the associate dean of the college, the associate deans of studies, the associate dean for multicultural affairs, the head librarian, the director of the early childhood center, the director of the center for continuing education, and the directors of the various individual graduate programs.

## **Section 2. The Provost and Dean of Faculty**

At the discretion of the Advisory Committee and the president, the provost shall be appointed as a tenured member of the teaching faculty. The duties and responsibilities of the provost are derived from those given in Article IV, Section 6 of the Bylaws of the Board of Trustees. The provost shall, under the president, be chief educational officer of the College and shall be responsible directly to the president. In the absence of the president and of a person designated as acting president, the provost shall act with full authority in the place of the president. As chief educational officer of the College, under the president, the provost shall have the following additional powers and duties, among others:

- A. Working with the elective committees of the faculty, the provost shall be responsible for the execution of all educational policies adopted by the faculty and approved by the president and/or the Board of Trustees.
- B. The provost shall have administrative oversight, under the president, of all educational programs and curricula and of all matters relating to the effectiveness and well-being of the faculty. These responsibilities shall include administration of the educational budget of the College and final authority in the assignment of all faculty offices and classrooms and the uses of College academic facilities.
- C. The provost shall be responsible for continuing study of the educational programs of the College and initiation of changes in curriculum and educational policy, as they are needed.
- D. The dean of the college shall be an ex-officio member of the Advisory Committee on Appointments and all faculty-student academic committees. The provost or his/her delegate shall serve as chair of the Curriculum Committee, and he or she or his/her delegate shall serve as chair of the Committee on Graduate Studies.
- E. The provost will provide a continuing evaluation of the faculty and associated educational personnel to ensure that the excellence of the College's programs is sustained.
- F. As chair of the Curriculum Committee, the provost has responsibility for the planning of the curriculum within the assigned budget and, when advisable, confers with faculty on the content and teaching of courses offered.
- G. The provost, as chief educational officer, is responsible, under the president, for the offices of academic administration and support. The provost may delegate responsibilities and authorities for these offices to ensure prudent management, efficient service to faculty and students, and proper overall educational leadership.
- H. The provost will be responsible for annual reports to the College community on the College's

progress in increasing the racial and ethnic diversity of the College community and for oversight of those initiatives.

### **Section 3. The Associate Dean of the College**

The position of associate dean of the college is a rotating faculty position among tenured faculty. Its duration is three years with the possibility of up to a two-year renewal. It is expected that the holder of this position will return to regular teaching duties at the end of his/her time as associate dean of the college and will accrue time toward his/her sabbatical during his/her tenure as associate dean of the college.

#### **Regular Responsibilities of the Associate Dean of the College**

- Ex-officio member of Curriculum Committee
- Provides technical oversight of curriculum
- Collaborates with the Office of the Dean of Studies
- Represents the Office of the Provost on the Diversity Committee
- Works with IT and the vice president for institutional research on enrollment, retention, and assessment
- Member of the Enrollment Committee representing the Office of the Provost
- Represents the provost if the provost is not available

Other duties will be wide ranging and will be specified by the provost.

### **Section 4. The Dean of Studies and Student Life**

- A. The dean of studies and student life, under the president, is responsible for the academic and nonacademic life of all undergraduate students.
- B. The dean of studies and student life will work closely with faculty, principally with dons, in guiding students toward courses appropriate to their talents, interests, and needs, and in reviewing the academic accomplishments of students.
- C. The dean of studies and student life, in consultation with the provost, is responsible for the assignment of dons. Requests for change in assignment of dons must have the approval of the dean of studies and student life. It shall be his or her responsibility to review periodically the effectiveness of donning, to work with individual faculty members on special donning problems, and to develop programs for the improvement of the donning program.
- D. The dean of studies and student life shall chair the Committee on Student Work, and will be responsible for the committee's development of policy and for ensuring the consistency of criteria. The dean of studies and student life shall also be an ex-officio member of the General Committee, the Curriculum Committee, and the Committee on Student Life.

### **Section 5. The Dean of Student Affairs**

- A. The dean of student affairs, under the dean of studies and student life, shall be responsible for the management of campus housing and the management of student activities. In addition, he or she will be responsible for coordinating with the Committee on Undergraduate Student Life the relevant functions of the Office of Operations and Facilities, including food services, and the Office of Health Services. The Dean of Student Affairs shall be the major contact between Student Government and the educational administration.
- B. The dean of student affairs, who serves as the head of the Office of Student Affairs, shall be

responsible for reviewing the budgeting, disbursement, and auditing of the Student Activities Fund.

C. The dean of student affairs will be a nonvoting member of the Committee on Student Life.

### **Section 6. The Dean of Graduate & Professional Studies**

- A. The dean of graduate and professional studies, under the provost, shall have administrative oversight of all graduate programs offered by the College.
- B. The dean of graduate and professional studies will design and implement the recruitment and admission efforts for all graduate programs.
- C. Working with the directors of the graduate programs, the dean will have responsibility for all educational programs and curricula offered to graduate students and all matters related to the effectiveness and well-being of faculty members teaching in the graduate programs.
- D. The dean of graduate and professional studies is responsible for continuing study of the graduate programs of the College and initiation of changes in curriculum and educational policy, as they are needed.
- E. The dean of graduate and professional studies is responsible for the academic and nonacademic life of all graduate students.
- F. The dean of graduate and professional studies will be an ex-officio member of the General Committee and a member of the Committee on Graduate Studies. The dean will convene meetings of the graduate program directors and will serve as chair of that group.

### **Section 7. The Dean of Equity and Inclusion**

The dean is a member of senior staff and is responsible for the development, implementation, monitoring, and review of College policies and practices that promote our goal of achieving an open, diverse, inclusive, and healthy learning, living, and working environment at Sarah Lawrence College. The dean will ensure compliance with Title IX, Title VII, and other equal opportunity laws at both the state and federal levels and manage programs and activities as the Title IX coordinator, with deputy Title IX coordinators and other campus entities.

This position will serve as the central point of contact for the institution's Title IX compliance. Responsibilities of the Title IX coordinator include reviewing the prevention and investigation processes and identifying, developing, communicating, and integrating best practices in the Title IX arena into the campus knowledge base and practice. The dean will consult/collaborate with internal/external legal counsel, as appropriate to ensure accurate and consistent application of College policies and practices, and collaborate with other relevant campus departments to develop and conduct prevention of sexual misconduct training and other Title IX-related presentations and ensure that prompt and thorough investigations are conducted of Title IX allegations.

The dean is charged with promoting the College's commitment to a climate of equity and inclusion and with developing and promoting College-wide education and outreach related to Title VII, Title IX, and other equal opportunity programs and initiatives. The dean will chair the Diversity Committee, head the Diversity Office, and oversee the associate dean for disability services.

The dean will promote student wellness by working with the Athletics Department and Health Services to develop and promote wellness programming and activities intended to create a comprehensive approach to campus well-being. He or she will manage the staff and serve as liaison

with outside organizations that provide medical and counseling services to students and will coordinate resources, programs, and activities to advance the well-being of students, faculty, and staff.

The Athletics Department reports to the dean of equity and inclusion.

Qualifications: MA required, PhD preferred. Minimum five years of experience with diversity, social justice, and EEO programing within higher education. The successful candidate must have strong organization, planning, analytical, and problem resolution abilities; demonstrated ability to communicate effectively both verbally and in writing; excellent interpersonal skills; ability to understand the needs of the College and to work collaboratively with students, faculty, staff, administrators, and community partners.

Responsibilities include but are not limited to:

- Assist and advise the president on all matters related to the recruitment and retention of a diverse workforce and student population as well as all other matters related to campus diversity.
- Assist and advise the president on initiatives, policy, and programs for the campus community. Evaluate assessment of campus climate surveys and make recommendations based on these assessments.
- Assist and advise search committees on the recruitment and retention of a diverse workforce and educate search committees on EEO compliance and best practices.
- Work with Human Resources and all departments to make clear the College's commitment to having a diverse and inclusive campus.
- Develop programs and policy related to the College's mission to ensure diversity and inclusion, including diversity and inclusivity training, ADA etiquette and sensitivity training, and EEO and harassment and discrimination training.
- In consultation with the dean of studies and Sstudent life, organize and schedule ongoing programming aimed at the campus community and related to diversity and inclusiveness.
- Monitor compliance with Title IX and other sexual misconduct guidance.
- Oversee and coordinate management of any outside investigator/fact finder to ensure prompt, thorough, objective and confidential investigations of complaints of harassment, including sexual misconduct, and discrimination.
- Work in collaboration with campus partners and committees involved in Title IX compliance, including Student Affairs, Public Safety, College Counsel, Human Resources, and Grievance Committee.
- Work with community partners, such as Westchester Victims Assistance, to provide support for students.
- Represent the College in local, regional, and national forums related to diversity.
- Work with the associate dean for disability services to monitor the ADA plan related to facilities accessibility.

# Article III: The Faculty

## Section 1. Membership

(approved in 2003 by a vote of the faculty)

### A. Composition The faculty shall consist of the following:

- All persons holding regular and guest teaching contracts
- President of the College
- Provost and Dean of Faculty
- Dean of studies and student life
- Dean of equity and inclusion
- Dean of graduate and professional studies
- Dean of enrollment
- Several associate deans of the College
- Head librarian
- Director of the Early Childhood Center
- Director and associate director of the Center for Continuing Education
- Directors and associate directors of individual graduate programs
- Director of physical education
- Registrar
- Persons holding the acting title for the above-listed administrators
- Senior professional librarians who have served in that capacity at the College for four years
- Head teachers at the Early Childhood Center who have served in that capacity at the College for four years
- Writing coordinator(s).
- Language assistants

The above-listed people shall have the right to attend faculty meetings. With certain exceptions (see Article IV, Section 1B, “Standing Committees”), they shall have the right to serve on elected committees. Their right to vote shall be as provided in Article III, Section 2 (“Voting”) below. Other positions in the educational administration may be given temporary membership on the faculty by the president after consultation with the elected members of the Advisory Committee on Appointments. Such temporary members shall be reviewed for renewal from time to time by the Advisory Committee on Appointments. The faculty status of nonteaching members of the faculty does not, of itself, carry with it the other rights, responsibilities, and benefits of the teaching members of the faculty.

### B. Regular Teaching Contracts

All teachers performing all or most of the central functions of the teaching faculty on a continuing basis, i.e., teaching full five- and 10-credit courses (or, in the case of components, those teaching the equivalent of a half-time or full-time teaching load), writing evaluations, donning students, and standing available for and serving on faculty committees, shall be on regular teaching contracts.

### C. Guest Teaching Contracts

A second and diverse category of teachers shall be called guest teachers. Substitute teachers for members of the faculty on leave will be guest teachers. Teachers in posts established by the relevant division and the Curriculum Committee to rotate every year or two will be guest teachers. Teachers of subjects outside the regular curriculum, taught for short periods to enrich the curriculum, taught as experiments, or taught when special funds are temporarily available will be guest teachers. Teachers of graduate courses who do not hold regular undergraduate contracts will be guest teachers. Teachers of special skills in Dance, Music, Theatre and the Visual Arts, who do not teach the equivalent of full five- and 10-credit courses and who are not obliged to don students or to serve on faculty committees will be guest teachers.

### Section 2. Voting

All faculty members as defined in Article III, Section 1A (“Membership/Composition”) shall be eligible to vote on issues before the faculty, within the following guidelines:

- A. All regular and guest faculty who hold half-time or more than half-time appointments are eligible to vote on any and all issues before the faculty. This right takes effect at the beginning of their teaching appointment. Members of the faculty who hold less than half-time appointments may vote after four years of service, i.e., at the beginning of their fifth year of service.
- B. All members of the administrative faculty (identified in Article III, Section 1A) who hold half-time or more than half-time appointments are eligible to vote on issues before the faculty (other than those issues listed in Article III, Sections 2C and 2D below). This right takes effect at the beginning of their appointment. Members of the administrative faculty who hold less than half-time appointments may vote after four years of service, i.e., at the beginning of their fifth year of service.
- C. The right to vote for members of the Advisory Committee on Appointments, the Committee on Conditions of Teaching, and the Curriculum Committee shall be limited to faculty members on regular and guest appointments (with the limitations indicated above in Article III, Section 2A), the provost, the dean of studies, and the dean of graduate and professional studies.
- D. In addition to the restrictions indicated above in Article III, Section 2B, members of the administrative faculty may not vote for the teaching faculty members of the General Committee and Diversity Committee. Instead, they vote for the representative from the Administrative-Staff Committee.
- E. Faculty on leave or sabbatical may vote by electronic ballot.

### Section 3. Quorum

- A. Twenty-five percent of all faculty members eligible to vote, exclusive of those on full-time leave for the year or for the semester during which the meeting takes place, shall constitute a quorum for the transaction of business at meetings of the faculty.
- B. Votes may not be delegated to another person.
- C. Mail and/or absentee ballots shall be allowed only as provided in Article IV, Section 2D (“Ad Hoc Committees”), Article IV, Section 3D (“Election Procedures”), Article V (“Faculty Trustee”), and Article VI (“Amendments”).

- D. If less than half of the faculty eligible to vote, exclusive of those on leave, has voted on an issue, the General Committee or a group of at least 15 faculty members, eligible to vote, may request of the president reconsideration of the issue and submission for a revote at a future faculty meeting. A quorum is required for voting on elections or specific issues.

#### **Section 4. Minutes of Faculty Meetings**

Action minutes (a record of all decisions made) shall be taken of all faculty meetings at which business is transacted. Such minutes shall be maintained in the Office of the Provost and Dean of Faculty.

#### **Section 5. Rank, Principles Governing Appointments to the Teaching Faculty, Sabbatical Leave**

A. Rank There shall be no academic rank within the faculty.

##### **B. Guest Appointments**

1. Normally, an undergraduate guest appointment shall cover the current academic year only. A one-year undergraduate guest appointment may be renewed by the President, after consultation with the Advisory Committee on Appointments, for a second and, in some cases, for a third consecutive year. After one or more subsequent semesters have elapsed, a guest faculty member may return for another appointment. There is no limit to the number of appointments that a guest may serve. This paragraph does not apply to undergraduate guest teachers of special skills, i.e., components, in dance, music, theatre, and the visual arts, which are addressed below in Article III, Section 7.
2. On some occasions, a two-year undergraduate guest appointment may be offered. A two-year guest appointment may be renewed by the president, after consultation with the Advisory Committee on Appointments, for a third year.
3. Part-time graduate guest appointments may be renewed for an indefinite number of one-year periods, and in some cases more than one year, subject to the approval of the program director and the dean of graduate and professional studies. Full-time graduate guest appointments are subject to the same restrictions as undergraduate guest appointments (see #1 above).
4. Neither an undergraduate nor a graduate guest appointment will lead to consideration for tenure.
5. 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 his/her next contract, 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.
6. If a guest teacher is offered a regular teaching appointment, if the teacher so desires, some part of his or her service as a guest may be counted retroactively by the provost as part of the normal sequence of contracts leading to tenure.
7. Undergraduate guest teachers of special skills, i.e., components, in dance, music, theatre and the visual arts may, in special situations, after determination by the relevant division and the Curriculum Committee, have their contracts renewed by the president, after consultation

with the Advisory Committee on Appointments, even after the second year, for an indefinite number of one-year periods. But, as with all guest contracts, such contracts will not lead to consideration for tenure.

#### H. Regular Appointments

1. Regular appointments shall be awarded only to faculty teaching half-time or more across the academic year.
2. It shall be primary consideration to complete all regular appointments while the College is in session.
3. Normally, an initial appointment to the regular teaching faculty shall be for three years and reappointment after the first three-year appointment shall be for three years. The only exception to this policy shall be for individuals who come to the College holding tenure at another institution and who are hired with the agreement that they will have an early tenure review (see Section E below). Such individuals may be awarded a regular two-year appointment.

#### D. Tenure

1. Except as provided in Article II, Section 2 (“The Provost and Dean of Faculty”) and Article III, Section 5E below (“Early Tenure Review”), faculty holding regular three-year appointments shall be considered for tenure in the third year of the second three-year contract. If tenure is denied, the faculty member shall be offered a one-year extension. A faculty member who is not awarded tenure shall conclude his or her teaching at the College at the completion of this one-year extension.
2. Except as provided in Article III, Section 5E below (“Early Tenure Review”), the procedures outlined in Article III, Section 6 below (“Procedures Governing Teaching Appointments...”) must be followed before an appointment to the tenured faculty can be conferred, and a tenure appointment shall not be effective until the completion of the normal sequence of two three-year contracts.
3. Tenure implies continuous service until retirement or resignation, subject to exceptional circumstances and to the policies of the College and of the Board of Trustees. Tenure does not preclude inquiry into, or discussions regarding, the course content or method of teaching of any faculty member, and/or the fulfillment of contract obligations.
4. Except as provided in Article III, Section 5F below (“Reduction in Teaching Schedules”), faculty members holding tenure on either part-time or full-time schedules will retain such schedules through the duration of their appointments unless a change is mutually agreed upon by the faculty member in question and the president. As is the case with all appointments, it is the decision of the president, in consultation with the Advisory Committee, whether faculty members may reduce or expand schedules in any given year.

#### E. Early Tenure Review.

The College is committed to the normal tenure review schedule of two three-year contracts with a tenure review in the sixth year. Early tenure review is possible only in exceptional circumstances, as indicated below:

1. The possibility of an early tenure review will be offered at the time of appointment to the regular faculty only to candidates who have tenure elsewhere and only according to the following procedures. Prior to the initiation of a search for a new regular position, the faculty group in which the position would be located must agree by a vote of two-thirds of

the regular faculty that there are special circumstances which warrant this exception. The group must then submit a written request to the Curriculum Committee outlining these circumstances. This proposal must be approved by four out of five of the faculty serving on the Curriculum Committee. It must then be approved by the president. The possibility of an early tenure review must then be included in any advertisements of the position.

2. Members of the faculty for whom an early tenure review has been granted will be considered, at the earliest, in their fourth term of full-time teaching at the College. The procedures to be followed in such cases will conform to those for contract renewal described below with the exception of the timetable. If tenure is granted, it shall commence in the beginning of the academic year following its granting. If tenure is denied to a faculty member considered for early tenure, no other teaching contract with the College can be offered. In the case of a two-year contract negotiated under the circumstances described in paragraph "A" above, the faculty member shall be granted a one-year contract extension as described in Article III, Section 5D (1).
3. If an untenured regular member of the faculty is offered a position with tenure or an early tenure review at another academic institution, the Advisory Committee may consult with the Curriculum Committee and with the faculty group in which the member participates about whether the College should seek to retain the faculty member by negotiating with her or him an early tenure review. If two-thirds of the regular faculty of the appropriate faculty group and the majority of the regular faculty serving on the Curriculum Committee approve such negotiation, it may be pursued with the candidate by the provost/president acting on behalf of the Curriculum and Advisory Committees and the relevant Faculty Group. If tenure is denied, the faculty member shall conclude his or her teaching at the College at the completion of the year following the year in which tenure is denied.
4. All members of the faculty shall be notified of any contract involving early tenure as soon as it has been negotiated, in order to maximize the faculty's opportunities to meet, observe, and familiarize themselves with the candidate in the shortened time period which will provide evidence for the early tenure review.

#### F. Reduction in Teaching Schedules

If a faculty member reduces his or her teaching for a period of more than two consecutive years, the College shall be understood to be relieved of any obligation to employ such person for a greater number of days than that of his or her reduced schedule.

#### G. Sabbatical Leaves

Faculty members on tenure shall be granted sabbatical leave of one semester at their regular salaries in the year following five years of teaching at Sarah Lawrence, with the first sabbatical coming in the first year of tenure, but normally not before the seventh year of teaching at Sarah Lawrence, subject to the provisions outlined in "Procedures Governing Sabbatical Leave" below.

H. Effective in Academic Year 2009–10, faculty members on tenure shall be granted sabbatical leave of one semester at their regular salaries in the year following six years of teaching at SLC, with the first sabbatical coming in the first year of tenure. All schedules currently provided in Article III, Section 6E will be delayed accordingly. Effective Academic Year 2016–17, the provisions of this section shall expire and the bylaws governing sabbatical leaves and procedures will revert to those in force during Academic Year 2008–09.

## Section 6. Procedures Governing Teaching Appointments, Termination of Tenure, and Sabbatical Leave

### A. General Appointment Procedures

The principles and procedures governing appointments to the faculty shall be made known to candidates being considered for appointment. The precise terms and conditions of individual appointments shall be stated in writing and be signed by both the president and the faculty member before the appointment is made final.

### B. Procedures for Appointment to the Guest Faculty

1. The decision that a new or continuing undergraduate guest appointment is needed shall be made by the president, with the involvement of the appropriate curricular groups and/or the Curriculum Committee and the provost.
2. Candidates for new guest positions shall be interviewed by an ad hoc committee of the faculty group concerned. This ad hoc committee shall be empowered to recommend appointment of a candidate to provost and the president. Final authority for the appointment rests with the president.
3. Renewal of a guest appointment shall be decided by the president in consultation with the Advisory Committee on Appointments. The decision that a new or continuing graduate guest appointment is needed shall be made by the president, with the involvement of the dean of the college, the dean of graduate and professional studies, and the program director.

### C. Procedures for Appointment to the Regular Faculty

All appointments and all reappointments to the regular faculty are to be made by the president after consultation with the Advisory Committee on Appointments, and the appropriate faculty groups, as specified below.

1. The decision that a new regular appointment is needed shall involve the faculty group or groups whose fields are most directly concerned, the Curriculum Committee, the Advisory Committee on Appointments, and the president. The decision that a new appointment is to be made will then be made by the president. Candidates shall be interviewed by the Advisory Committee and an ad hoc committee of the faculty group concerned. The ad hoc committee is appointed by the faculty group chair, in consultation with the provost and other members of the group. It 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. The recommendations of each member of the ad hoc committee on the candidates interviewed shall be communicated to the president and the Advisory Committee.
2. When a regular contract comes up for renewal, the Advisory Committee on Appointments shall review all data concerning the faculty member's teaching, donning, the place of his or her work in the curriculum, his or her contribution to the educational program of the College as a whole, and the relationship of his or her work to that of the relevant subject matter group. The president and the Advisory Committee on Appointments shall be empowered to consult any member of the faculty who may have data to offer, and they shall consult the members on tenure of the appropriate subject matter group. It shall be a normal part of this procedure for the members of the subject matter group on tenure to meet and then for each member to report his or her comments in writing to the president

- and the Advisory Committee on Appointments. Such comments shall include an estimate of the strengths and weaknesses of the faculty member concerned and of the place of his or her work in the curriculum of that group. The members of the faculty group on tenure may, in addition, meet with the president and the Advisory Committee on Appointments at the request of the president or of either group. The Committee shall make its recommendation to the president. Before any such recommendation is made, the committee shall interview each candidate for reappointment. It shall also ask the candidate whether he or she wishes to suggest to the committee two faculty members in any field, other than the tenured members of his or her group, who in the candidate's opinion are qualified to evaluate his or her work.
3. Whenever there is serious question about the renewal of a regular contract, the faculty member will be given an opportunity to meet with the president, the Advisory Committee on Appointments, or both. At the candidate's discretion, he or she may meet with the elected members of the Advisory Committee (i.e., without the president and the provost).
  4. Faculty members on their first three-year contracts will be advised regarding renewal of contract by **November 1** of the third year of the contract. If serious question about renewal is raised at this time, a final decision must be announced not later than **November 15**.
  5. Regular faculty members on second three-year contracts will be advised regarding tenure by **April 15** of the third year of the contract. If serious question about renewal is raised at this time, a final decision must be announced no later than **May 1** of the third year of the contract.
  6. If a decision about reappointment or tenure is negative, the candidate may appeal the decision to the Appeals Committee only for the following reasons ("causes worthy of appeal"):
    - Abridgment of academic freedom
    - Failure to observe established procedures
    - Discrimination on the basis of race, sex, color, sexual orientation, gender identity or its expression, disability, religion, age, veteran status or national or ethnic origin
- a. The appeal must be made in writing to the provost within 31 days of the date of the letter of denial. The provost will call together the Appeals Committee.
  - b. The Appeals Committee shall consist of the three most recent former members of the Advisory Committee who are available to serve and who did not serve on the Advisory Committee for the hiring, reappointment, or tenure decision for the faculty member making the appeal. If a former member of the Advisory Committee recuses him/herself, alternates are to be selected from the list of former Advisory Committee members by most recent service.
  - c. The Appeals Committee will only consider causes worthy of appeal as listed above; it will not render a judgment on the merits of the original decision.
  - d. The Appeals Committee will base its determination only on materials relevant to the grounds for appeal. They may review any pertinent materials. The Appeal Committee will adhere to strict principles of confidentiality.

- e. The Appeals Committee will render a written judgment, by **January 30** for reappointment appeals and by **June 30** for tenure appeals, to the president who will inform the candidate in writing.
- f. If the Appeals Committee's determination is in favor of the appellant, it will provide its written judgment of the cause alleged to the Advisory Committee that made the original decision and will request reconsideration by that committee.
- g. The Advisory Committee will reconsider reappointment decisions as soon as possible during the following spring semester and will reconsider tenure decisions as soon as possible during the following fall semester.
- h. Reconsideration by the Advisory Committee will be final. There will be no further appeal.
- i. The Advisory Committee will make its recommendation to the President.

#### D. Termination of Tenure

##### 1. Background and principles

- a. A faculty dismissal policy should be founded on the principle of faculty self-governance that is central to academic freedom and academic life at Sarah Lawrence College. We, as faculty, fully participate in the hiring and promotion of our colleagues. The principle of self-governance suggests that we must also be significantly involved in dismissal proceedings against a faculty member.
- b. The facts about individual cases and their disposition are considered confidential. This means that such information is shared by the College only on a bona fide need-to-know basis. The College reserves the right to correct misinformation that becomes public.
- c. This policy is intended to address only a dismissal for adequate cause arising from the conduct of a faculty member. This policy does not address the College's authority to dismiss faculty due to other reasons including, but not limited to, financial exigency and change of institutional program.

##### 2. Any member of the community may bring an allegation under this by law.

##### 3. Allegations should be brought in writing to the provost.

Allegations involving faculty within Graduate and Professional Studies should be brought in writing to the dean of graduate and professional studies. An allegation against a faculty member brought to the dean of studies, dean of graduate and professional studies, the head of Human Resources, or another member of the College community will be forwarded to the provost. If the provost is a party to or the target of the allegation, the chair of the Committee on Conditions of Teaching will receive the allegation. If the dean of graduate and professional studies is a party to or the target of the allegation, the president of the College will receive the allegation. In these cases, the chair of the Committee on Conditions of Teaching or the president will undertake the responsibilities assigned to the provost or the dean of graduate and professional studies, respectively.

4. Adequate cause, as defined below, reflects a standard generally in accord with AAUP guidelines.
  - a. Adequate cause includes but is not limited to one or more of the following: incompetency, egregious neglect of duty, a pattern of repeated and willful disregard of College policy, physical or mental incapacity, conduct of a character seriously prejudicial to his/her teaching or injurious to the welfare of the College, its students, faculty or staff. Underperformance in the area of research or College service shall not constitute adequate cause for dismissal. Conduct that constitutes a legitimate exercise of academic freedom, including the expression of dissenting or unpopular opinions shall not constitute adequate cause for dismissal so long as the manner in which they are expressed does not violate this bylaw.
  - b. The thresholds for determining adequate cause are meant to be extremely high. The particulars of the acts and the relevant circumstances surrounding the acts must be weighed before adequate cause can be found.
5. The role of the Provost and Dean of Faculty
  - a. When presented with an allegation, the provost or the dean of graduate and professional studies, as described in paragraph 3 above, will conduct an initial investigation in consultation with the Director of Human Resources and may decide to dismiss the allegation, determine a resolution, or, having judged the allegation credible and serious under the guidelines described above, convene a Hearing Committee.
  - b. If the allegation is dismissed, the provost will prepare a report of the allegation and reasons for its dismissal. Dismissal is permissible only if the evidence doesn't amount to probable cause that one or more violations as delineated in paragraph 4a above have occurred. The report will be reviewed by the faculty trustee and the most recent former chair of Committee on Conditions of Teaching. If a majority feels that the allegation should be dismissed, the report will be kept for future reference. If a majority feels that the allegation cannot be dismissed, the provost will then decide whether to proceed with a resolution or to convene a Hearing Committee.
  - c. If the dispute is resolved by the provost, both the faculty member and the complainant(s) must indicate agreement to the resolution in writing; otherwise, the allegation is sent on to the Hearing Committee.
  - d. If the provost decides the allegation merits a hearing, he/she shall meet with the faculty member to inform him or her of the allegation. The faculty member is informed of the complainant's identity and is required to respond in writing to the allegation in accordance with the deadline and regulations pertaining to the hearing process.
  - e. The provost may suspend the faculty member from professional duties upon receipt of the allegation or during the hearing proceedings only if and for as long as immediate harm to the faculty member or the campus or members of the community is threatened by the faculty member's continuance. During the suspension period, the provost will maintain contact with the faculty member and communicate all pertinent developments. Suspension will be with pay and benefits. The pay and benefits may continue for a maximum of six

months, during which time it is expected that the matter will be resolved according to 7c below. The faculty member is expected to cooperate with the provost and the Hearing Committee's schedule. The College will make every reasonable effort to conclude all proceedings within six months; if it is prevented from doing so for reasons beyond the faculty member's control, the provost, in consultation with the faculty trustee and the most recent former chair of the Committee on Conditions of Teaching, may consider extending the paid suspension. If a majority of these three agree, the paid suspension will continue until the proceedings have concluded; otherwise pay and benefits will not continue beyond the six month period.

- f. The provost will bring the charge to the Hearing Committee. If the provost is the complainant, the chair of the Committee on Conditions of Teaching will undertake the provost's responsibilities in accordance with paragraph 3 above.

#### 6. The Hearing Committee

- a. A Hearing Committee will be formed consisting of the three most recent former members of the Advisory Committee who are currently on campus, who did not participate in either the reappointment or tenure process for the faculty member against whom the charge has been made, and who are not directly involved in the current charge. If a former member of the Advisory Committee recuses him/herself alternates are to be selected from the list of former Advisory Committee members by most recent service.
- b. The complainant and the faculty member will each have one challenge of committee members without cause; alternates are to be selected from the list of former Advisory Committee members by most recent service.

#### 7. The hearing process

- a. Confidentiality shall be observed by all parties to the greatest extent possible as delineated in section 1b.
- b. The Hearing Committee will select a chair who will make a written record of the formal processes of the hearing, as defined in paragraph 7m.
- c. The investigation and hearing should proceed in a timely manner; in all cases the College will make every reasonable effort to conclude all proceedings within six months. It is within the Hearing Committee's discretion to determine how much time is adequate for the faculty member to complete his or her own preparations for the hearing. The hearing will be conducted in accordance with the guidelines for conducting a tenure revocation hearing which are published in the Faculty Handbook.
- d. The hearing will be limited to matters directly related to the specific charge.
- e. The Hearing Committee will form a list of witnesses based on the investigation previously conducted by the provost, names supplied by the complainant(s) and the faculty member, and its own inquiries. The provost will provide the Hearing Committee with all evidence he/she has collected. The faculty member will be provided with the list of witnesses and copies of all documentary and other evidence.

- f. During the proceedings, both the faculty member and the complainant (as long as the complainant is not the provost) will be permitted to have an adviser from the Sarah Lawrence community present. Neither the Hearing Committee nor the complainant(s) nor the faculty member will bring legal counsel to the hearing.
- g. The faculty member should have the opportunity to question all witnesses and respond to all additional evidence. If the Hearing Committee deems it necessary to withhold the faculty member's right to question a witness, or where the witness cannot appear, the identity of the witness, as well as the statements of the witness, should nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may be taken outside the hearing and reported to it.
- h. The complainant(s), the faculty member, and their advisers have the right to be present to hear all of the testimony presented. The meeting shall be closed to all but the Hearing Committee, the complainant(s), the faculty member, their advisers, and the witness being interviewed. Persons called as witnesses shall be in the hearing room only during the time they are speaking.
- i. If the faculty member cannot attend the hearing because of an extended incapacity or incarceration, or if the faculty member refuses to attend the hearing, the Hearing Committee will hold the hearing without her/him.
- j. The burden of proof that adequate cause exists rests with the College.
- k. Public statements and publicity about the case by the faculty member, complainant, witnesses, Hearing Committee, or administrative officers will be avoided so far as possible. The College reserves the right to correct misinformation that becomes public.
- l. The Hearing Committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the charges involved. Reasonable efforts will be made to obtain the most reliable evidence available. The findings of fact and the decision will be based solely on the hearing record.
- m. A written record of the formal hearing process and its outcome will be retained by the provost. This record will include the charge; all written statements by the complainant(s), faculty member, and witnesses; and other documentation or evidence discovered by the investigation. Notes taken by the individual panel members in the process of the panel investigation and hearing will not be maintained in the permanent record. No audio or stenographic record will be permitted.
- n. Any retaliation, discrimination or other adverse action, such as intimidation or threats, taken against a participant in this process is strictly prohibited by this bylaw and may itself constitute a violation of a faculty member's contract. Any such retaliation will result in disciplinary sanctions, up to and including dismissal in accordance with this bylaw.

8. The decision of the Hearing Committee
  - a. At the conclusion of the hearing, the Hearing Committee will deliberate and make its decision, based on a majority. The committee may conclude that adequate cause for dismissal has not been established or that dismissal is warranted.
  - b. The faculty member will be notified of the Hearing Committee's decision in writing by the chair, and will be given a copy of the record of the hearing.
  - c. The president will be notified of the Hearing Committee's decision in writing by the chair, and will take appropriate action subject to the appeals process below.
9. The appeals process
  - a. The faculty member may appeal the Hearing Committee's decision. The appeal must be submitted, in writing, to the Advisory Committee within 15 days after receipt of decision. Any appeal will be based on the written record of the hearing, and must include a written statement of the reasons for the appeal.
  - b. The faculty members of the current Advisory Committee, with the president, will serve as the Appeals Committee. The provost will not participate.
  - c. The Appeals Committee will review the written record of the hearing and will consider newly discovered evidence that was not available at the time of the hearing.
  - d. If newly discovered evidence is provided, the Appeals Committee will investigate its veracity and interview appropriate witnesses.
  - e. The Appeals Committee will determine whether or not to uphold the Hearing Committee's decision; a decision to overturn requires agreement of three out of the four members. The Appeals Committee's decision will be final.
  - f. The Appeals Committee's decision will be rendered in writing and the president will take appropriate action.

#### E. Procedures Governing Sabbatical Leaves for Teaching Faculty

1. Faculty members are eligible for their first sabbatical during their first year of tenure. They are eligible for subsequent sabbaticals the year following a period of five years teaching after the year of their previous sabbatical. The year in which a sabbatical is taken shall not count toward the necessary accumulation of five years of teaching for eligibility for further sabbaticals.
2. One half-year unpaid leave during the period in which the sabbatical is earned may be taken without postponement of the sabbatical. Any subsequent unpaid leave during this period will result in postponement of the sabbatical; four and a half years of teaching must accrue before the next sabbatical.
3. Full-time faculty members may choose one of three options in taking their sabbatical: a) Teach a half year on a full-time schedule at full salary; b) Teach a full year on a half-time schedule at full salary; or c) Take a full year's leave at half salary.
4. Part-time faculty members shall be eligible for sabbaticals on the same schedule as full-time

- members and may choose one of two options in taking their sabbatical: a) Take a full year's leave at half their part-time salary; or b) Take a one-semester leave at their part-time salary.
5. Faculty members may choose to delay a sabbatical by up to one year. The College may also ask for such a delay when it is desirable for the purposes of the curriculum. In such cases the next sabbatical will come after four years of teaching instead of five. Requests to delay a sabbatical for more than one year must be made to provost and may be granted at the provost's discretion. In those cases, the faculty member's subsequent sabbatical schedule will be delayed accordingly.
  6. Untaken sabbaticals cannot be accumulated, i.e., only one sabbatical can be taken in any one six-year period (except as allowed under paragraph 5 of this section).
  7. It is the faculty member's responsibility to keep track of his or her sabbatical cycle and to request a sabbatical at the appropriate time.
  8. During their sabbatical leave, faculty members will receive a salary proportionate to their average teaching load over the period during which the sabbatical was earned. One year of reduced teaching time may be included during this period without a proportionate reduction of the base on which sabbatical pay is calculated.

## Article IV: Committees of the Faculty

### Section 1. Standing Committees

- A. The standing committees of the faculty shall be the Nominating Committee, the General Committee, the Advisory Committee on Appointments, the Curriculum Committee, the Committee on Diversity, the Admission Committee, the Committee on Undergraduate Student Work, the Committee on Undergraduate Student Life, the Committee on Graduate Studies, the Committee on Conditions of Teaching, the Committee on Graduate Student Life, the Graduate Program Directors Committee, and the Committee on Academic Freedom.
- B. In general, all persons defined as faculty under Article III, Section 1A, with the exception of guest faculty, shall be eligible to serve as elective members of standing committees of the faculty. Exceptions to this provision are stipulated under specific committee provisions.
- C. Each standing committee will establish an organization with a chair, agenda, and minutes of meetings or record of action taken. Committees may request the General Committee to refer to the faculty for action regarding any statements of policy, principles or other matters of general concern.
- D. Ex-officio members of a committee shall be voting members of the committee.
- E. No member of the faculty shall serve as an elected member on any one standing committee continuously for more than three years, except in cases where a faculty member has filled less than half of the remainder of a term, in which case he or she can be elected for a full term. This exception does not apply to the Advisory Committee on Appointments. No member of the faculty shall serve as an elected member of more than one of the standing committees of the faculty simultaneously, with the exception of the Committee on Academic Freedom and the

Nominating Committee.

## Section 2. Ad Hoc Committees

- A. When existing committees are felt to be inadequate for the discussion of special problems, the General Committee, on its own initiative or on that of other committees or faculty groups, may provide for the election of an ad hoc committee.
- B. The General Committee is required to provide for the election of an ad hoc committee when petitioned to do so by at least 15 members of the faculty.
- C. Whether initiated by the General Committee or by petition of the faculty, the election of ad hoc committees, including preparation of the slate, shall be carried out by the Nominating Committee.
- D. Election for ad hoc committees shall normally be conducted at faculty meetings. Exceptions may be made by the General Committee when, in its judgment, time is of the essence, in which case the committee election may be conducted by mail ballot.

## Section 3. Election Procedures

- A. The Nominating Committee shall prepare a slate of candidates for vacancies to all standing committees. This slate will constitute one ballot and will indicate for all committees the names of continuing members and the names of candidates to fill vacancies. Two nominations are required for each vacancy.
- B. At the regular election time, and in accordance with the normal election procedures, a person shall be elected to substitute for a committee member who is going on leave.
- C. Elections shall normally take place beginning **May 1** for service beginning with the autumn term. Elections will normally take place by electronic ballot, but may take place by paper ballot when warranted. The registrar will notify the faculty by e-mail when the ballots for committee vacancies are available for electronic voting.
- D. When notifying the faculty about balloting, the registrar will ask that additional nominations be sent. After confirming that the nominee has agreed to run and is eligible to serve, and after the deadline for additional nominations, the Registrar will conduct the vote by electronic balloting.
- E. There will be successive balloting until the needed number of names have received a majority of the votes cast. A majority of votes cast constitutes an election. If there is no majority for any one nominee, the two receiving the highest number of votes shall be submitted for final election. In the case of a tie, the additional name shall be included on the ballot. The Office of the Registrar shall serve as teller and announce the results of nominations and elections. Twenty-five percent of all faculty members eligible to vote, exclusive of those on full-time leave for the year, or for the semester during which the vote is taken, shall constitute a quorum.
- F. In case of a resignation from a committee, the Nominating Committee shall immediately convene and prepare a slate to fill such vacancy for the remainder of the vacant term. This slate shall be sent to the faculty to be voted on at the next faculty meeting. Additional nominations may be sent to the registrar. Normal faculty election procedure shall be followed, as in Article IV, Section 3D above.

## Section 4. Nominating Committee

- A. A Nominating Committee of three members shall be elected by the faculty each spring for

a term of one year, at the same time and in the same manner as elections for other faculty committees.

- B. The Nominating Committee shall be responsible for preparing the slate of candidates for vacancies on all elective committees.
- C. In case of resignation from the Nominating Committee, the General Committee shall be empowered to appoint a replacement for the remainder of the academic year.

### **Section 5. General Committee**

The General Committee shall consist of six members of the regular teaching faculty who have been at the College at least four years, elected by the faculty for terms of three years, two members to be elected each year; two representatives of the administrative staff who have been at the College for at least four years, to be elected by the administrative staff for a term of two years; two undergraduate students, elected by the matriculated undergraduates for a term of one year, from those who will be matriculated members of the sophomore, junior, or senior class during their terms of office, successive terms being permitted; and one graduate student, elected by the graduate students for a term of one year, successive terms being permitted. The president of the College, the dean of the College, the provost and dean of studies and student life, the dean of equity and inclusion, and the dean of graduate and professional studies shall be ex-officio members of the committee. The president of the College shall act as chair of the committee. The functions of the General Committee shall be as follows:

- A. The committee shall meet regularly with the president of the College who shall preside at its meetings. In the absence of the president, the provost may preside. The committee shall make recommendations on general College policy to the president and to the faculty.
- B. The committee shall discuss matters of general concern, including questions of doubtful or overlapping committee jurisdiction. It shall review the coordination of efforts to achieve diversity in the College. It shall set the agenda for faculty meetings and approve the College calendar. If requested to do so by at least 15 faculty members, the General Committee shall call a special meeting of the faculty. The General Committee (or its elected members) shall meet with any faculty group or committee at its initiative or by request.
- C. Members of the General Committee shall elect one faculty member from among the committee's faculty membership to serve on the College's Budget Committee.

### **Section 6. Advisory Committee on Appointments**

The Advisory Committee on Appointments shall consist of three members of the faculty on tenure, elected by the faculty for terms of three years, one member to be elected each year, with the president of the College and the provost serving as members ex-officio. No elected member may serve on the committee for more than three consecutive years. The president of the College and, in his or her absence, the provost shall act as chair of the committee. The functions of the committee shall be as follows:

- A. To consult with and advise the president in all instances of appointments and reappointments, as specified under Article II, Section 1C and Article III, Section 1A; Section 5; and Section 6.
- B. To consult with and advise the president in the determination of individual faculty salaries.
- C. To consult with and advise the president concerning teaching duties, sabbatical leaves, and

leaves of absence.

- D. To consult with and advise the president on appointments to named chairs and professorships.
- E. To consult with and advise the president concerning serious problems about members of the faculty and academic administrators. The elected members of the committee shall meet with faculty groups, with all teaching members of the faculty, or with the academic administration (exclusive of the president and the provost) on their initiative or at the request of the groups mentioned.
  - 1. In some circumstances it may be necessary or advisable for an elected member of the Advisory Committee to absent himself or herself from the committee's deliberations. These circumstances would include illness or personal emergency. They would also include cases where a member of the Advisory Committee was needed to serve on a Search Committee. In those circumstances, an alternate faculty member will be chosen to serve as a replacement. The alternate would be chosen from faculty members who had served on the Advisory Committee in recent years, beginning with the person whose term expired most recently. If that person is not available, the next most recent member would be chosen. Faculty members who serve on the Advisory Committee will, at the time of nomination, agree to serve as alternates for up to two academic years following the expiration of their term on the Advisory Committee. This provision will apply only to cases involving new appointments.

## **Section 7. The Curriculum Committee**

The Curriculum Committee shall consist of five members of the regular teaching faculty elected by the faculty for terms of three years, the appropriate number of members to be elected each year, and two students, elected by all matriculated undergraduates, from those who will be matriculated members of the sophomore, junior, or senior class during their terms of office, for terms of one year, successive terms being permitted. The provost shall have the right to appoint, with the approval of the Curriculum Committee, one nonvoting member to achieve broader representation. The president of the College, the provost, and the dean of studies and student life, shall serve as ex-officio members of the committee. The provost, or his or her designate, shall act as chair of the committee. The functions of the Curriculum Committee shall be as follows:

- A. To serve as a forum for the discussion of the undergraduate curriculum and to undertake its formulation.
- B. To receive each year from each faculty group, a statement of its proposed offerings for the next year, as well as of its faculty needs.
- C. To review these statements and to accept or, after further discussion with the faculty group, to reject them.
- D. To recommend to the president and the provost the establishment of special programs (summer schools, foreign study programs, etc.) offered or sponsored by the College.
- E. To conduct frequent reviews of the curriculum of the College; to initiate or further faculty discussion of such problems as the relation to various fields of study, of the balance of the curriculum and of its effectiveness in view of the College's aims and of general educational needs.
- F. To discuss with individual faculty members on their initiative or that of the committee, possible new offerings, problems arising in the work now being given, or other curricular matters.

- G. To review periodically the content of the catalogue, especially those sections descriptive of the educational program.
- H. To develop and review the curriculum and to make recommendations to the president for teaching positions in specific fields.
- I. To consult with the dean of graduate and professional studies and/or the appropriate program director about issues affecting both the undergraduate and the graduate curriculum.
- J. Members of the Curriculum Committee shall elect one faculty member from among the committee's faculty membership to serve on the College's Budget Committee.

### **Section 8. The Committee on Diversity, Equity, and Inclusion**

The Committee on Diversity, Equity, and Inclusion shall consist of five faculty members, elected by the faculty for terms of three years, the appropriate number to be elected each year; two students, elected by all matriculated undergraduates for terms of one year; a graduate student elected by all matriculated graduate students for a term of one year; one representative of the administrative staff who has been at the College for at least four years to be elected by the administrative staff for a term of two years; the vice president for diversity, equity, and inclusion; the director of financial aid; the associate dean for engagement, diversity, equity, and inclusion; assistant director of diversity, equity, and inclusion; a representative designated by the dean of studies; a representative from disability services; a representative designated by the provost; a representative designated by the dean of graduate and professional studies; and a representative designated by the vice president for enrollment.

Voting members of the committee shall consist of the faculty representatives, the student representatives, the vice president for diversity, equity, and inclusion, the associate dean for engagement, diversity, equity, and inclusion, and the elected administrative staff representative. The vice president for diversity, equity, and inclusion shall serve as committee chair. The president of the College and the provost shall serve as ex-officio members of the committee, and shall attend meetings of the committee at their own discretion.

The functions of the Committee on Diversity, Equity, and Inclusion shall be as follows:

- A. To serve as a forum for the discussion of diversity, equity, and inclusion at the College.
- B. To monitor and report to the community on the progress of diversity, equity, and inclusion at the College.
- C. To recommend actions to the President, General Committee, Curriculum Committee, Admissions Committee and Committee on Student Life measures it determines are likely to enhance the diversity, equity, and inclusion of the College.

### **Section 9. Committee on Admissions and Enrollment**

- A. The Committee on Admissions and Enrollment shall consist of five faculty members, elected by the faculty for terms of three years, the appropriate number to be elected each year; two students, elected by all matriculated undergraduates from those who will be matriculated members of the senior class during their terms of office for terms of one year; and the dean of enrollment, who shall serve as an ex-officio member and chair of the committee. In case an increase in applications or other processing issues require enlarging the committee, the committee may elect additional faculty members, subject to the approval of the faculty, at its next meeting. The president of the College and the dean of studies of their designees shall serve as ex-officio members of the committee.

- B. The functions of the Committee on Admissions and Enrollment shall be as follows:
1. To serve as a forum for the discussion of undergraduate admission.
  2. In questions of broad policy concerning any aspect of enrollment, make recommendations to the dean of enrollment, who may then review and consult with the General Committee.
  3. To review and assess criteria and standards for admission of students to the College, and to periodically review forms and tests used for admission and change these when appropriate.
  4. When the committee deems valuable, to participate in the evaluation and selection of specific student applicants.
  5. To consider and make recommendations for pre-enrollment and other programming designed to enhance matriculation and retention of students.
  6. When appropriate, to review and make recommendations for the allocation of named scholarship support to newly admitted students, and to select recipients of faculty-designated awards.
  7. To assist in recruitment and follow-through for prospective student events, and to enlist faculty colleagues in recruitment and follow-through programs.

### **Section 10. Committee on Undergraduate Student Work**

- A. The Committee on Undergraduate Student Work shall consist of the dean of studies and student life, who shall be an ex-officio member and chair of the committee; the associate deans of studies; six members of the faculty, elected by the faculty for terms of three years, two members to be elected each year; the registrar as a nonvoting member; and two students who shall be matriculated members of the sophomore, junior, or senior class during their terms of office elected for one year by all matriculated undergraduates. Successive terms are permitted. The president and provost shall be ex-officio members.
- B. Students are entitled on request to have any matter concerning them as individuals discussed and decided by the committee acting without the participation of the student members.
- C. The functions of the committee shall be as follows:
1. To assess, formulate, and propose for faculty consideration policies and procedures regarding student academic work.
  2. To evaluate the academic performance and progress of each student.
  3. To review in consultation with the dean, and to make recommendations with the dean of studies and student life, on individual cases pertaining to academic discipline, including matters of probation, separation from the College, and appeals for reinstatement.
  4. To review and rule on individual student proposals for independent study, conference courses, fieldwork, and credit for courses taken in nonaccredited programs.
  5. To review and rule on individual student requests for waivers of specific academic requirements and other exceptions to standard academic policies and procedures.
  6. To review and recommend students for competitive scholarships and foreign study programs.
  7. To process applications of the Center for Continuing Education and guest students for admission to the College as degree candidates.
  8. To review and decide cases in which the academic integrity of a student has been formally questioned, in accordance with the procedures mandated by the faculty and detailed in the Student Handbook.

- D. The Committee on Undergraduate Student Work is empowered to certify candidates for the Bachelor of Arts degree on behalf of the faculty.
- E. Members of the Committee on Undergraduate Student Work shall elect one faculty member from among the committee's faculty membership to serve on the College's Budget Committee.

### **Section 11. Committee on Undergraduate Student Life**

- A. The Committee on Undergraduate Student Life shall consist of three members of the faculty elected by the faculty for terms of three years, one member to be elected each year; 15 undergraduate students, five elected in accordance with the Student Senate bylaws, nine residential area representatives, and a resident adviser; one graduate student appointed by the Graduate Student Senate; and four members of the administration representing the Dean of Studies Office, the Office of Student Affairs, the Office of Multicultural Affairs, and the Office of Campus Facilities. The dean of student affairs and the dean of studies and student life shall serve as nonvoting members. Other members of the student body and administration may be invited by the committee to serve as nonvoting members.
- B. The committee shall elect a chair and vice chair from among the voting members. Until such election takes place, and/or in the absence of both the chair and the vice chair, the dean of student affairs shall serve as chair.
- C. The functions of the committee shall be as follows:
  - 1. All meetings of the committee are open to the community, and students are invited to bring concerns or proposals relating to the quality of student life for review. Any change in the campus environment proposed by the administration will also be brought to the committee for discussion and recommendation.
  - 2. The committee shall advise and consult with the president on issues regarding policies and procedures relating to student behavior, space utilization, future planning and student services. The standing subcommittees will be: housing, food services, health services, parking, security, Students for Students Scholarship Fund, bookstore, library, sexual assault and violence, programming, and diversity. Special ad hoc subcommittees may be formed in order to address specific issues or take specific action as directed by the committee.
  - 3. The committee shall oversee, through regular reports, the co-curricular programming of the College, including the events of the Students for Students Scholarship Fund, new student orientation, and programming board events.

### **Section 12. Committee on Graduate and Professional Studies**

The committee shall consist of three members of the faculty (excluding graduate program directors) to be elected by the faculty for terms of three years, one member to be elected each year; the associate dean of graduate and professional studies; the dean of graduate and professional studies; a graduate student; and the provost or their designate, who shall serve as an ex-officio member. In addition, the graduate program directors shall appoint three program directors or associate / assistant directors who will serve for two years. The dean of graduate and professional studies shall serve as chair of the committee.

The functions of the committee shall be as follows:

- 1. To review new master's degree programs and academic credit-bearing initiatives at the level

of graduate and professional programs. In conjunction with the graduate program directors, to make recommendations about new programming to the president of the College and the Educational Policies Committee of the Board of Trustees.

2. To review curriculum and academic integrity of existing programs in consultation with the graduate program directors.
3. To review policies and procedures proposed by the graduate program directors.
4. To hear final appeals of students contesting a dismissal decision.
5. To represent the entire faculty's interests in the activities of Graduate and Professional Studies and to report on them to both teaching and administrative members of the faculty.

### **Section 13. Committee on Conditions of Teaching**

- A. The committee shall consist of three members of the regular teaching faculty on tenure, elected by the faculty for terms of three years, one member to be elected each year. The committee shall elect its own chair.
- B. The functions of the committee shall be as follows:
  1. The committee may, on its own initiative or at the request of a teacher, review with the president, the Advisory Committee on Appointments, and/or the General Committee, College policies concerning the conditions of teaching and employment for both undergraduate and graduate faculty.
  2. The committee shall conduct periodic reviews of the College's policies on teaching schedule and teaching load, leaves of absence, salary scale, retirement, medical, and other benefits, and shall be empowered to make recommendations on these matters to the president (and through him or her to the Board of Trustees), the Advisory Committee on Appointments, and the General Committee.
  3. The committee, after consultation with the Advisory Committee on Appointments, may submit to the president of the College (and through him or her to the Board of Trustees) a request for increases in the teaching salary budget.
  4. At the specific request of a faculty member on tenure, whose contract has been terminated, the committee shall have the right to examine the reasons for such action and the records of procedures employed.
  5. Members of the Committee on Conditions of Teaching shall also be members of the College's Budget Committee.

### **Section 14. Committee on Academic Freedom**

- A. The Committee on Academic Freedom shall consist of three members of the faculty, elected by the faculty for terms of three years, one member to be elected each year. The committee shall elect its own chair.
- B. The functions of the committee shall be as follows:
  1. To inquire into and make recommendations regarding academic freedom at Sarah Lawrence College at both the undergraduate and graduate levels.
  2. To advise the administration and faculty, individually or collectively, on questions of academic freedom as they relate to Sarah Lawrence College.
  3. To cooperate with the Board of Trustees, the president, and the faculty in the formation and

execution of policies regarding academic freedom.

## **Section 15. Committee on Graduate Student Life**

- A. The Committee on Graduate Student Life shall consist of at least one student representing each of the eight graduate programs, selected in accordance with the Graduate Student Senate by-laws; the officers of the Graduate Student Senate; one member and one alternate from the graduate faculty/administration selected by the Program Directors Committee; and three members of the administration representing the Dean of Graduate and Professional Studies Office, Office of Student Affairs, Office of Campus Facilities, and Health Services. The administrative adviser to the Graduate Student Senate will serve as a nonvoting member. Other members of the student body and administration may be invited by the committee to serve as nonvoting members. The committee will meet a minimum of four times a year.
- B. The committee shall elect a chair from among the voting members.
- C. The functions of the committee shall be as follows:
  - 1. Advise and consult with the president regarding College policies which affect graduates in the areas of financial aid, health services, parking, housing, bookstore, security, space utilization, and future planning. Any change in campus environment affecting graduate students shall be brought to the Graduate Student Life Committee for discussion and recommendations.
  - 2. The committee, with appropriate support from the administration and program directors, and in concert with the Graduate Student Senate will be responsible for developing programs to improve the quality of life on campus.

## **Section 16. Graduate Program Directors Committee**

- A. The Program Directors Committee shall consist of the dean of graduate and professional studies as chair and the individual program directors from each of the graduate programs. The associate dean of graduate and professional studies and associate directors from the graduate programs will serve as ex-officio members.
- B. The functions of the committee shall be as follows:
  - 1. To serve as a forum for the discussion of all issues of relevance to graduate studies, including educational philosophy, program development, program review, relationships with the undergraduate College, and cross-program initiatives.
  - 2. To discuss, formulate, and propose for consideration by the Graduate Studies Committee policies and procedures regarding student academic work.
  - 3. To generate proposals and to respond to proposals from the Graduate Studies Committee, the Graduate Student Senate, and/or the Committee on Graduate Student Life.
  - 4. To identify issues that are relevant to all programs and affecting students and/or faculty, including but not limited to: financial aid, facilities, library, bookstore, and health services.
  - 5. To advise about and/or develop graduate activities/events, such as commencement, orientation, and graduation.

## **Article V: Faculty Trustee**

- A. The faculty trustee shall be a tenured member of the faculty nominated by the faculty for election as a trustee of the College by the Board of Trustees.

- B. The faculty shall elect a candidate for faculty trustee by the following process:
  - 1. Prior to the time of nominations for faculty committees in the case of normal expiration of term of office, or as soon as possible in the case of an unexpected vacancy, the provost shall call for nominations for faculty trustee by mail ballot. The three names receiving the largest number of nominations shall constitute the slate for electing a candidate for faculty trustee.
  - 2. Voting on the slate shall be by mail ballot, one or more as necessary, with the person first receiving a majority of votes being deemed the recommended candidate for faculty trustee. All members of the faculty, as defined in Article III, Section 1 (including limitations on voting by guests), shall be eligible to vote for the faculty trustee.
- C. The term of the faculty trustee, and his or her eligibility for reelection to the board shall be as specified in the Bylaws of the Board of Trustees.\*
- D. Election of the faculty trustee indicates the confidence of a majority of the faculty in the trustee's understanding, judgment, and discretion in matters pertaining to the Sarah Lawrence education. The faculty trustee shall be free to consult with other members of the faculty on issues pertaining to them, and to act in all matters of the office according to his or her own informed judgment of what is best for the College, exactly as any other trustee.
- E. The faculty trustee shall serve on the College's Budget Committee.

\* The Bylaws of the Board of Trustees specify that no person shall serve more than one term as a faculty trustee. A person serving as a faculty trustee shall not be eligible for election as a regular trustee following the end of his or her term as faculty trustee as long as he or she remains in the employ of the College. (Trustee Bylaws Article II, Section 1, C and Section 2, A and E.)

## Article VI: Amendments

Except as to Article I ("Authority and Powers") and Article II, Sections 1 and 2 ("Academic Administration/The President/The Provost and Dean of Faculty"), which may be amended or otherwise modified only by the Board of Trustees, these bylaws may be amended or otherwise modified, following two weeks' notice of such proposed amendment or modification, this two-week period to occur while the College is in session, by a two-thirds vote of those eligible to vote present and voting, if a quorum is present, plus mail ballots from those members of the faculty eligible to vote whose teaching schedules do not require them to be at the College on the day of the meeting and/or who are on leave, and shall require the consent of the Board of Trustees pursuant to Article VI of its bylaws.

## Article VII: Rules of Order

Robert's Rules of Order shall provide guidance for protocols and procedures at meetings of the faculty.

## 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 Dean of the College, 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, 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.

## Additional Committees

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

### Budget Committee

The Budget Committee is called by the president and chaired by the vice president of finance and operations (CFO). It is advisory to the president and CFO. When constituted, the committee membership includes (but is not limited to) The dean of the college or his/her designee, the dean of graduate and professional studies or her/his designee, the faculty trustee, the membership of the Committee on Conditions of Teaching (CCT) and the Committee on Conditions of Staff Employment (CCSE), and one faculty representative from each of the following committees: General Committee, Curriculum Committee and the Committee on Student Work.

The committee's purpose is the dissemination and discussion of key financial information. The committee is a conduit for faculty and staff concerns about financial matters and, in turn, serves an important role in communicating with constituencies the substance of meeting discussions and conveying important financial information. Faculty and staff representatives are encouraged to bring forward as agenda items faculty and staff concerns about financial matters.

## Student Conduct Review Board (SCRB)

The Student Conduct Review Board shall receive and review complaints of social violations by undergraduate students when another undergraduate student, a graduate student, or the College brings a complaint before it. The members of SCRB will consist of a senior member of the Curriculum Committee and a senior member of the Committee on Undergraduate Student Life. These members will be chosen at the beginning of each academic year so that they will be in place should such a need arise.

## 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 Smoking Task Force; the Ad Hoc Committee on Library Renovation).

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, 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 Art
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 April 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—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, the student spread sheet, and the catalogue listing of subject areas should be rationalized and coordinated.
- D. The relationship between discipline-based budgets and faculty groups requires overt clarification. The General Committee, in conjunction with the dean of the college and the vice president for financial planning, should review the structure of budget allocations and expenditures in order to develop explicit, standard procedures among all disciplines and faculty groups.

## 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 for a term of two years. A chairperson may not serve for two consecutive terms. (An exception to this rule will be made for those disciplines with a course structure based on components—dance, music, theatre.) Responsibilities and workload of chairs of groups will be defined by the General Committee in cooperation with the faculty groups. (The General Committee is looking into the possibility of providing release time for administrative work by faculty members.)
- B. Each faculty group shall keep minutes (or records) of meetings and make them available to each member. We recommend that Web pages be established for each faculty group.
- 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.slcl.edu/directory/index.html>. Organization charts for each department can be requested by e-mail—please contact: [tblum@sarahlawrence.edu](mailto:tblum@sarahlawrence.edu).

## **SECTION 3: FACULTY & ADMINISTRATIVE FACULTY APPOINTMENTS**

### **Procedures for Making New Regular (Tenure- Track) Faculty 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 carry 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 an Ad Hoc Committee**

After the Curriculum Committee has given approval for a search, the faculty group chair, having consulted with the provost and the other members of the faculty group, appoints an ad hoc committee to search for and screen candidates and to send finalists to the Advisory Committee on Appointments. The ad hoc committee consists of three or four regular members of the faculty. At least one member must come from outside of the discipline or disciplines in which the search is taking place, or even outside the faculty group.

## Establishing a Diverse Applicant Pool

After discussing the search with the provost and dean of faculty (hereafter, provost), the ad hoc committee then writes a description for advertising and for communicating to graduate schools and other good sources. This description will 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. Candidates will be asked to submit a curriculum vitae, at least two descriptions of courses they would like to offer at Sarah Lawrence College, examples of their scholarly or artistic work and three letters of recommendation.

The ad hoc committee then develops a list of appropriate advertising venues for the position. At this point in the process, particular attention must be given to the issue of racial and cultural diversity. The College has as one of its goals to recruit and maintain a racially and culturally diverse faculty. To that end, each search must be seen as an opportunity to increase diversity, and every effort must be made to expand the applicant pool. Openings will be advertised in the Chronicle of Higher Education, in the professional publications and/or Web sites of the relevant discipline(s), as well as in sources designed to reach candidates of color. Each ad will contain the following statement: “SLC is an Equal Opportunity Employer committed to achieving a racially and culturally diverse community.” The following fuller statement will appear in our online application form: “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.”

In addition, the ad hoc committee may contact the department chairs of institutions with established graduate programs in the area of a given search. When timely, members of the committee may attend scholarly and professional meetings for the purpose of identifying and interviewing candidates. All open positions will appear on the College’s Web site for the duration of the search.

## Screening Candidates/The Campus Visit

The Search Committee reviews all materials received, and selects the candidates for further consideration. Various methods—interviews at professional meetings, phone interviews, meetings on campus with members of the Search Committee—may all be used to develop a short list of three finalists.

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 12 semifinalists for the position. That list will be submitted by the Advisory Committee to the dean of equity and inclusion who will have access to the EEO report generated by our online application system, PeopleAdmin. With that report in hand, the dean of equity and inclusion will review the list of semifinalists and will determine whether the list is sufficiently diverse in relation to the information in the EEO report. The dean of equity and inclusion will report back to the Advisory Committee and the Advisory Committee will forward that report to the Search Committee either with a determination that the committee may proceed with the selection of their three finalists from the list they have submitted, or that they will be asked to return to the pool and consider adding some other names.

After the Advisory Committee on Appointments and the dean of equity and inclusion have approved the long-short list, the Search Committee will select three finalists to be invited for a full campus visit and an interview with the Advisory Committee on Appointments. The search chair will then arrange for interview slots on the Advisory Committee calendar and extend invitations to the three finalists for campus visits. The three candidates to be interviewed by the Advisory Committee will be sent identical packets of information about the College.

The Search Committee will design the campus visit that is most appropriate to the position. All campus visits must include an interview with the ad hoc committee, an interview with students, and an open presentation of the candidate's work, which must be announced in advance. All candidates will be asked to sign a permission form allowing for the digital recording of their public presentations. 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 destroyed. The campus visit may include a tour of the campus, visits to classes, and/or artistic presentations, informal discussions and/or social events with faculty members. When the campus visits are completed, members of the ad hoc committee will meet to review the candidates, prior to a discussion with the Advisory Committee. The budget and logistical details for each search will be arranged with the director of faculty affairs. Funds can be made available for students to help with the details of meeting and greeting candidates and coordinating appointments. Funds will also be available for informal social gatherings.

## The Role of Students

Members of each ad hoc committee are invited to suggest names of appropriate students to serve as student interviewers. If there is an internal candidate for the position, donees 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 ad hoc committee and Advisory Committee. These letters should be received by the Advisory Committee in advance of the final meeting with the Search Committee. (It is sometimes helpful to provide a form for students to use in responding.) 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.

## Consideration of Current Guest Faculty Members

In some cases a current guest faculty member will be a candidate, among others, for a regular 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—course appraisals, class observations—may also be included in the process. If the guest faculty member is one of the three finalists for the position, they will have an interview with the Advisory Committee on Appointments. 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 members of the Search Committee and Student Search Committee will write individual letters to the Advisory Committee before the ad hoc 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 recommend to the president that an offer be made to one of the candidates. 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 instruct the faculty support coordinator to notify all other applicants that the position has been filled.

## Protocol for Regularization of a Guest Contract Without a Search

In accordance with Article III Section 5 B 5 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, 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 Bazelais, Faculty Support Coordinator x6074; [mbazelais@sarahlawrence.edu](mailto:mbazelais@sarahlawrence.edu), who will arrange for the ad to be placed on the College's

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](mailto: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](mailto: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.

Please contact Judith McNatt, Executive Assistant to the Provost and Dean of Faculty, x2304; [jmcnatt@sarahlawrence.edu](mailto: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 internal 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 donees and other students: to advise, inspire, encourage, and set limits. This includes the ability to help donees 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

### Leadership, Governance, Service

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).

## Collegiality and relations among colleagues

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 donees, 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 the 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 donees and other students: to advise, inspire, encourage, and set limits. This includes the ability to help donees 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

### Leadership, governance, service

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).

### Collegiality and relations among colleagues

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 presentation by the candidate to the faculty group, which may also include other faculty members outside the group.
  - A confidential discussion of the reappointment 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 donees, 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:

1. **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.)*

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.

2. **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 15** 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
6. Panel questions the faculty member
7. 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.
8. Witnesses speak
9. Questions from the parties and further questions from the panel
10. Final statement by complainant, which may be read by their adviser
11. Final statement by faculty member, which may be read by their adviser
12. Dismissal of complainant, faculty member, and advisers
13. Deliberation by the panel

## SECTION 4: PROFESSIONAL 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 (**June 1—May 31**). Applications should be submitted to the associate dean of the college.

If approved, the allocated funds will be reimbursed upon presentation of original receipts to Judith McNatt, Westlands 216 B. The receipts must be accompanied by a list of the expenses and their totals, normally within a month of the completion of services rendered.

## 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.

## 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.

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. The allocated funds will be reimbursed upon presentation of receipts to Judith McNatt, Westlands 216 B. Those receipts must be accompanied by a list of expenses and their totals, and must normally be submitted within one month of completion of travel. See Section 8, "Expense Requisition," for details on submitting reimbursable receipts and the link to the form.

## 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, contact Joseph Tomara at [jtomas@sarahlawrence.edu](mailto:jtomas@sarahlawrence.edu), or 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](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. Funds for student assistants are available from the Office of the Provost with a maximum of \$450 per semester. Please note that the hourly rate for undergraduate students is currently \$12. In January 2020 the hourly rate will increase to \$13. Student assistants' work may contribute to faculty teaching and/or their creative, performing and scholarly work. A Faculty Request for Student Assistant Form, at the bottom of the letter from the associate dean, should be completed and e-mailed directly to Judith McNatt in the Office of the Provost at [jmcnatt@sarahlawrence.edu](mailto:jmcnatt@sarahlawrence.edu). For further instructions please go to: [https://myslc.edu/ics/Faculty/Resources\\_for\\_Faculty/Procedures\\_for\\_Hiring\\_a\\_Student\\_Assistant.jnz](https://myslc.edu/ics/Faculty/Resources_for_Faculty/Procedures_for_Hiring_a_Student_Assistant.jnz)

## 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

## Undergraduate Program Planning

Students are encouraged to use their own interests as the key to engaged involvement with the subject matter and to choose the course of study most meaningful to them. Faculty and students work together to develop educational plans and approaches best suited to the students' needs. The College's degree requirements are designed to both foster these ideals as well as expose students to different means and methods of learning and to a variety of subjects.

### Degree Requirements

The responsibility for satisfying all degree requirements rests with the student. Course requirements for the Bachelor of Arts degree are:

- A. Satisfactory completion of 120 credits, at least 60 of which must be Sarah Lawrence credits.
- B. Satisfaction of the residency requirement:
  - a. A minimum of two consecutive years of full-time study at Sarah Lawrence.
  - b. SLC off-campus programs (both abroad and in the US) **do not** fulfill residency requirements.
  - c. Successful completion of full-time study at Sarah Lawrence in Bronxville for either the junior or senior year.
- C. Fulfillment of the distribution and lecture requirements as outlined below.

## Distribution Policies and Guidelines

Sarah Lawrence seeks to give its students a broad and balanced liberal arts background and as such does not impose specific course requirements. For this reason, students are asked to plan their programs with their dons in accordance with the following guidelines:

- A. The curriculum consists of four academic areas: Natural Sciences and Mathematics, Humanities, History and Social Sciences, and Creative Arts. Degree candidates are required to complete a minimum of two semesters in at least three of the four areas.
- B. Within the 120 degree credits, there is a fixed maximum for each of the four areas. Students may take no more than 60 credits in the Creative Arts, 80 in History and the Social Sciences, 80 in the Humanities, and 80 in Natural Sciences and Mathematics. The disciplines included in each area are as follows: Natural Sciences and Mathematics: biology; chemistry; computer science; mathematics; physics. Humanities: art history; dance history, film history; language; literature; LGBT studies; music history; philosophy; religion. History and Social Sciences: anthropology; Asian studies; economics; environmental studies; geography; history; politics; psychology; public policy; science, technology, and society; sociology. Creative Arts: dance; music; visual arts, including digital imagery, drawing, filmmaking, screenwriting, media arts, painting, photography, printmaking, sculpture; theatre; writing.
- C. Of the 120 degree credits, no more than 50 can be in a single discipline, e.g., math or literature or photography.

Of the 120 degree credits, no more than 50 can be in a single discipline, e.g., math or literature or photography. On occasion, in order to advance their curricular and academic interests, students may wish to seek an exception to the residency or distribution requirements. Such exceptions are decided by the Committee on Student Work. See “Exceptions to Academic Policies” for more information. The 60-credit creative arts limit and the lecture requirements are never waived.

## Lecture Requirement

Students are required to successfully complete four semesters of lecture courses at Sarah Lawrence and are strongly encouraged to do so prior to their senior year.

The lecture requirement is reduced by one semester for each block of 15 transfer credits accepted, or each semester successfully completed in an SLC off-campus program.

Students taking two of the following courses containing a laboratory component in a single semester are exempt from one semester of the lecture requirement: “General Biology,” “General Chemistry,” “Organic Chemistry,” “General Physics” (including “Introduction to Mechanics” and “Introduction to Electromagnetism”), “Genetics,” and “Cell Biology.” This makes it possible for premed students to take additional academic seminars. The lecture requirement is reduced by a maximum of two semesters for students enrolled in such a program.

Students may elect to take a Lecture Third or a Language Lecture Third in one semester for half credit with the consent of both teachers. Students may only register for this option during the add/drop period. It is the faculty's prerogative to determine the scope of work the student must complete. This option fulfills one semester of the lecture requirement. Partial credit is not granted for components of Lecture or Language/Lecture Thirds. The lecture requirement is never waived.

## Exceptions to Academic Policies

Students requesting exceptions to the College's academic policies must do so in a letter of appeal addressed to the Committee on Student Work and sent to [CommitteeOnStudentWork@sarahlawrence.edu](mailto:CommitteeOnStudentWork@sarahlawrence.edu). The letter should state the requirement or policy for which the exception is requested and provide a rationale for why the exception should be made. If possible, requests for exceptions should be submitted to the Committee on Student Work in the semester prior to the one for which the exception is requested. Request letters should be accompanied by a letter from the student's don in order for the committee to consider the appeal. The 60-credit Creative Arts limit and the lecture requirement are never waived.

## Accommodations for Students with Disabilities

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. Disability Services also provides assistance to students with temporary disabilities due to illness or injury. Students who need accommodations due to a disability are encouraged to contact the associate dean of studies and disability services in the Office of the Dean of Studies and Student Life. Complete information regarding Disability Services can be found on the College Web site at [www.slac.edu/disability-services](http://www.slac.edu/disability-services).

## Donning

Faculty/student interaction is central to life at Sarah Lawrence. The don, an academic adviser, helps the student plan a program and meets with the student regularly throughout the undergraduate years. A don's approval is necessary in matters such as registration and program changes, for special plans such as an off-campus year, or acceleration. In addition, dons are available to help students access resources for non-academic issues. After the first year, students and their dons should continue to meet on a regular and consistent basis.

First-year students are donned by their First-Year Studies teachers in weekly meetings. Having worked closely with the student in seminar and conference, the don is particularly attuned to the student's strengths and challenges. Transfer and guest students are assigned dons for the opening weeks of the semester. As the semester progresses, they may continue with these dons or select other faculty to be their dons.

Many students keep the same dons throughout their undergraduate years. Others may change dons because of faculty leaves, change of interest, or personal preference. Students wishing to change dons after

the first year do so by submitting a don change form, which is available either in the Office of the Registrar or on MySLC. Before making a change, students must speak with the former don and new don and obtain the signature of the new don. Since dons are consulted by faculty and administration and receive copies of student reports, an accurate record of each student's don is essential. Students on a leave of absence or an off-campus year should remain in touch with their dons. When a faculty member takes a leave, his or her donees should arrange an on-campus don for the duration of the leave.

## Competitive Fellowships, Scholarships, and Grants

Students planning ahead for opportunities during their time at the College and/or following graduation should consult the “Competitive Fellowships, Scholarships, and Grant Opportunities” brochure available on MySLC. Competitive fellowships, scholarships, and grants offer unique possibilities to conduct research, work in different parts of the world, or follow a passion. Many are merit-based with special attention to financial need. Students are encouraged to consult campus liaisons listed in the brochure for further information about the criteria of each fellowship, scholarship, and/or grant and the process by which to apply. Deadlines vary.

# Undergraduate Registration

## General Description

Course registration takes place on campus in the opening week of each semester. Registration material is available to students on MySLC. In the opening days, students review the curriculum and discuss proposed programs with their dons. Students are required to interview for classes for which they wish to register, and students who fail to interview may be denied admission to the class. All students are required to be enrolled full-time each semester unless granted a reduced course load by Disability Services or Health and Wellness. When the student and don have agreed upon a program, the registration forms, signed by the don, are filed with the Office of the Registrar. Registration dates for the current academic year may be found on the Academic Calendar, available at: <https://www.sarahlawrence.edu/academic-calendar/>. Faculty will find all materials needed for registration in their campus mailboxes in late August. All faculty are required to make themselves available for student interviews, generally one-on-one sessions for which students sign up in advance. (Those teaching lecture courses or large seminars usually find it more convenient to schedule group interviews with students.) Faculty will be asked to provide the provost with a schedule of available interview times and to post a corresponding sign-up sheet, one for each course being taught, on their office doors.

## Registration Accommodations

Any student who has a disability and requires accommodations at any point in the registration process should contact the Associate Dean of Studies and Disability Services at [disabilityservices@sarahlawrence.edu](mailto:disabilityservices@sarahlawrence.edu) or 914.395.2235. Students with mobility impairments requiring accessible classrooms should choose their classes without regard to location. The registrar will work with the associate dean of studies and

disability services to arrange a location for the class in an accessible classroom or lecture hall. Interviewing faculty during registration is an integral part of the SLC course selection process. Any student who has a disability and requires accommodations to participate in the interview process should contact the associate dean of studies and disability services. The accommodations will be determined by the associate dean of studies and disability services and the student to ensure that the student meets with the faculty for interviews in a manner equivalent to all other students. The associate dean of studies and disability services will assist the student in contacting the faculty and setting up the interview, whether in person, via e-mail, or by phone.

## **Alternate Registration**

On the day following the initial registration period, registration placements are posted to MySLC as well as a list of all courses that still have openings. Faculty members whose courses have spaces available, and those whose donnees need alternate placements, are asked to come to campus for alternate registration. Faculty should call the Office of the Provost and Dean of Faculty (x2303 or 2304) to find out if their presence is required. Students spend that day interviewing teachers in order to select an alternate course. At the end of the day, they hand in a list of three possible alternate courses; final course assignments are posted by the first day of classes.

## **Second Semester Registration**

Students who complete a semester course or who leave a yearlong course at the end of the first semester must register again in January. When students leave a yearlong course at midyear, they must file a drop form with the Office of the Registrar before the end of the first semester so the teacher can submit a final grade and credit report. If the course is not dropped at the appropriate time, students will only be allowed to register during the add/drop period.

## **Add/Drop Period**

The add/drop period runs for the first two weeks beginning with the first day of classes. Once classes begin, interviews are no longer necessary. Students should speak directly with the teacher in whose class they are interested. During this time, students who wish to change their programs must file Add/Drop forms (available on MySLC) with the Office of the Registrar, which include signatures from the teachers of the courses added and dropped and their dons. During this period faculty must admit qualified students to classes with spaces available (by definition, all students are eligible to enroll in “open” level classes).

Students seeking to enter a course in the third week of classes may do so only with the teacher’s written permission on a form specially designed for registrations during the third week. To earn full credit in the course, the student must make up all of the work missed prior to entering the class. The teacher has the discretion not to admit a student to a course in the third week.

## **Credit in a Course for Which a Student Has Not Registered**

No credit will be given in any course for which a student has not registered at the beginning of a semester. Students cannot convert an audit into a credit course after the registration period has ended.

## **Late Registration**

All students must complete their registration by the end of the add/drop period. This includes registration for directed study options (conference courses, independent studies, and fieldwork) to which earlier deadlines may apply. In exceptional circumstances, the dean of studies and student life may give permission for a course change or addition after the third week, but in those cases, students will not receive full credit for the added course. Any program changes submitted after the add/drop period has ended will be subject to a late registration fee of \$50. No changes will be accepted after the fourth week of classes.

## **Auditing**

Students may audit one course with the permission of the instructor but should not expect to have conferences with the teacher or to have written work evaluated. Audit requests will be reviewed and approved by the Committee on Student Work. If approved, the audit will be listed on the student's transcripts if the student registered for the audit within the registration period and if the instructor has informed the Office of the Registrar that classes have been attended throughout the semester. There is no charge for auditing by matriculated Sarah Lawrence students. Students cannot convert an audit into a credit course, or vice versa, after the registration period has ended.

## **Pass/Fail**

Students may take one course per semester on a pass/fail basis. The arrangement must be made during the add/drop period, and the teacher must notify the Office of the Registrar in writing by the end of the third week of classes. The arrangement cannot be made retroactively, and students cannot ask at the end of the term or in a subsequent year to have a pass instead of the grade that was given or to receive a grade in a course for which a pass/fail arrangement has been made. Practicum and fieldwork courses are taken on a pass/fail basis.

## **Four-Course Programs**

Any credit in excess of three courses or 15 credits is considered a fourth course, including course work undertaken at another institution, and must be approved by the Dean of Studies Office on behalf of the Committee on Student Work. Students are encouraged to consult with their dons when considering extra coursework during an academic semester.

### **Courses**

For three-to-five-credit courses in the curriculum, registration for a fourth course takes place in the second week of the semester and is limited to courses that have openings at that time; faculty may not hold a place for fourth-course requests. However, students interested in taking a fourth course

should request the teacher's permission to participate in the class until they can register for it. Fourth-course request forms become available from the Office of the Registrar and through MySLC in the second week of the semester. In the third week of classes, the Dean of Studies Office on behalf of the Committee on Student Work will review academic records and programs of students requesting fourth courses and notify them of its decision.

### **Directed Study**

Only one directed study may be taken per term. Once approved, the directed study will be registered in the student's program.

- A. Practicum course fieldwork seminar is the only option permitted as a two-to-three-credit fourth course for non-graduating seniors. Students intending to do fieldwork for two or three credits, not to exceed 18 credits per term, must submit a Fieldwork Proposal.
- B. Seniors who need additional credits to graduate have the option of proposing an independent study for two-to-three credits and must submit an Independent Study Proposal.

Fourth courses are not allowed for first-year students nor for first-semester transfer students. Fourth-course requests from students on academic probation or who have lost credit in the immediately preceding semester are usually not approved. A four-course program is unusually demanding, and students who consider applying for such a program should be sure that they are not jeopardizing any of the benefits to be gained from the normal three-course program. Because it is important that students have maximum flexibility in this regard, they are allowed to withdraw from the approved fourth course without academic penalty. For courses in the curriculum, or for fieldwork or independent studies, a fourth course may be dropped by the Friday of October study days in the fall semester and by the Friday prior to spring break in the spring semester.

Tuition for fourth courses prior to the second semester of the senior year is charged during the semester in which the course is taken. Flat-rate tuition covers students approved for a two-to-three-credit directed study or course in addition to the regular (15-credit) program. Any fourth course credits in excess of 18 for the term are charged at the regular per-credit tuition rate. A partial refund for charges in excess of 18 credits will follow the published refund schedule (see the Student Handbook, page 145) and will be granted if the fourth course is dropped after the sixth week of the semester.

### **First-Year Student Programs**

First-Year Studies placements are made during the summer on the basis of the First-Year Studies submission form and the student's college application. During the first week of school, first-year students study the curriculum, confer with their dons, and interview with faculty. Once the don and the first-year donee have agreed upon two additional courses, the student submits the registration form, signed by the don.

First-year students must take courses in three different disciplines and are encouraged to fulfill distribution requirements in their first year. Programs with two Creative Arts courses are not allowed for first-year students.

## Transfers and Guests

Transfer and guest students are assigned temporary dons during the summer and must meet with them when they arrive on campus at the beginning of the interview period. Mid-year transfer students are assigned temporary dons just prior to arrival on campus. If transfer students encounter difficulties in registration or in arranging a program, they should speak with their dons or make an appointment to see a member of the Office of the Dean of Studies.

Students transferring into Sarah Lawrence with a maximum of 60 credits will not be permitted to study abroad or at another institution in the United States. The remaining coursework (60 credits) must be completed on the Bronxville campus. Guest students should consult with their home institutions about their academic programs to ensure that they will receive credit and meet institutional requirements

## Physical Education Requirement

Students are required to take four physical education credits, half of which must be completed in the first year. Registration for classes takes place each semester. Sophomore transfer students must complete two PE credits. Junior transfer students are not required to complete PE credits.

## Undergraduate Program Options

The College offers a number of different opportunities that make it possible for students to expand the curriculum based on their interests.

## Credit for Work over Intersession

Students may earn a maximum of two credits over intersession by enrolling in another college's intersession program or by undertaking independent study or fieldwork under the guidance of a Sarah Lawrence faculty member. Completed intersession projects must be submitted by the first day of spring registration. Partial credit cannot be earned for intersession independent study or fieldwork. Intersession independent study projects will be charged at the per-credit tuition rate. Intersession fieldwork projects will be charged at 50 percent of the per-credit tuition rate.

## Directed Study

Directed study provides the opportunity to work one on one with faculty in a course designed to deal with subject matter not covered in the curriculum. (The proposal should not substantially overlap with an existing course.) Ideally, proposals should be submitted in the final month of the semester prior to that in which the student wishes to undertake the study. Proposals not submitted by the end of the first week of the add/drop period will not be considered. All Directed Study forms can be found on MySLC. The title of a directed study will appear on the student's transcript and will not be altered once the proposal has been approved. As such, the chosen title should reflect the nature of the subject and its intended theme. First-year students, first-semester transfer students, and guest students are ineligible to propose directed study courses.

These options take one of the following forms:

### **Conference Course: 5 credits only**

A semester course for an individual student in which the proposed material cannot be studied as conference work in conjunction with a regular course offered in the curriculum. The student meets weekly with a faculty sponsor. As with any seminar, students work in an organized manner through a set body of materials. Conference courses offer the flexibility to evolve along with the student's mastery and interest. Conference courses may not be undertaken during the summer.

### **Faculty Responsibilities (Conference Course)**

Individual one-hour meetings, once a week, and a written evaluation must be submitted at the end of the course. There is no additional compensation; however, the size of one of the faculty member's regular classes will be reduced if the proposal is finalized by registration.

### **Independent Study: 2–5 credits**

An independent study is an intensive, advanced investigation of a selected topic. Advanced students work independently under the guidance of a faculty sponsor (usually a teacher with whom the student has previously studied) in research, creative work or intensive reading. Such study results in a major work such as a long paper, play, musical composition, or film. Students meet periodically with their sponsors to assess and direct work. Credits should be commensurate with the scope of the project, frequency of meetings, and nature and quantity of academic work submitted. Independent study courses are available to juniors and seniors only.

### **Faculty Responsibilities (Independent Study)**

Initial meeting with the student to set up the project, plus additional meetings throughout the semester to assess the progress; a written evaluation must be submitted at the conclusion of the project. If the work is undertaken during the academic year, there is no additional compensation. If the work is done during the summer or intersession, faculty members are paid one-half the tuition charged.

### **Fieldwork Course: 2—5 Credits**

Fieldwork combines work in an off-campus organization with independent academic study under the guidance of a faculty sponsor. Ideally, fieldwork represents a practical application of a theoretical approach—and/or hands-on exposure to a particular subject—that the student has already studied in an academic setting. Fieldwork courses may be taken as part of a student's regular program during the academic year, during the summer, or while on a leave of absence from the College. These courses are not assigned grades, only written evaluations, and are taken on a pass/fail basis. Students meet periodically with their sponsors to assess and direct work. Credits are commensurate with the scope of the project, frequency of meetings, and nature and quantity of academic work submitted. Academic credit is not awarded solely for the number of hours worked at the placement; if no academic work is completed, the course will result in a fail. Fieldwork is available to all but first-year students and first-semester transfer and guest students.

## **Faculty Responsibilities (Fieldwork)**

Initial meeting with the student to set up the academic project and supervision as necessary during the semester. A pass or fail grade along with a written evaluation must be submitted at the conclusion of the fieldwork. If the fieldwork is undertaken during the academic year, there is no additional compensation. If the fieldwork is done during the summer or intersession, faculty members are paid one half the tuition charged.

## **Senior Thesis: 10 credits**

A senior thesis affords the opportunity of doing intensive and interdisciplinary work over the course of an academic year with a committee of two or three faculty members from different disciplines chosen by the student. One faculty member serves as chief sponsor, while the others bring the insights and methods of their disciplines to bear on the project. A senior thesis requires a good deal of planning that must be done in the spring of the junior year (proposal forms submitted by **May 1**) and earns 10 credits for the year in which it is completed. Students who register for a senior thesis are responsible for meeting with each of their sponsors and keeping them informed of their progress. Early in the fall, the chief sponsor and student will agree on a schedule of work, including a substantial piece of written or artistic work to be turned in by the end of the fall semester. This can be a first chapter, a 10-to-15-page prospectus and detailed bibliography, or the first piece of an art project. If the faculty sponsors feel the work is proceeding satisfactorily, the project will be continued second semester. If satisfaction has not been achieved, the chief sponsor and the student will discuss how the thesis may be reformed as a conference project or an independent study or dropped as a course option.

In the spring semester, the committee should meet again. Students should submit a first draft of the thesis to the chief sponsor before spring break; at the latest, the completed thesis will be due a week before the end of classes. Upon revisions made to the first draft, students should submit a revised draft of the thesis to the faculty sponsor by mid-April. All faculty sponsors should read the final thesis and provide comments to the chief sponsor. The chief sponsor submits an evaluation at the end of each semester and a single grade at the end of the year.

## **Faculty Responsibilities (Senior Thesis)**

### **Chief Sponsor**

At the proposal stage, the chief sponsor provides a statement which indicates the preparedness of the student to undertake a senior thesis. The chief sponsor will also indicate what specific functions the individual sponsor(s) have in relation to this project. In addition to supervision of the project, the chief sponsor convenes the committee early in the fall and spring semesters. The chief sponsor, after consulting with the other faculty sponsor(s), submits an evaluation at the end of each semester and a single grade at the end of the year. During the year when a faculty member serves as a chief sponsor on a senior thesis, the faculty will have one fewer student during the fall and spring semesters if the thesis proposal has been submitted and approved in the preceding spring semester.

## Faculty Sponsor

At the proposal stage, the faculty sponsor provides a statement about what role she or he will play on the senior thesis committee. As a committee member, the faculty sponsor is expected to meet periodically with the student to offer methods and insights as it relates to the sponsor's discipline. Faculty sponsors will read the revised draft and the final thesis and offer comments to the chief sponsor for the final evaluation.

## Directed Study Approval and Restrictions

While directed study options differ in form, they share the same approval process and restrictions. Students interested in pursuing these options are urged to consult first with their dons and complete the application process in the semester prior to that in which they intend to take the course. Directed study, fieldwork, and senior thesis proposal forms are available in the Office of the Dean of Studies and on MySLC. Completed intersession projects must be submitted by the first day of spring classes.

Proposals are reviewed and approved by the Committee on Student Work and the Curriculum Committee. The content as well as writing and reading requirements of the directed study must be comparable to other courses in the curriculum. Proposals must discuss in detail:

- A. Objectives and rationale for the course, fully describing the course and addressing the student's preparation, how the course fits in with current and future work, and how the proposed course differs from current curriculum offerings
- B. Preliminary bibliography
- C. Tentative course outline
- D. The specific work to be reviewed for final evaluation, e.g., a long paper, play, film, or composition

## Approval Process

Proposals are to be prepared in consultation with the faculty sponsor or sponsors in the case of senior theses.

- A. The student must submit the completed form (including all signatures indicated) to the Office of the Dean of Studies and Student Life, where it will be reviewed first by the Committee on Student Work and then by the Curriculum Committee.
- B. Once approved by the Committee on Student Work and Curriculum Committee, a two-to-three-credit directed study along with a regular three-course program is registered as part of the program.
- C. Should a two-to-three credit directed study that exceeds a regular 15-credit program need to be dropped, the deadline by which to do so is the Friday of October Study Days in the fall semester and the Friday prior to spring break in the spring semester.
- D. Summer and intersession proposals are registered and billed upon approval and cannot be canceled. Fieldwork undertaken in the summer or intersession is charged at 50 percent of the current per-credit tuition rate.

## Restrictions

A student may take only one such course each semester.

- A. Over the course of a student's career at the College, a maximum of 20 credits may be applied to the degree through directed study options.
- B. The senior thesis option is available only to seniors; conference courses and fieldwork are available to all but first-year students and first-semester transfers; and independent study courses are available to juniors and seniors only.
- C. Only regular faculty can serve as sponsors. Special permission regarding guest faculty must be obtained by the Dean of Studies Office.

## Academic Thirds

Academic Thirds (i.e. Language/Language, Language/Lecture, and Lecture/Lecture Thirds) offer students the possibility of combining two languages, one language and one lecture course, or two lectures to make up one third of their course of study. Students receive a total of five credits (for the semester) or 10 credits (for the year) for the combined course work; and both courses will be listed separately on their transcripts.

While we strongly encourage students to interview teachers during the initial registration period, at registration they will be allowed to enroll only in one class. Space permitting, after the conclusion of alternate registration, i.e., during the add/drop period, they may then add an additional class to create a Third.

Students need to have a clear sense of what they are undertaking before they enroll in an Academic Third, and accordingly, first-year students and students on probation are not eligible.

For any Academic Third, students need the written permission of the two instructors whose courses together will make up the Third. This permission is not automatic; faculty members have the right not to accept a student who wishes to take that course as a Third and to determine the scope of work to be completed if a student is placed in the class. Language/Language, Language/Lecture, and Lecture/Lecture Third registration forms are available at the Office of the Registrar and on MySLC and must be signed by the relevant faculty members and also by the student's don.

Please note: Partial credit is not granted for components of Academic Thirds.

In addition to the above, please read the information under each option for further details.

### Language/Language Thirds

Students may combine any two languages at any level into a Third with one exception: students may not 1) combine two beginning courses (if one part of the Third is at the beginning level, the other part must be at a more advanced level) or 2) combine either Japanese I or II as part of a Third.

In combining the two courses into one-third of a program, a student may elect, with the instructor's permission, to not do conference work in one of the two classes. If one of the two courses is a beginning language class, however, the student must do the work for that class in its entirety. Students need to plan carefully and consider beforehand the consequences of opting out of conference work for a given course since full credit cannot be given retroactively.

A student may drop the Language Third option during the add/drop period and revert to taking one course for full credit. If a student decides to drop a language component during the semester, no credit will be earned for the dropped course. A student planning to leave a year-long Language Third at midyear must consult with their faculty to ensure that sufficient work has been accomplished to earn full credit for that semester.

### **Language/Lecture Thirds**

Students may combine any language course at any level with any lecture course. However, students must do the work for beginning language in its entirety. Language professors will not approve a Language/Lecture Third unless the student has satisfactorily demonstrated the mutual relevance of the combined courses.

Students must always complete the group conference work for the lecture course. However, in combining the two courses into one third of a program, a student may elect, with the instructor's permission, to opt out of conference work for that language course.

A student may drop the Language/Lecture Third option during the add/drop period and revert to taking one course for full credit. If a student decides to drop a component during the semester, no credit will be earned for the dropped course. A student planning to leave a year-long Language/Lecture Third at midyear must consult with their faculty to ensure that sufficient work has been accomplished to earn full credit for that semester. A student who has opted out of conference work for the language class cannot drop the lecture and receive full credit for the language class alone.

Students who complete a Language/Lecture Third will satisfy one semester of the lecture requirement.

### **Lecture/Lecture Thirds**

Students may combine any two lectures into a Third. Students are responsible for all class work (reading, papers) but may elect, with the instructors' permission, to opt out of conference work for either or both courses. A student may drop the Lecture/Lecture Third option during the add/drop period and revert to taking one course for full credit. If a student decides to drop a component during the semester, no credit will be earned for the dropped course. A student planning to leave a year-long Lecture/Lecture Third at mid-year must consult with their faculty to ensure that sufficient work has been accomplished to earn full credit for that semester.

Students who complete a Lecture/Lecture Third will satisfy one semester of the lecture requirement.

### **Science and Mathematics Thirds**

The Science and Mathematics Third set is designed to allow more flexibility in studying science at Sarah Lawrence College. Qualifying students can take two mathematics and science courses to comprise one third of their academic program for a semester or academic year without incurring an additional tuition charge.

The student is expected to have regularly scheduled conference meetings with at least one of the instructors. The Third program is intended for students with a primary interest in the natural

sciences and/or mathematics who have a strong background in the subject(s) involved. One purpose of the Third program is to help students meet the challenges inherent in the hierarchical nature of science and mathematics study, in which advanced courses often have one or more prerequisite topics. Students who take two elementary- or intermediate-level Third components can more quickly qualify for advanced study. Students already at the advanced level can enroll in two advanced courses simultaneously. First-year students in their first semester of study at Sarah Lawrence are not eligible.

Conceivably, any science or mathematics course (seminar or lecture) can be taken as a Science and Mathematics Third component. Students can take two components in the same discipline or in different disciplines. Students can take two components at the same level (open, intermediate, or advanced) or at different levels, assuming the student qualifies for both courses. However, because of the time demands of lab courses, students are discouraged from enrolling in a Third program involving two lab-based science courses.

A student interested in enrolling for two courses as a Third should interview both faculty members involved. The student should declare an interest in taking the course as part of a Third program during the registration interview, and register for one of the two courses during registration week. The other course should be added during the add/drop period.

To register for a Science and Mathematics Third, the student must fill out a special registration form (available at the Office of the Registrar and on MySLC) and have it signed by both faculty members involved and by the chair of the Science and Mathematics faculty group, subject to approval.

Students will receive a separate evaluation and grade for each of the two Third component courses and will earn a combined total of five credits per semester for the Third. The names of both courses will be listed on the student's transcript.

Please note: Partial credit is not granted for components of Science and Mathematics Thirds.

## Undergraduate Transfer Credits

All requests for previously completed transfer credit, including college courses, AP, IB, A-level, and similar examinations, should be made by the student prior to the beginning of the senior year. Transfer credit will not be granted for course work undertaken concurrent with SLC registration unless prior approval has been given by the Committee on Student Work.

Students may apply for transfer credit for courses taken at other schools if those courses meet the following conditions:

- A. They must have been taken at an accredited US college or university, or at an international university of comparable accreditation. Courses completed at nonregionally accredited institutions require direct review by SLC faculty, a process initiated through the Registrar's Office. Students who have already attained junior standing, (i.e. 60 credits posted toward their degree) may not transfer credits from two-year/community colleges. Credit is not given for courses taken online or through distance learning.
- B. The grade must be C or above. (C- will not be accepted.)

- C. Students transferring into Sarah Lawrence with a maximum of 60 credits will not be permitted to study abroad or at another institution in the United States. The remaining coursework (60 credits) must be completed on the Bronxville campus.

Courses that meet the above conditions are evaluated in terms of content. The general rule is that, in order to receive credit, courses must be in disciplines offered at Sarah Lawrence and must not duplicate, overlap, or regress previous work for which the student has received credit. Prior to enrolling, the student should consult the registrar to determine whether or not credit for the course or courses will transfer to SLC. A form to obtain approval for transfer credit is available on MySLC. A maximum of 30 semester hours will be accepted for one year of study; a maximum of 15 hours for one semester and a maximum of 10 semester hours for one quarter or trimester. A maximum of 60 transfer credits may be applied to the requirements of the degree. A full memo indicating courses that are not normally creditable (speech, business, health education, and courses of a technical nature, for example) is available under “Policies” on the Registration page in MySLC. Transcripts to be evaluated must be official copies sent directly by the issuing institution to the Office of the Registrar.

## Credit Earned Prior to Matriculation as a First-Year Student

(A form to request credit is available from the Office of the Registrar)

- A. Advanced Placement Examinations: Students may request credit for up to three AP exams in which scores of 4 or 5 were earned. Two credits will be granted for each exam in disciplines accepted toward a Sarah Lawrence degree. Office score reports from the College Board must be sent to the Office of the Registrar. No credit will be awarded for tests taken after the completion of high school. Credit for AP examinations cannot be used to satisfy distribution requirements.
- B. College Courses Taken Prior to High School Graduation: A maximum of nine credits completed during the junior or senior year may be awarded for work done prior to high school graduation. (This includes AP exams, IB subject tests, and college courses.) Students may receive credit for college-level courses taken while in high school under the following conditions:
- Courses must have been taken at a US regionally accredited two- or four- year college or university in classes intended primarily for college students. Courses may not have been taken at a student’s high school, nor may they have been used to fulfill high school graduation requirements. This must be verified in writing by the student’s high school.
  - A grade of C or above (C- will not be accepted) must have been earned.
  - Courses must satisfy all of the other requirements that govern transfer credit in general.
- C. International Baccalaureate (IB): Students who enter the College with a full IB diploma may earn up to 30 credits toward a Sarah Lawrence degree. Non diploma IB students who score 5 or above on higher-level exams may request three credits for a maximum of three subjects, or a total of nine credits. If a student has earned an IB diploma and other credits prior to matriculation, a maximum of 30 credits will be awarded. Credit for an IB diploma may be requested only after a student has successfully completed the first year at the College, earning full credit in all courses. No credit will be awarded for tests taken after the completion of high school. Only credit for higher-level IB examinations with scores of 5 or above may be applied toward distribution requirements.

D. A-Level Examinations: Seven and one-half credits will be awarded for each A-level exam in which a student has earned an A or B. Credit for A-levels may be requested only after a student has successfully completed the first year at the College, earning full credit in all courses.

## Summer Study

Students may earn credit during summer directed study taken under the supervision of Sarah Lawrence faculty or through course work at another accredited, degree-granting institution. A maximum of 16 summer credits (including SLC credits) can be used to fulfill degree requirements. Normally, students may earn a maximum of eight credits in one summer.

### Courses Taken at Another College

Students should discuss proposed courses with their dons and complete the summer study form available on MySLC to ensure transferability of credit. Completed forms should be turned in to the Office of the Registrar. Students who enroll in extended summer sessions of 10 weeks or longer may earn up to 10 credits. Students may not take the same course at another institution for which they have already received credit. Preprofessional courses, vocational courses, business courses and online (distance learning) courses are not eligible for transfer. Students must have an official transcript sent directly to the Office of the Registrar upon completion of their summer work. Credit can be transferred only if the student has earned a grade of C or above (C- will not be accepted). Students with 60 or more credits completed may transfer credits only from four-year accredited institutions. Students who transfer to the College with 60 credits must earn all of their remaining credits at Sarah Lawrence.

### Directed Study

Students may propose directed study in the form of fieldwork or independent study for summer credit. Such work is limited to five credits. Proposals are due to the Office of the Dean of Studies and Student Life by **May 1**. Proposals must be approved by the Committee on Student Work and the Curriculum Committee (see “Undergraduate Program Options,” in the Student Handbook). Tuition is charged at the regular tuition rate of the previous academic year for independent study and at 50 percent of regular tuition. Current tuition and fee information may be found in the Student Handbook and on our Web site at [www.slc.edu](http://www.slc.edu). Once registration for such work is completed, students are responsible for the full tuition fee and are not eligible for refunds.

## Evaluating Student Progress for Undergraduates

### Progress Reports During the Term

Faculty members are urged to submit a report to the Office of the Dean of Studies about any student whose attendance is irregular or whose work reflects academic difficulty. This permits the Dean of Studies Office to connect students with resources. The Dean of Studies Office may request progress reports on any student who is on probation or who seems to be experiencing academic difficulty.

## End-of-Semester Reports to Students

Students receive written narratives from each of their teachers at the end of each semester. Evaluations submitted electronically are available for students to view or print through MySLC. Faculty also submit letter grades for all courses to the Office of the Registrar. Those grades are meant primarily for external use (applications for graduate school, for example) and can be seen only by the provost(s) and deans of faculty, the deans of studies and student life, and the student; they are not available to the student's teachers or don, nor are they used by the Committee on Student Work in evaluating a student's progress. Grades are posted to the official transcript but not automatically sent to students. Grades can be viewed through their MySLC accounts.

Credit and grades for year-long courses are submitted in June. A student planning to leave a year-long course at midyear should discuss their plans with the instructor within the first two weeks of December to ensure that sufficient work has been accomplished to earn full credit for that semester. The teacher will then submit a grade and credit for the fall semester to the Office of the Registrar.

## Incompletes

All work is due on the last day of classes unless the student has asked for and been granted an official "incomplete" by the teacher. The form to be used by students is the Incomplete Request Form which is available on MySLC and in the Office of the Dean of Studies. Students are responsible for requesting an incomplete from the faculty who determine whether the student is eligible. An incomplete may be awarded only if the student has already done substantial passing work in the course and the teacher judges the reasons for granting incomplete status to be valid, e.g., illness, serious personal crisis, accident, extenuating academic circumstances. Faculty members are under no obligation to grant incompletes unless they feel they are warranted. Students on academic probation must receive approval by the Dean of Studies office prior to making a request for an incomplete. If students plan to submit their work in time for faculty to write their evaluations by the requested deadline or if the course is yearlong, an incomplete is not necessary. For fall semester incompletes, all work must be turned in by **January 31**, and for yearlong or spring-semester courses, all work must be turned in by **June 30**. If there are exceptional circumstances which warrant an extension of these deadlines, the teacher must gain approval from the dean of studies and student life.

Grades and evaluations for fall semester incompletes are due in the Office of the Registrar by **March 1**; grades and evaluations for spring incompletes are due by **September 1**. If the registrar has not received a new credit assignment, report, and grade from the faculty, the credit listed on the faculty incomplete form will be posted on the transcript.

## Grade Change

Students who wish to contest a grade must notify the course instructor and the dean of studies and student life within the calendar year following the semester in which the grade was earned. Additional or revised work cannot be handed in after a course is over in order to earn additional credit or to improve the grade, but the teacher may be asked to reevaluate the work that was submitted during the term if the student believes the work was undervalued. Faculty must notify the registrar of the grade change, and the change must be approved by the dean of studies and student life before it can be posted.

## Student Worksheets

At the end of each semester, some faculty require students to submit a worksheet for their course. Worksheet forms are available on MySLC. The worksheet is a synthesis of the work accomplished for class and conference, and should include readings, fieldwork, field trips, concerts, plays, movies, and lectures attended that are relevant to the course material. Careful preparation of the worksheet serves to pull together, organize, and review the term's work. Worksheets can be important for transfer and graduate school purposes. They also offer an ideal opportunity for students to propose, and faculty to approve, titles for conference projects, and copies should be kept for personal reference. Note that students can request that title projects appear on their official transcripts.

## Course Appraisals

Students are urged to write a course appraisal at the completion of every single-term or yearlong course. These evaluate the contribution of the teacher to the student's education and to Sarah Lawrence. The appraisals are submitted to the Office of the Provost and are available to the Advisory Committee on Appointments. Faculty do not read them until their own student reports have been submitted to the Office of the Registrar.

## Assessment

In keeping with the Faculty Bylaws, the Curriculum Committee will “conduct frequent reviews of the curriculum of the College; to initiate or further faculty discussion of such problems as the relation to various fields of study, of the balance of the curriculum and its effectiveness in view of the College's aims and of general educational needs.”

The Curriculum Committee will conduct regular reviews of curriculum and educational policy based on (but not limited to) recommendations from the Office of the Dean of Studies, the Committee on Student Work, and using as a resource the results of our Direct Student Assessment, bringing problems to the faculty for discussion and action where necessary “in view of the College's aims and of general educational needs.” The Direct Student Assessment results will also be provided to the Committee on Student Work as a resource both for their evaluation of individual students and of more general College concerns.

## Students in Academic Difficulty

Students who are having difficulty attending classes and conferences regularly and doing the work of their courses are monitored closely by the Office of the Dean of Studies in conjunction with the students' dons. The College assists students in identifying the underlying reasons for the problems and finding appropriate sources of assistance. These resources include the writing coordinators, Health and Wellness, and Disability Services.

At the end of each semester, the Committee on Student Work reads all evaluations of students and sends letters of concern and of warning to students who have poor evaluations and/or have lost credit. The College appraises students' progress based on their evaluations; grades are never used for this purpose. Students who have a persistent pattern of poor evaluations or credit loss or who have lost considerable credit may be placed on academic probation or may be suspended. In either case, parent(s) or legal guardian(s) are notified of the student's standing.

## Disruptive Behavior

In order to preserve an open educational environment of dialogue, the College expects that students and their guests will avoid disruptive behavior that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the College. Examples of disruptive behavior include, but are not limited to: obstruction or disruption of teaching, research, administration, conduct proceedings, and other College activities including the integrity of classes, lectures, conferences, discussion groups, readings, performances, meetings, and public occasions, such as opening day, Family Weekend, Mayfair, admissions events, and commencement. We encourage faculty facing disruptive behavior first to convey to the student or students that their behavior is not appropriate. If/once the faculty have made their expectations clear, undergraduate faculty should address any further complaint to the Associate Dean of the College and/or the Dean of Studies; graduate faculty should bring their complaint to the Dean of Graduate and Professional Studies and/or their Program Director. In all cases faculty will be given the choice of lodging either a formal or an informal complaint.

Note: for our procedures regarding academic integrity, please see “Undergraduate Policy on Academic Integrity,” pp. 73-76, Faculty Handbook; for procedures involving bias, please see “Bias Related Incidents and Crimes” on MySLC under “Policies and Procedures” for employees: [https://myslc.edu/ICS/Employee\\_Info/Policies\\_and\\_Procedures/Bias\\_Related\\_Incidents\\_and\\_Crimes.jnz](https://myslc.edu/ICS/Employee_Info/Policies_and_Procedures/Bias_Related_Incidents_and_Crimes.jnz).

## Loss of Credit

In addition to the written narrative evaluation, a teacher may reduce credit to indicate when a student has had particular difficulty in fulfilling requirements for a course. Credit for a course may be reduced at the discretion of a faculty member in cases where:

- A. The student has failed to submit assigned coursework of import;
- B. The student has missed a significant portion of the classes and/or conferences.

In general, the number of credits assigned at the end of a course reflects the amount of work done, while the grade reflects the quality of the work. However, in cases where partial credit is assigned, the grade may not be higher than a B+. The evaluation must indicate the reasons for loss of credit. Fewer than three credits are not posted to the Sarah Lawrence transcript in five-credit courses as this indicates the student has not demonstrated sufficient mastery of the course materials. In reviewing a student’s record, the Committee on Student Work will pay particular attention to a pattern of credit loss. If a student loses credit, that student may be placed on probation or, in the case of significant credit loss, may be suspended.

The student may not submit additional or revised work after the term is over to improve a grade or to recover lost credits.

Credit that is lost must be made up in order to stay on track to graduation. SLC courses taken to make up for lost credit will be charged at the prevailing per-credit tuition rate if in excess of 18 credits per semester.

## Academic Probation

Students on academic probation must adhere to the following terms for a full academic year:

- A. Timely submission of work that meets course expectations.
- B. Consistent attendance and application;
- C. Full credit and on-time completion of all courses (permission to request an incomplete must be approved by the dean of studies and student life).
- D. No violations of the college's academic integrity policy — whether resolved formally with a faculty member or informally.

Probationary students are reviewed at the end of each semester and, if the terms are met, are permitted to return for the second semester, but remain on probation. If the terms are not met, the student is suspended and parents/legal guardians are notified.

In rare cases, students who have lost a significant number of academic credits may be suspended without first being placed on probation as such credit loss indicates that the student has not engaged with course instructors or with the available academic resources.

Students on academic probation are not permitted to engage in the following activities:

- A. Register for Academic Thirds or course overloads
- B. Apply for OR study abroad
- C. Sit on campus governance committees
- D. Participate on athletic teams
- E. Serve on Student Senate or as resident advisers, orientation leaders, peer mentors, or admissions tour guides/interviewers

## Academic Suspension

The College reserves the right to suspend students if they are not making satisfactory progress toward their degree. A student suspended for academic reasons must be away from the College for at least a full academic year before applying for reinstatement. In these cases, students must appeal to the Committee on Student Work to be reinstated. Students will be notified of the reinstatement procedures in the letter of suspension. Students who have been suspended for academic reasons may not receive a Sarah Lawrence degree until they have been reinstated and have completed additional full-time coursework on the Bronxville campus.

## Policy for Student Presence on Campus While Separated from the College

Students who have been suspended do not have the rights and privileges accorded to full-time enrolled Sarah Lawrence College students. Such students may visit campus only with permission, given in advance, by the dean of studies and Student life. Failure to abide by this expectation may adversely affect the decision to reinstate.

## Reinstatement Process

A student wishing to be reinstated from academic suspension must appeal in writing and appear before the Committee on Student Work. To initiate an appeal, the student should send a letter to the committee ([committeeonstudentwork@sarahlawrence.edu](mailto:committeeonstudentwork@sarahlawrence.edu)) by **November 1** for spring return and **April 1** for fall return. Appeals should be accompanied by a letter from the student's don. The letter requesting reinstatement should discuss the following: 1) the issues that led to the suspension from the College and the measures taken to address them; 2) the reasons the student feels ready to resume study at this time; and 3) the plans made to support the student's progress if reinstated. The Committee bases its decision on evidence that the student has addressed the issues that impeded academic work in the past and demonstrated readiness to reengage with the academic demands of the College. As such, the Committee strongly recommends that, if possible, students engage in meaningful activity (work, volunteer, take classes) in preparation for a return to SLC.

Students who are reinstated will return to the College on academic probation. Students who have been reinstated to the College following an academic suspension are required to enroll full time for at least one semester in order to receive a Sarah Lawrence degree. A student who is suspended after having been reinstated on appeal may not apply again for reinstatement for two academic years.

## Undergraduate Policy on Academic Integrity

Academic work is a shared enterprise that depends on a commitment to truthfulness. Sarah Lawrence College students are expected to abide by the standards of intellectual integrity that govern the broader academic community to which the College belongs. These standards entail acknowledging the origin of the ideas, data, and forms of expression that one employs in one's own work; giving due credit to the sources from which one has borrowed; and affording one's reader a means of consulting those sources directly. Different academic disciplines may have varying conventions of citation and acknowledgment, and electronic media have increased the availability of oral and printed sources. Students are expected to consult faculty members, library staff, and academic style manuals for specific, up-to-date guidelines on citation.

In addition to the true representation of one's own work, academic integrity requires that students not abet others in any misrepresentation of their work. It also requires that students not interfere with the access of other students to shared material such as library books, course packets, etc. The Esther Raushenbush Library offers citation and reference educational workshops throughout the academic year. For further information, students may contact the library at: [reference@sarahlawrence.edu](mailto:reference@sarahlawrence.edu).

## Offenses

Offenses against academic integrity include (but are not limited to) the following:

- A. Plagiarism
- B. Failure to properly cite sources
- C. Submitting under a student's own name work that is not entirely theirs
- D. Cheating or abetting others in the act of cheating
- E. Falsification of information, data, or attributions

- F. Submitting the same work for more than one class, within the same or different semesters, without the express permission of all faculty involved
- G. Stealing or defacing library materials or otherwise rendering them inaccessible to others

## Procedures

If a teacher discovers work believed to violate academic integrity after the semester ends, the teacher should confer with the Dean of Studies about how best to proceed. Faculty must discuss the suspected violation with the student (in person whenever possible). Resolution will be handled through the processes below.

Any student who has reason to believe that another student has committed a violation of the policy on academic integrity must immediately speak with the faculty or staff member involved who shall be in charge of further proceedings. If, after this initial conversation, the faculty or staff member feels that the concern is justified, they shall immediately speak with the student believed to have committed the violation and that student's don.

### Informal Resolution

Once the teacher has spoken with the student about the violation of the policy on academic integrity, it may be resolved informally by one or both of the following means:

- A. The faculty member may refuse to accept the work in question and/or require that it be redone and/or reduce credit. Faculty alone determine whether or not credit will be reduced.
- B. The Office of the Dean of Studies and Student Life, in consultation with the faculty or staff member, may issue the student an informal warning and a clarification of College policies. The Committee on Student Work recommends that all informal resolutions be communicated to the dean of studies by filling out a Report of Informal Resolution form. Informal resolutions are used internally by the College along with evaluations to monitor a student's academic progress.

### Formal Complaint

Faculty or staff members filing a formal complaint (one that may result in institutional discipline against a student) must provide the Office of the Dean of Studies and Student Life with evidence in writing. This must include a copy of the work in question, a description of the alleged offense and how it was discovered, and anything else relevant to the charges. The office will make this evidence available to the student and don. The student will also have the opportunity to present the office with any materials deemed relevant to the charge.

In the event that a formal complaint is filed during a semester when the student is unable to be on campus for a hearing, s/he has the option for the hearing to proceed via Skype or by responding in writing to the charge and responses. If the student elects to respond in writing, the committee will review all materials relevant to the hearing in that form. Students on campus at the time a complaint is filed must meet with the committee in person.

The Committee on Student Work shall review the evidence in the presence of the student, faculty

or staff member, and the student's don. Directly after the review and discussion, the committee will decide (by secret ballot, if deemed necessary) whether or not a violation meriting disciplinary action on the part of the College has occurred. The student, faculty or staff member, and don shall be notified in writing of the decision.

If the committee decides that the student has not committed an offense or that there is insufficient evidence for a decision, no record of the inquiry shall be retained in the student's files. If new information is presented at a later time, the faculty or staff member involved is responsible for reopening the charge and providing all relevant materials for re-examination by the committee.

If the Committee on Student Work decides that the student has violated the policy on academic integrity, the committee shall decide which penalties are appropriate, including: a letter of warning; academic probation, suspension for a specified period, expulsion, or recommendation to the provost and president that the degree be revoked (in the case of a student already graduated). As always, the faculty member alone determines whether credit will be reduced. The student, don, and parent(s) or legal guardian(s) shall be notified in writing of any penalties. A finding that the student has violated the College's policy on academic integrity becomes part of the student's permanent academic record, and will be disclosed to outside institutions or agencies, e.g. graduate schools and state bar associations, upon request.

## Appeals

A student against whom a formal complaint has been filed and who is found in violation of the academic integrity policy shall have the right to appeal the decision and/or the penalty before an independent, ad hoc Appeals Committee. This committee shall consist of the provost (the provost's designee), one faculty member selected by the provost (or the provost's designee) from among the senior members of the Curriculum Committee and/or the Committee on Undergraduate Student Life, and a senior member of the library staff. The student must present all relevant materials, including the grounds for the appeal, in writing. Note that an appeal is not a rehearing of the case. The Appeals Committee will consult with the Committee on Student Work regarding its response to the appeal. The decision of the Appeals Committee is final.

## Attendance

Consistent attendance for all academic obligations is expected. A student's absence from class takes on a special meaning in a pattern of study where a course may meet only once a week and a skipped conference may mean a monthlong gap in the direction of the student's work. In cases of frequent or extended absences from class or conferences, it is expected that there will be a loss of credit, the amount to be determined by the faculty. Students are expected to notify faculty when they must miss a conference appointment or class.

Faculty members will notify the Office of the Dean of Studies and Student Life about a student who has missed two classes or conferences in succession without prior notice or explanation. Attendance reports should be e-mailed to [deanofstudies@sarahlawrence.edu](mailto:deanofstudies@sarahlawrence.edu). That office will notify the don of the absences. A teacher will speak directly to a student and notify the don if the student is frequently late or absent

and warn of possible credit loss. Illness does not excuse a student from academic work. Regardless of the reason for an absence, all absences must be explained and missed work must be made up. When possible, field trips are scheduled during or close to meeting time to avoid conflicts. Students are responsible for arranging to be excused from a scheduled class or conference if there are conflicts with a field trip planned for another course or any other College-sanctioned activity (i.e., athletic competition, theatre production, etc.). Missed conferences may be rescheduled at the teacher's discretion. Students may not leave early or return late from school breaks. All academic appointments must be met, including class meetings, don and class conferences, physical education classes, and laboratory meetings.

## Religious Holiday Observances

Although the College does not close officially for religious holidays, the right of any member of the community to observe these holidays is respected. Students who will miss class are asked to inform their teachers in advance. Faculty are asked to help students make up the work missed because of such observance and to avoid scheduling special activities for those days.

## Short-Term Absence from Campus

A student may take an emergency leave for a limited period in case of serious illness or family emergency. The don should be consulted and faculty contacted before the student leaves campus. Work missed should be made up either during the time away or immediately upon return. Students needing an emergency leave should notify the Office of the Dean of Studies who is available for assistance as needed, and when the absence is illness related, the Health and Wellness Center; resident students should also notify the Office of Student Affairs if they plan to be away from campus for more than a day or two.

# Academic Resources for Undergraduates

## The Writing Center and Writing Assistance

Expository writing is seen as a way of understanding any discipline rather than as a discrete and separate skill; therefore, it is an integral part of every academic course. The College encourages students to work closely with their teachers on their writing in their biweekly conferences. However, for those who may need or desire additional help and practice, special assistance is available. Writing coordinators and their assistants at the Writing Center meet regularly with individual students who have been identified by their teachers as having particular difficulty or who themselves seek additional help. Instruction (ESL) is also available for students writing in English as an additional language.

For additional information, contact Writing Coordinators Carol Zoref ([czoref@slc.edu](mailto:czoref@slc.edu)) or Kevin Pilkington ([kpilking@slc.edu](mailto:kpilking@slc.edu)). ESL appointments, as well as weekend and evening appointments, can be made online by writing to [slcwritinglab@gmail.com](mailto:slcwritinglab@gmail.com).

## Library Research Assistance

Individual research consultations are available by appointment. A research consultation provides the opportunity for an individual student to meet with a research services librarian to discuss library

resources and research strategies for conference and course work. Students may schedule an appointment by telephone, e-mail, or via an online form available on the library home page.

The library staff works closely with disability services to identify appropriate technologies to assist students with special needs. Sarah Lawrence College library staff members contact students once per month during the school year with information about new databases or tools, events, library research strategies, policies and procedures, etc.

Library staff produce a Library Newsletter which is e-mailed to students once a month during the school year with information about new databases or tools, events, library research strategies, policies and procedures, etc.

## Academic Coaching

While every student at the College has a don for discussion of relevant academic matters, there are times when a student may need additional assistance with time management and organizational issues. The associate dean of studies and disability services provides academic coaching for students at any point in their time at SLC. This coaching involves working on general organizational techniques, time management, and goal setting; planning out long-term assignments; and specific academic skills, such as active reading or note-taking. Students interested in academic coaching should contact the Office of the Dean of Studies and Student Life

# Special Arrangements for Undergraduates

## Acceleration

Completion of 120 credits and the residence requirement does not automatically qualify any student for a degree. Students who wish to accelerate are urged to discuss their options as early as possible with their dons. Students who seek to graduate in fewer than four years must submit a proposal to [committeeonstudentwork@sarahlawrence.edu](mailto:committeeonstudentwork@sarahlawrence.edu) no earlier than a full year in advance of their proposed graduation date. The proposal, addressed to the Committee on Student Work, should be in the form of an essay articulating the student's reason for wanting to graduate early and should constitute a statement of purpose as to the student's current and future plans and how acceleration is related to those plans. The proposal must be accompanied by a statement of support from the don and from at least one other faculty member attesting to the student's intellectual maturity and readiness to graduate early.

## Reduced Course Load

Matriculated undergraduate students normally carry three courses a semester and are billed for full tuition even if some difficulty makes it necessary for them to drop below the three-course load during the semester. In some circumstances related to a medical condition or disability, students may request to take two courses, also known as a reduced course load. Ideally, such a request should be made prior to the semester for which the status is requested. Whenever possible, but most especially during a semester, students considering a reduced course load should meet with one of the deans of studies to discuss the

academic and other implications of such a decision. If a student wishes to pursue a reduced course load, a request should be submitted, in writing, to the dean of studies and student life. Either Health Services or Disability Services will contact the student. If applicable, appropriate medical documentation may be requested. After review, either the directors of counseling and medical services or the associate dean of studies and disability services will make a recommendation to the dean of studies and student life. The student will be notified via e-mail of the final decision, after which the student must submit the completed and signed add/drop form.

If a reduced course load is granted, tuition will be calculated on a per-credit basis, provided that arrangements are made prior to the semester deadlines for payment of fees. Current tuition and fee information may be found on our Web site at [www.sl.c.edu](http://www.sl.c.edu). In applying for a reduced course load, students should consider implications for scholarships, loans, health insurance, and housing, some of which may require full-time status. If a medical emergency arises during the semester, a student may request a reduced course load up until the 10th week of the semester. A partial refund, following the published refund schedule may be requested for a reduced course load authorized by the dean of studies. The student's parent(s) or legal guardian(s) will be notified of the change in status.

In instances associated with sexual assault or harassment, students may request to take a reduced course load. Such requests must be made to Fatiah Touray, vice president for diversity, equity, and inclusion at [ftouray@sarahlawrence.edu](mailto:ftouray@sarahlawrence.edu), or call 914.395.2527. She will provide guidance for any student considering a reduced course load or leave of absence. <https://www.sarahlawrence.edu/media/student-life/pdf/SLC-Student-Handbook.pdf>

## Nonmatriculated Student Status

Non-matriculated students are students who are not working toward a Sarah Lawrence degree but have been admitted on a temporary basis (a semester or a year). These students normally take one or two courses per semester. Registration for these students takes place during the add/drop period. A student who is a degree candidate at Sarah Lawrence may not become a non-matriculated student.

## Second Semester Senior Year

Second-semester seniors are eligible for partial programs (and prorated tuition) in their final semester only when the college has transcripts of all their prior degree credits and their residence, lecture, and distribution requirements have been fulfilled. Those transcripts must be received by the registrar by **December 1** for May graduates, and by **September 1** for December graduates. Special arrangements cannot be made on the basis of transcripts expected but not received.

Please note that financial aid may not be available for credits in excess of degree requirements. Those students who register for less than a full course load are billed only the credits in which they enroll and are responsible for applying to the Office of the Dean of Studies for reduced tuition under these circumstances. This request must be made no later than the end of the add/drop period for spring semester. Students who register for a directed study over the summer to complete their remaining credits will be billed for those credits. In applying for a part-time load, students should consider implications for loans, scholarships,

health insurance, and housing, some of which may require full-time status.

Second-semester seniors with a full course load (15 credits) may take one additional course (not to include directed studies) beyond the 120 credits required for graduation without charge if they were registered as a full-time student during the preceding semester. To receive this benefit, they must register for the fourth course during the fourth-course registration period (see “Four-Course Programs”). Seniors who anticipated entering their final semester needing fewer than 12 credits will be billed at the per-credit tuition rate. Generally, seniors who enroll in credits exceeding 126 will be billed for those credits.

## Leave of Absence

A leave of absence for one or two semesters may be granted to a student who is in good academic standing at the end of the term. (Students who are on a leave of absence but are subsequently suspended for academic reasons must apply for reinstatement.) The student should discuss with the dean the reasons for taking a leave and whether a year away would be more valuable personally or academically than a year in residence at the College. If the student and dean agree, the student should complete the Leave of Absence form available in the Office of the Dean of Studies and Student Life. The student’s parent (or legal guardian/s) will be notified of the change of status. Students on leave from the College or on an off-campus year, are charged a matriculation fee. For students on a voluntary leave who are not studying in other programs, the fee to maintain matriculated status is \$300 for any part of the academic year they are on leave per semester.

We encourage students on a leave of absence to remain in touch with their deans. A leave of absence may be extended upon request of the dean of studies.

Students who do not return from a leave of absence of four semesters and do not request extensions of leave are considered to have withdrawn. Students with loans or grants who are planning a leave of absence should consult with the Office of Financial Aid about any financial implications of their leave. While on leave, students are expected to absent themselves from campus as well as off-campus College-sponsored/affiliated activities, and to visit only with permission, given in advance, by the dean of studies and student life.

## Medical Leave

A leave with review may be requested by a student for medical reasons that interfere with the student’s ability to function academically. Students must consult one of the Health and Wellness directors and submit a Medical Leave Request form to the Dean of Studies Office to make an official request. A medical leave may also be required by the dean of studies and student life if, in the dean’s judgment the student has a medical condition that cannot be reasonably accommodated by the College.

In either case, the student will be placed on a medical leave and the student’s re-entry to the College will be reviewed by the Health and Wellness staff in consultation with the dean of studies and student life as appropriate. Parent(s) or legal guardian(s) will be notified of the change in the student’s status. The student will be expected to obtain treatment for the condition that warranted the leave. Documentation of such treatment from the medical providers involved will need to be submitted to the director of medical

services/counseling who will review the materials. Once the documentation is reviewed, the student will have an interview with the director of medical services/counseling who will make a recommendation to the dean of studies and student life. Once the review is completed, the dean of studies and student life will notify the student of the final decision.

Requests for a medical leave are to be submitted no later than **November 15** for the fall semester and **April 15** for the spring semester.

When requesting to return from a medical leave for the spring semester, requests are to be made by **November 15** with clinical documentation submitted to Health and Wellness by **December 15**. When requesting to return from a medical leave for the fall semester, requests are to be made by **June 1** with clinical documentation submitted to Health and Wellness by **July 1**.

While on medical leave, students are expected to absent themselves from campus, as well as off-campus College sponsored/affiliated activities, and to visit only with permission, given in advance, by the dean of studies. Failure to abide by this expectation may adversely affect the decision to readmit. Students who are on medical leave but are subsequently suspended for academic reasons must apply for reinstatement first (see “Reinstatement Process” in the Student Handbook).

## Withdrawal

Students who do not return from a leave of absence of four consecutive semesters and have not requested an extension will automatically be withdrawn from the College and will need to complete a readmission application through the Office of Admission if they want to return to the College. Similarly, students who have withdrawn from the College and seek to return will also have to complete a readmission application, available through the Office of Admission. Applications for readmission will be e-mailed upon request. Students seeking to return will be asked to provide transcripts for any college-level work completed and to detail what activities they have been involved in during their time away from the College. Applications will be reviewed by the Office of Admission and the Office of the Dean of Studies and Student Life.

## Preparation for Graduate Study

The process of preparing a path to graduate school can begin as early as a student’s first year on campus. The critical thinking, independent primary research, experiential learning, and analytical skills at the heart of the Sarah Lawrence education are essential ingredients to one’s success as a graduate student. Still, because graduate school course requirements range from none to several specific pre-requisites, it is important to know graduate program requirements. Students who begin exploring program options early in their college careers are in a better position to make informed course selections that provide the necessary foundation to become a competitive graduate school applicant. Students should seek the guidance of their dons, who can serve as an important resource for how best to research and approach their applications.

Sarah Lawrence College provides preprofessional advising for continued study in three areas— education,

law, and health—to support students in their professional development.

The Office of Career Services can also assist with the application process through individual counseling and workshops.

### **Pre-Education Program**

Any undergraduate student exploring a career in education may participate in the pre-education program. This program helps students navigate program options and support students as they prepare for graduate study in education.

### **Five-Year Combined BA/Master of Science Degree in Education**

SLC also provides information regarding our unique and cost-saving opportunity to work on a Master of Science in Education while still an undergraduate student at Sarah Lawrence College. Students begin their first year of the Art of Teaching master's program during their senior year at Sarah Lawrence.

The Art of Teaching master's program prepares students for the three exams necessary for New York State certification in Early Childhood/Childhood Education, providing them with the flexibility to work in pre-schools, elementary schools, and middle schools.

The Art of Teaching program, headed by Director Denisha Jones, has a unique and effective approach to teaching. It is child-centered, culturally sensitive, and interdisciplinary, focusing on the observation of children. A solid philosophical background in current thinking about educational theory and practice is also central to the Art of Teaching approach.

### **Pre-Health Program**

Students interested in pursuing further studies in medicine or other health-related fields may take advantage of the Pre-Health program, which prepares students academically for medical school and assists in meeting the demands of admission to individual medical or graduate programs. Students supplement required courses in biology, chemistry, and physics with additional courses offered by the program as part of their preparation for the MCATs and postgraduate education.

Conference work provides students with additional opportunities to organize original research projects, pursue independent learning, and critically examine professional literature—skills fundamental to future success in medical and graduate schools. Students in the program have significant contact with the pre-health adviser, as well as with other faculty members in the program, through conferences, coursework, practice-based clinical experiences and independent research. Faculty members with a thorough and personal knowledge of the individual student write the College letter of recommendation. The Pre-Health Adviser, Office of Career Services and faculty members also serve as resources for information regarding application procedures, research and volunteer opportunities within the community, structuring of class work, MCAT preparation, and practice interviews.

### **Pre- Law Program**

The program offers a variety of seminars, workshops, and panels to provide insight into the work of lawyers and the demands of a legal career, legal education, and anticipating law school. Receive individual counseling and access group meetings with programming that focuses on the law school admission process and the field of law in general. The pre-law advisers are Angela Cherubini, Director of Career Services, and Mark Shulman, History faculty member.

## Off-Campus Study for Undergraduates

### Off-Campus Year

When a student and don agree that another accredited college or university can offer extended curricular opportunity to meet the student's personal and academic goals, the student may elect to spend a semester or a year as a guest student at another institution. The course of study should be worked out between the student and don and must have prior approval of the Office of the Dean of Studies on behalf of the Committee on Student Work if full credit is to be ensured. The student is responsible for arranging to have an official transcript sent to the Office of the Registrar at Sarah Lawrence.

Students who successfully complete 30 semester hours as defined under "Undergraduate Transfer Credits" (p.67–68) are eligible to receive 30 college credits if the courses are acceptable and a grade of C or higher has been earned. (Credit for courses graded C- will not be transferred.) Any program that will earn more than 15 college credits per semester must have prior approval by the Committee on Student Work. Students transferring into Sarah Lawrence with a maximum of 60 credits will not be permitted to study away. The remaining course work (60 credits) must be completed on the Bronxville campus.

Students with loans or grants who are planning an off-campus year should consult with the Office of Financial Aid to determine what portion of their aid can be used off campus, whether or not a financial aid consortium is necessary, and to ensure that their eligibility remains valid upon their return. Sarah Lawrence gift aid can only be used on Sarah Lawrence study abroad and exchange programs. Students attending non-Sarah Lawrence programs may only transfer any loans and federal and state aid.

### Study Abroad and Exchange Programs

The International and Exchange Programs Office can provide information on accredited study abroad and exchange programs approved for credit at the College. (Note: Not all study abroad programs are approved for Sarah Lawrence College credit). Credit for programs arranged through non-degree-granting organizations, e.g., CIEE or IES, must be credited through a sponsoring US school of record, and students may be required to pay a fee to the school for the transcription of the program. Students will be charged a **\$750** matriculation fee each semester when attending programs in cities where Sarah Lawrence does not offer a study abroad or exchange program. Students will be charged a **\$2,000** matriculation fee each semester when attending programs in cities where Sarah Lawrence runs its own program, works in collaboration with another program (i.e., Middlebury in Florence), or has an exchange program. Please go to [sarahlawrence.edu/studyabroad](http://sarahlawrence.edu/studyabroad) for a list of all locations. Students may sign up for an appointment to speak to Prema Samuel or Christopher Olson

in the Study Abroad and Exchange Office located in Swinford House (across from Westlands Gate).

The Study Abroad and Exchange Office is committed to facilitating access to every student interested in studying abroad. To enable the full participation of students with disabilities, accommodations may be needed. International and Exchange Programs, in conjunction with Disability Services, will work with students to identify appropriate programs and locations and assist students in determining the necessary accommodations. It is important to be aware of the cultural differences in disability accommodations in order to have a successful and safe experience abroad.

## **Sarah Lawrence Study Abroad Programs**

Acceptance into any of the Sarah Lawrence study abroad programs is contingent on a solid academic record and appropriate proficiency in the language, if required. Students transferring into Sarah Lawrence with a maximum of 60 credits will not be permitted to study abroad or off campus. The remaining course work (60 credits) must be completed on the Bronxville campus. Students on academic and/or social probation are not eligible to apply for study abroad.

All course work and grades completed on a Sarah Lawrence study abroad program will be posted on the SLC transcript, with an appropriate header, e.g., “SLC at Oxford.” Course work completed on non-SLC-approved study abroad programs will be listed as transfer credit. Detailed information on all SLC study abroad programs, including application deadlines, can be found at [www.sarahlawrence.edu/studyabroad](http://www.sarahlawrence.edu/studyabroad) or by visiting the Study Abroad and Exchange Office. Students will be charged Sarah Lawrence tuition and can apply all their financial aid towards the cost of the program. Sarah Lawrence offers study abroad programs in the following locations:

- China: Shanghai through CET (fall, spring, academic year)
- Cuba: Havana (fall or spring)
- France: Paris (fall, spring, academic year)
- Italy:
  - Florence, Italy through Middlebury College (fall, spring, academic year)
  - Parma, Italy through Pitzer College (fall, spring)
- Japan:
  - Kansai Gaidai University in Osaka, Japan (fall, spring, year)
  - Tsuda College for Women in Tokyo, Japan (spring, year)
- Southern Africa, a joint program with Pitzer College (fall, spring)
- United Kingdom:
  - University of Leeds, England (academic year, spring)
  - London Theatre Program at the British Academy for Dramatic Arts (fall, spring, academic year)
  - Wadham College, Oxford (academic year)

## **Non-Sarah Lawrence Programs**

Sarah Lawrence College students have the opportunity to spend a year or semester abroad through programs offered by other approved colleges and universities. Sarah Lawrence defines study abroad as an academic program combined with an immersive experience abroad. To provide the opportunity for an immersive experience, programs that involve comparative study in multiple

countries must incorporate a four-week minimum stay in each country. Course work completed on approved study abroad programs will be listed as transfer credit. Be sure to review the information on our Web site at <https://www.sarahlawrence.edu/study-abroad-and-exchange/non-sarah-lawrence-programs/>.

### **Exchange Programs (fall, spring)**

Sarah Lawrence College offers students the opportunity to spend a semester with our exchange partners in the US or, when available, their programs abroad. Spaces are limited, and to qualify for the exchanges, students must be in good academic standing and have completed their first and second years at Sarah Lawrence. Students must also plan to complete either their junior or senior year in Bronxville. The exchange programs are not open to students who have transferred into Sarah Lawrence College with the maximum of 60 credits. Students should make an appointment to meet with Chris Olson in the International and Exchange Programs Office for further information.

### **Summer Abroad**

Sarah Lawrence offers a few summer courses/programs abroad. Please check the website and contact the Study Abroad Office for the current summer offerings.

### **Study in Nonaccredited Programs**

While almost all degree credits are earned in accredited degree programs, there are a few nonaccredited programs for which SLC credit may be granted. These include specialized research institutions, fine arts programs or language institutes which have university staff and standards but do not offer a BA or a BFA degree. Students wanting to earn credit at such institutions need to discuss with a relevant member of the SLC faculty what work will need to be presented for review at the end of the course. Students will also need to secure approval from the Dean of Studies Office before the work begins. Forms are available in that office. The proposal needs the approval of the Curriculum Committee (for quality and content) and the Committee on Student Work (for its appropriateness to the overall degree program). Students pay tuition to the host institution, but, because the work must be assessed by Sarah Lawrence faculty members, students also pay a fee to Sarah Lawrence of 25% of the tuition for the credits granted.

## **Graduate and Professional Studies Program Planning**

### **Graduate Programs**

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

- The Art of Teaching (Master of Science in Education [can be dual BA/MS])
- Child Development (Master of Arts [can be dual BA/MS])
- 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 [can be dual BA/MS])
- 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)

## Graduate Degree Requirements

The responsibility for seeing that all degree requirements are satisfied rests with the student. Each graduate program has specific requirements as defined on the individual program Web sites. Graduate students plan their course of study with their program directors.

## Program Options

The following are general characteristics of the graduate programs at Sarah Lawrence. Please refer to the graduate catalog for information on each program's specific structure and course of study.

## Graduate Seminars and Courses

Each master's program has one or more seminars or courses designed exclusively for graduate students.

### Seminar-conference courses

Within several graduate programs, small seminars are combined with biweekly private conferences with the course teacher. In these conferences, student and teacher identify the student's specific areas of interest and begin to explore them, often via a project or research paper. These independent enterprises help each student develop and refine skills of analysis, interpretation and writing. Frequently, a conference project becomes the basis for a master's thesis.

### Independent study

Graduate students who seek to develop an individual research project or creative work more fully, or to undertake an intensive course of reading, may embark on a program of independent study. Permission is obtained from the student's program director and approved by the dean of graduate and professional studies.

### Components

Courses in dance and theatre are specifically structured to integrate theory and practice. Working with an adviser, students select a combination of several components that together constitute a full program for the Master of Fine Arts degree.

### Fieldwork and internships

In several of the master's programs, fieldwork—the integration of the theoretical with the practical—

is a requirement for the degree, and students receive a pass/fail credit for their course in fieldwork. The sites for fieldwork are in New York, New Jersey and Connecticut and include hospitals, schools and community initiatives, nonprofit organizations, and government agencies.

Many graduate students participate in internships throughout the New York City metropolitan area. Students interested in pursuing internships should work with their program directors to identify good internship opportunities. Program directors might refer students to the Office of Career Services as is helpful.

### **Master's project**

Most graduate programs require a master's project, but the forms for the projects vary. The Art of Teaching master's project consists of a written and oral presentation. The Child Development and Women's History programs have master's projects that are original research-based theses. The Joan H. Marks Graduate Program in Human Genetics requires 1,000 hours of supervised fieldwork and a culminating Capstone Project/Thesis. Dance/Movement Therapy requires clinical internships totaling 700 hours, with at least 350 hours of direct client contact and a culminating master's thesis. The Health Advocacy program requires 600 hours of supervised fieldwork and a culminating Capstone Project.

In the creative arts, the Dance program requires students to develop a master's performance project, which includes choreography and performance. The Theatre program requires a master's portfolio project, representing complete documentation of students' work, including photographs, programs, design project and important papers. The Writing program requires a master's manuscript.

### **Transfer Credit**

A maximum of 10 credits in course work appropriate to the graduate discipline may be accepted from another regionally accredited college or university, or foreign university of comparable accreditation, with the following stipulations:

- A. The determination of transfer credit is made at the discretion of the graduate program director, with the consent of the dean of graduate and professional studies.
- B. An official transcript and translation, if necessary, must be sent directly from the college or university at which the work was completed to the Office of Graduate and Professional Studies.

### **Auditing**

Students may audit a course with the permission of the instructor and the student's program director, but should not expect to have conferences with the teacher or to have written work evaluated. The audit will be listed on the student's transcripts if the student registered for the course within the registration period and if the instructor has informed the Office of the Registrar that classes have been attended throughout the semester. There is no charge for auditing by matriculated Sarah Lawrence students. Students cannot convert an audit into a credit course.

## **Graduate Registration**

## General Description

Graduate students are preregistered each semester in the required courses. In the Art of Teaching, Dance/Movement Therapy, Health Advocacy, Human Genetics, and Writing programs, students are registered directly into courses by their programs. For those programs (Child Development, Dance, Theatre, and Women's History) which have electives and components that might be integrated graduate and undergraduate level courses.

During the week of registration, students study the curriculum and discuss proposed programs with their program director. They arrange interviews with faculty to discuss their courses and to explore the appropriateness of their choices. When the student and the program director have talked about the courses, the registration form is signed by the director and is filed by the student with the Office of the Registrar. Because class size is limited to 15 students, some students will not be admitted to one of their choices.

On the last day of the initial registration period, the registrar posts a list of all students who were not admitted to one of their choices and a list of all courses that still have openings. Students are asked to spend that day interviewing teachers to enable them to select an alternate course. At the end of the day, students hand in a list of three possible alternate courses; final course assignments are posted by the first day of class.

## Late Registration

All students must complete their registration by the end of the add/drop period. This includes registration for conference courses and independent study. In exceptional circumstances, the dean of graduate and professional studies may give permission for a course change or addition after the third week. No changes will be accepted after the fifth week of classes.

## Add/Drop Period

The add/drop period runs for the first two weeks after the first day of classes. During this time, students who want to change their programs should get course change forms from the Office of the Registrar and obtain faculty signatures for the course they are dropping as well as for the course they plan to enter.

Students seeking to enter a course in the third week of classes may do so only with the teacher's written permission on a form specially designed for registrations during the third week. In order to earn full credit in the course, the student must make up all of the work missed up to the date the teacher has specified on the registration form. The teacher has the discretion not to admit a student to a course in the third week. Students may not change their registration after the fifth week.

## **Credit in a Course for Which a Student Has Not Registered**

No credit will be given in any course for which a student has not registered at the beginning of a term. Students cannot convert an audit into a credit course after the registration period has ended.

## **Second Semester Registration**

Students who complete a semester course or who plan to leave a yearlong course at the end of the first semester must register again in December. When students leave a yearlong course at midyear, they must notify the teacher before the end of the first term so that the teacher can submit a final grade and can report credit to the Office of the Registrar.

# **Quality of Work and Evaluating Graduate Student Progress**

## **End-of-Term Reports to Students**

In most classes, faculty members prepare written evaluations of each student's work to augment the traditional grading system. End-of-semester evaluations summarize the continuing dialogue between teacher and student in class and conference, giving students a more complete sense of their progress. Students receive these written evaluations from each of their teachers at the end of each semester. Evaluations and grades are submitted electronically and are available for students to view and print through MySLC.

Credits and grades for yearlong courses are submitted in June. A student planning to leave a full-year course at midyear should inform the instructor before the end of the first semester and ensure that sufficient work has been accomplished to earn full credit for that term. The teacher will then submit a grade and credit for the fall semester to the Office of the Registrar.

## **Reports During the Term**

A faculty member should submit an alert to the dean of graduate and professional studies and the specific program director about any student whose attendance is irregular or whose work reflects academic difficulty. Mid-semester reports may be requested for any student who is on probation or who seems to be experiencing academic difficulty.

## **Attendance**

Consistent attendance at all classes and conferences is expected. A student's absence from class takes on a special meaning in a pattern of study where a course may meet only once a week. In cases of frequent or extended absences from class or conferences, it is expected that there will be a loss of credit, the amount to be determined by the faculty. Students are expected to notify the teacher by phone or note when they must miss a conference appointment or class. Faculty generally permit one such absence during the semester. Teachers are not required to reschedule missed conferences.

Students may not leave early or return late from vacation. All academic appointments must be met.

## Religious Holiday Observances

Although the College does not close officially for religious holidays, the right of any member of the community to observe these holidays is respected. Faculty are asked to help students make up the work missed because of such observance and to avoid scheduling special activities for those days. Students who will miss class are asked to inform their teachers in advance.

## Incompletes

All work is due on the last day of classes unless the student has asked for and been granted an official “incomplete” by the teacher. The Incomplete Request Form for graduate students is available on MySLC. Students have the responsibility to communicate with faculty to determine whether they are eligible for an incomplete. Faculty members are under no obligation to grant an incomplete unless they feel it is warranted. Students on academic probation are not eligible to receive an incomplete in any class.

An incomplete may be awarded only if the student has already done substantial passing work in the course and the teacher judges the reasons for granting incomplete status to be valid (e.g., illness, serious personal crisis, accident, extenuating academic circumstances). In this situation, the teacher will submit a special incomplete form instead of the regular evaluation form. The form will specify the work that is owed and the date it is due. The teacher may also choose to write an evaluation and assign a provisional grade on the basis of what has been completed thus far.

Grades and evaluations for spring semester incompletes are due in the Office of the Registrar on the first day of classes of the fall semester; grades and evaluations for fall incompletes are due at the end of the fourth week of the spring semester. If the registrar has not received a new credit assignment, report, and grade from the faculty, the credit listed on the incomplete form will be posted on the transcript.

## Partial Credit

Partial credit is not given to students enrolled in graduate degree programs.

## Academic Probation

Sarah Lawrence emphasizes student evaluations as an indication of a student’s progress in the program. Students are asked to view their grades as an additional indication of standing in their program.

Graduate students at Sarah Lawrence are expected to achieve the level of grades determined by their program and receive a pass grade in all pass/fail courses and fieldwork practicum. A grade lower than the expected grade designated by the program indicates academic difficulty and the student should discuss areas of weakness that need improvement with the faculty adviser.

Any student with more than one grade lower than the expected grade designated by the program will be put on academic probation until the completion of their program. They will be notified in writing and must meet with the director of the program to discuss plans for improvement. If this student receives another grade lower than the expected grade designated by the program in the course of their graduate studies, a second conversation with the program director is indicated. The director, in consultation with

the faculty, will discuss the student's ability to complete the course of study and take steps as indicated, including withdrawal from the program.

A fail in a pass/fail course or a grade below that required is an indication that the quality of work is below graduate standards. The student may be asked to repeat the course and meet with the program director to discuss the student's future in the program. The student must meet with the director and discuss the student's future in the program, including withdrawal.

## **Grade Change**

Students who wish to contest a grade must notify the course instructor, the program director and the dean of graduate and professional studies within the calendar year following the semester in which the grade was earned. Additional or revised work cannot be handed in after a course is over in order to improve the grade, but the instructor may be asked to re-evaluate the work which was submitted during the term if the student believes the work was underrated. Faculty must notify the registrar of the grade change, and the change must be approved by the dean and the student's program director before it can be posted.

## **Course Appraisals**

Students are urged to write a course appraisal at the completion of every single-term or full-year course. They evaluate the contribution of the teacher to the student's education and to Sarah Lawrence. The appraisals are read by the provost and the dean of graduate and professional studies. Faculty do not read them until their own student reports have been submitted to the Office of the Registrar.

# **Special Arrangements for Graduate Students**

## **Leaves of Absence**

Requests for leaves of absence are discussed with and approved by an individual student's program director, and notification is given to the dean of graduate and professional studies. Leaves are granted for only one year at a time and rarely for more than two years in total. An unapproved leave is a withdrawal. Students with loans should consult the Office of Financial Aid regarding loan obligations during the leave. Students on leave from the College or on an off-campus year, who wish to maintain their matriculation status, are charged a fee. The fee is \$100 for any part of the academic year they are on leave. The maximum cumulative charge is \$200 for any two or more consecutive years.

## **Medical Leave**

A medical leave may be requested by a student for medical reasons that interfere with the student's ability to function academically. Students must consult with the Office of the Dean of Graduate and Professional Studies and obtain the Medical Leave Request form. Upon completion, the form is submitted to the Office of the Dean of Graduate and Professional Studies to make an official request. A medical leave may also be required by the Dean's Office, if the student has a medical condition that cannot be

reasonably accommodated by the College. In either case, the student will be placed on a medical leave and the student's re-entry request will be reviewed by the directors of medical services and counseling and psychological services, in consultation with the Office of the Dean of Graduate and Professional Studies. During the medical leave, the student will be expected to obtain treatment for the condition that warranted the leave. Documentation of such treatment from the medical providers involved will need to be submitted to the directors of medical services and counseling and psychological services, who will review the materials. Once the documentation is reviewed, the student will have an interview with the Director of Medical Services or Psychological services, who will make a recommendation to the Office of the Dean of Graduate and Professional Studies. Once the review is completed, the office will notify the student of the final decision.

Students who do not request to return from a medical leave within four semesters will be withdrawn.

## Withdrawal

Students withdraw from the College either voluntarily or involuntarily. A student who initiates a withdrawal at any time of the year is expected to confer with the program director and submit a written statement to the dean of graduate and professional studies before leaving campus. A student who wishes to resume study at the College after having initiated a withdrawal should write to the dean of graduate and professional studies requesting readmission. Graduate students whose progress or performance fails to meet the standards of the program may be required to withdraw from the program and the College.

## Continuing Enrollment

For those students who require additional semesters beyond the standard two to complete their projects/capstone projects/ theses, a fee equivalent to one credit is assessed during each subsequent semester the student is enrolled. The student must be enrolled in the semester of degree completion.

## Time Limits

A full-time student is expected to complete the degree in two years. A part-time student is expected to complete the degree in four years. Exceptions to this may be made by the program director who will grant extensions as needed and ensure that a plan of action for completion has been developed, signed, and copied to the Office of Graduate and Professional Studies. If an extension is not requested and/or granted, the student will be withdrawn from the program.

# Graduate Policy on Academic Integrity

## Standards of Integrity

In an academic community in which integrity and truthfulness form the basis of intellectual development and trust, graduate students are expected to be motivated by honesty and self-respect and are required to maintain the highest standards of academic integrity. If that trust is violated, disciplinary action, up to and including dismissal from the College, will be taken. Academic dishonesty includes, but is not limited

to, cheating, plagiarism, and fraud. The following are examples of academic dishonesty: representing the ideas or language of another as one's own; falsifying or inventing any information, data, or citation; representing work already submitted for one course as original work for another course; permitting another to represent one's work as their own; or otherwise receiving or providing unauthorized assistance to another in formal academic work.

## Student Dismissal Policy

Graduate and professional programs have the right to dismiss students from its programs who:

- Do not make adequate academic progress
- Engage in academic or research misconduct
- Engage in illegal, fraudulent, or unethical behavior as defined in this handbook
- Fail to demonstrate attitudes or behaviors consistent with the professional standards of the field in which they are preparing to enter
- Consistently disrupt the learning environment and educational mission of the College
- Engage in behavior that would endanger the health, welfare, or safety of other people.

There may be other unusual or emergent situations for which a student could be dismissed from a program. Procedures for such unusual situations will be similar to those described below. The College reserves the right to make an immediate dismissal if necessary.

## Lack of Adequate Academic Progress

Any student with more than one grade lower than a B will be put on academic probation until the completion of their program. Students will be notified in writing and must meet with the director of the program to discuss plans for improvement. If this student receives another one grade lower than a B in the course of their graduate studies, a second conversation with the program director is indicated. The director, in consultation with the faculty, will discuss the student's ability to complete the course of study and take steps as indicated, including withdrawal from the program.

Students who have not been placed on probation, but who are not making adequate academic progress, must be warned in writing of the possibility of dismissal.

- Either an instructor or an administrator in the program should first discuss with the student his/her weak academic performance.
- Following that discussion, the student will be given a clear written statement about what must be done within a specified time period to alleviate the problem. These expectations must be reasonable and consistent with expectations held for all students in the program. The statement will be written by the instructor in consultation with the program director.
- The student will be required by the instructor to sign the statement indicating his/her understanding of its terms.
- If the student does not meet the requirements within the time frame specified, he/she may be dismissed from the program.
- Notification of dismissal will be made in writing to the student and the dean of graduate and

professional studies. The notification will include the effective dismissal date.

- Students dismissed under this policy may appeal to the dean of graduate and professional studies.
- The dean's decision is final.

## Disrupting the Learning Environment

In order to preserve an open educational environment of dialogue, the College expects that students and their guests will avoid disruptive behavior that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the College. Examples of disruptive behavior include, but are not limited to: obstruction or disruption of teaching, research, administration, conduct proceedings, and other College activities including the integrity of classes, lectures, conferences, discussion groups, readings, performances, meetings, and public occasions, such as opening day, Family Weekend, Mayfair, admissions events, and commencement. We encourage faculty facing disruptive behavior first to convey to the student or students that their behavior is not appropriate. If/once the faculty have made their expectations clear, undergraduate faculty should address any further complaint to the Associate Dean of the College and/or the Dean of Studies; graduate faculty should bring their complaint to the Dean of Graduate and Professional Studies and/or their Program Director. In all cases faculty will be given the choice of lodging either a formal or an informal complaint.

Note: for our procedures regarding academic integrity, please see “Undergraduate Policy on Academic Integrity,” pp. 73-76, Faculty Handbook; for procedures involving bias, please see “Bias Related Incidents and Crimes” on MySLC under “Policies and Procedures” for employees: [https://myslc.edu/ICS/Employee\\_Info/Policies\\_and\\_Procedures/Bias\\_Related\\_Incidents\\_and\\_Crimes.jnz](https://myslc.edu/ICS/Employee_Info/Policies_and_Procedures/Bias_Related_Incidents_and_Crimes.jnz).

## Expectations for Student Engagement in the Online Environment

- Students will not share their Canvas and MySLC user names and passwords and will maintain this information as private and confidential. Students will not allow others to gain access to or participate in any aspect of their course work including engaging with their classmates, faculty, and Sarah Lawrence College staff.
- Students should not share personal information that is not directly and immediately relevant to the course work. Information of a personal nature that is shared should be maintained in strict confidence and not disclosed or otherwise made available in any way to others. Do not assume that personal information that has been communicated to one person is known to others.
- All communications will be respectful and courteous.
- All communications will be in support of the students' learning within the course. Students should not send e-mails that are not course related, that are unsolicited, inflammatory, offensive, harassing or otherwise inappropriate to a professional and learning environment.
- Students are expected to proofread all communications to eliminate spelling and grammatical errors and to ensure that the information being communicated has not been already stated, is clearly articulated, accurate, and furthers the intellectual discussion. Be as brief as possible.
- When disagreeing or countering a point raised by another do so with evidence and not with emotion. Do not be disrespectful or dismissive in your response. Avoid the use of sarcasm, jokes, and ALL CAPS as intent and tone can be easily misinterpreted.
- Students will be kind, forgiving, and considerate when identifying the errors of others.

- Students will not disrupt the learning environment by taking actions such as making off-topic comments, encouraging others to engage in communications not appropriate to the course, or by inciting others to anger or inappropriate statements.
- Students will adhere to all policies related to academic integrity, including but not limited to, appropriately citing sources, not misrepresenting thoughts and ideas of others as their own or using/posting content that they do not have the legal right to use.
- Students will not post or link to information, software, or other content that could be harmful to Canvas, MySLC or their faculty and classmates' computers.

Failure to adhere to these guidelines or any Sarah Lawrence College policy may result in a negative impact to individual course grades, as well as sanctions up to and including expulsion from the College.

## Expectations of Student Professional Behavior in the Field

- A. Display honesty and integrity: Students must always be honest in their dealings with all individuals and should never misrepresent themselves, their actions, or the actions of others. Students must never engage in illegal or unethical behavior.
- B. Show respect for the dignity and rights of others: Students should always treat others with respect and dignity and should not act in a way that is demeaning to others or is biased regarding any identity issues (including but not limited to race, class, gender, gender identity, sexual orientation, religion, spirituality, ability status, etc.), is rude, arrogant, insolent, or condescending.
- C. Maintain a professional demeanor: Students should project a positive attitude and be enthusiastic about their work at school, in their fieldwork organization, and in the Health Advocacy field. Students must adhere to all school policies and the generally accepted professional norms of their fieldwork sites in respect to appearance, dress and professional behavior. Students must maintain a professional demeanor at all times, including when stressed or upset. Students should never act in a way that can be perceived as being hostile, abusive, dismissive, or inappropriately angry. Students should not be on their phones while in class, in meetings or in fieldwork. Personal phone calls (excluding emergencies), texting, and e-mailing should only be done during lunch hours or during specifically designated break times.
- D. Maintain professional interpersonal relationships: Students must be able to develop and maintain disciplined professional relationships with classmates, faculty, school staff and administration as well as clients, colleagues, and members of the organization in which they may be working. Students should not develop or engage in relationships that may be perceived as inappropriate even if not explicitly prohibited by an organization's rules. Such relationships may include, but are not limited to, sexual relationships, financial relationships, or intimate social relationships. Students must use caution not to engage in activities or relationships that may interfere with the student's ability to fulfill their roles and responsibilities or that could call into question the honesty or integrity of the student, the fieldwork site organization, or Sarah Lawrence College.
- E. Student responsibility for professional development: Students must recognize their own limits and identify when it may be necessary or beneficial to seek assistance. Students must be self-reflective of their work and must be able to make modifications as learning proceeds. Students must develop an awareness of their strengths and weaknesses and should proactively reach out

for support and feedback to HAP staff and faculty, their site supervisors, or other staff members at the organization.

- F. Appropriately respond to supervision and feedback: Students must be cognizant of their role as a student. Obtaining feedback and being able to respond and incorporate suggested guidance is key to learning and professional development overall. It is not always easy to hear feedback, especially if it is not all positive. However, students must be open and receptive to feedback and should try not to be resistant or react in a defensive manner. Students must take responsibility if they have made mistakes and take appropriate steps to make corrections or improve their work. Students may not always agree with the feedback provided; however, students continue to have an obligation to act in a professional manner. Students who are unclear about feedback provided should seek additional guidance from HAP staff and faculty or their site supervisor.
- G. Demonstrate dependability: Students must always be prompt and should provide notification to the appropriate person if they are going to be late. Students must make every effort to attend all scheduled classes, meetings, and/or work days. Requests for time off should be made in advance when possible, or the student must otherwise provide notice as quickly as possible. Unexplained absences are not acceptable. Students must meet deadlines for work and should notify their faculty and/or site supervisor if they believe that they will not be able to meet these timelines. Students should not need reminders to complete assignments or required paperwork.
- H. Exhibit appropriate initiative: Students should be aware that while they may frequently be working independently they may also be working as part of a team. Students should be willing to take on additional responsibilities related to their fieldwork, and help out other staff members as may be needed from time to time. Students should take advantage of opportunities to interact with other students and staff members, learn additional roles or participate in organizational activities, as time may permit. Students should never go outside of the organization to obtain guidance or feedback on the work they are doing in fieldwork unless specifically asked to by the site supervisor, or unless the student has requested and been granted permission to do so from their site supervisor.

Failure to adhere to these guidelines or any Sarah Lawrence College policy may result in a negative impact to individual course grades, as well as sanctions up to and including expulsion from the College.

## Statement on Cyberbullying

Cyberbullying is willful and repeated harm and harassment inflicted through the use of computers, cell phones, and other electronic devices. Some examples of cyberbullying include but are not limited to:

- Sending and/or posting harassing text messages, tweets, Instagram posts, and e-mails that harass another person
- Posting, threatening, demeaning, and/or defamatory comments on popular social media sites and other online forums and services (e.g., Facebook, Twitter, Goodreads, Instagram, RateMyProfessor, etc.)
- Posting or sending sexual pictures intended to harass another person.
- Threatening someone with violence or wishing violence happens to them
- Creating fake online accounts and/or false online personas to humiliate a person

Cyberbullying, like other forms of harassment and defamatory, slanderous, or injurious speech, is a violation of the College's policy regarding freedom of expression and mutual respect. It also represents a violation of interim measures such as "no contact" orders. When reported to the College, every reasonable effort will be made to identify the individual, individuals, or groups involved in the harassing and harmful activity. This may involve reviewing network activity logs and local area network and Internet network traffic to determine the origins of the activity. Sanctions for cyberbullying are the same as those typically available under the Code of Conduct, including suspension and dismissal depending on the severity of the infraction.

When cyberbullying involves the use of external online systems, Sarah Lawrence will coordinate with relevant Internet Service Providers and online forum service providers. If the cyberbullying rises to the level of criminal behavior, local law enforcement will be notified.

## Grievance Procedures

If a graduate student wishes to make a complaint against a faculty member or administrator, these procedures are followed: Students who have a complaint should meet with the program director. However, if resolution does not occur, the student may appeal to the Committee on Graduate Studies. The committee reviews the matter and renders a decision. The committee's decision is final.

## Student Conduct Process

Graduate students are expected to observe all College policies and all local, state, and federal laws, including breach-of-peace offenses. Students who violate College policies or federal, state, or local laws are subject to College conduct action and may be sanctioned to leave the College by the dean of graduate and professional studies and/or the dean of student affairs. Students are expected to comply with requests of College officials, including public safety officers. Failure to comply with requests will result in conduct action.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- A. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. Current students must present their SLC ID Card when making a request; former students may present a government-issued photo ID containing a verifiable address. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.

- B. The right to request amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student privacy rights under FERPA. A student who wishes to ask the College to amend a record should write to the dean of studies and student life (or other College official responsible for the record), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested, the student will be notified in writing of the decision and the student's right to a hearing regarding the request for the amendment.

The hearing panel will consist of the provost and/or the dean of studies and student life, and the relevant faculty members. Please note that the assignment of credit and grade, as well as the narrative evaluation submitted by the teacher, is solely the purview of the course instructor and not subject to this provision.

- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Committee on Student Work, or assisting another school official. A school official has a legitimate educational interest if the official needs to review an education record to fulfill a professional responsibility for the College.

Upon request, the College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll or where the student has already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer. This disclosure may include updated or corrected information.

- D. The right to file a complaint with the US Department of Education concerning alleged failures by Sarah Lawrence College to comply with the requirements of FERPA. Complaints should be addressed to the Family Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

At its discretion, the College will release directory information, as allowed by FERPA, without prior consent unless the student specifically asks that prior consent be obtained. Directory information will include only a student's name, address, telephone number, class, enrollment status, participation in officially recognized activities and sports, and degrees received. This information is intended only for use within the College community with the following exceptions: 1) a student's name may be used

in connection with announcements or reports of College activities or sports, and 2) the verification of a student's enrollment and degree(s) received may be released without prior consent in response to legitimate inquiries from outside the College community. Otherwise, it is longstanding College policy not to release any information about a student. In certain circumstances, the College may release student information in matters involving safety or health emergencies; in compliance with a lawfully issued subpoena or judicial order; to federal, state and local authorities, or their authorized representatives, involving an audit or evaluation of compliance with educational programs; in connection with financial aid (including veterans benefits); to organizations conducting studies for or on behalf of educational institutions; to accrediting organizations to carry out their accrediting functions; in connection with the release of the results of a disciplinary hearing to an alleged victim of a crime of violence; or nonforcible sex offense; to parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and, in matters involving violation of the alcohol policy, the student is under the age of 21; as required by other applicable state or federal regulations; or as otherwise allowed under FERPA. Students may withhold directory information by notifying the registrar in writing by the end of the first week of classes for the fall term. Requests for nondisclosure will be honored for only one year and must be filed annually. Please note that a nondisclosure request applies to all elements of directory information. The College does not apply nondisclosure requests differentially to the various directory information data elements.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the registrar.

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

For current information, please visit the Human Resources Web site: [https://myslc.edu/ICS/Employee\\_Info/Policies\\_and\\_Procedures/](https://myslc.edu/ICS/Employee_Info/Policies_and_Procedures/)

# SECTION 7: COMMUNITY STANDARDS: POLICIES AND PROCEDURES

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](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**

### **"A" Week/"B" Week**

See "Conferences"

### **Absences (Faculty)**

If you cannot get to campus due to illness or some other emergency, please contact Meybol Escoto Montilla, the Coordinator of Faculty Support, at x2469; [mescoto@sarahlawrence.edu](mailto:mescoto@sarahlawrence.edu)". A notice of your absence will be placed on the doors of both your classroom and office.

When a faculty member replaces an absent faculty member, the replacement faculty will be compensated. Please contact the Associate Dean of the College (x2214); [mfrazier@sarahlawrence.edu](mailto:mfrazier@sarahlawrence.edu)) to arrange for payment.

### **Admission Office (Undergraduate)**

See also "Admitted Student Days"; "Fall Open House"

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](mailto: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](mailto: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.

## Alumni Office

The Alumni Relations Office (e-mail: [alum@sarahlawrence.edu](mailto:alum@sarahlawrence.edu)) is located at 45 Kraft Avenue in Bronxville, NY. The office is staffed by the director of alumni relations (914.813.9212); Cheryl Cipro, director of regional and special programs 914.813.9211); Joanna Bettelheim '09, alumni relations coordinator 914.813.9213); Miriam Zarin, manager of alumni networking & affinity programs (914.813.9214); Madeline Goldfischer '89, assistant director, regional alumni chapters (914.813.9222); and Barbara Michael, administrative assistant (914.813.9219). Should you need to get in touch with an alumna/us, they will be happy to assist you. From time to time, the office may contact you to participate in various alumni activities such as Faculty on the Road and Reunion Weekend. The schedule of upcoming events is posted on the Alumni Web site: [www.sarahlawrence.edu/alumni](http://www.sarahlawrence.edu/alumni). You are certainly welcome to attend any program.

## Archives

See also "Assignments & Syllabi"

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](mailto:archives@sarahlawrence.edu). Please visit the Archives Web site [www.sarahlawrence.edu/archives/](http://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](mailto:archives@sarahlawrence.edu) or call x2480 for more information.

## ATM Machine

There is an ATM machine located in the Barbara Walters Campus Center. The machine is accessible when the building is open, which during the academic year is 7:30 a.m. to 1 a.m. The ATM is located on the first floor.

## Audiovisual

If you need Audiovisual Services for a class meeting or an event, please contact Brian Muir, director, Audio Visual Department (x2378; [Bmuir@slc.edu](mailto: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://myslc.edu/ics/Campus\\_Life/Departments/AV](https://myslc.edu/ics/Campus_Life/Departments/AV).

## Bookstore

The SLC Bookstore provides all required and recommended textbooks and coursework related supplies for classroom use. Faculty will be asked to provide a list of their course materials prior to the start of each semester. Fall book orders are due in April and spring book orders in October, to allow time for searching for used copies and importing books printed in another country. Submitting your book orders on time will ensure that your books will be on the shelves at the start of the semester.

The Bookstore also stocks a full line of school supplies, faculty publications, clothing and gift items. All current faculty receive a discount on most items in the store, upon presentation of a valid SLC Faculty/ Staff ID.

## Business Cards

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

## Calendar of Campus Events

See “Events on Campus”

## Campbell Sports Center

See “Physical Education & Athletics”

## Campus Lockdown and Other Emergency Procedures

The link below will bring you to SLC's emergency procedures which include the College's lockdown procedures.

<https://www.sarahlawrence.edu/media/security/pdf/2017SecurityReportSLC.pdf#page=39>.

## Campus Publicity Policy

All employees are advised that Sarah Lawrence College's Office of Marketing & Communications photographs and videotapes members of the campus community throughout the year, which may include students, faculty, and staff in classrooms, in study and social areas, at athletic events, throughout campus and at other Sarah Lawrence on- and off-campus activities. Sarah Lawrence College reserves the right to use these photographs and videotapes as a part of its internal and external communications efforts, as well as to retain them in the College Archives. Therefore, employees of Sarah Lawrence College understand that their images, names, voices, and likenesses may be included, published, or used in Sarah Lawrence College publications including print, online, broadcast, social, or other electronic media, for publicity, commercial, or marketing purposes, and their employment constitutes consent to such inclusion.

Any employee who prefers not to allow his or her photographic or video likeness, name, or voice to be thus utilized should alert photographers or videographers they encounter that they do not wish to be photographed or recorded; these wishes will be respected. Employees may also e-mail the Sarah Lawrence College Office of Marketing & Communications with the subject line: "Photo opt out" to let us know that they prefer not to be included in College materials. Please be certain to include your full name.

## Career Services

See "Office of Career Services"

## 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.

### September

The Office of the Provost and Dean of Faculty provides materials to faculty group chairs, including sabbatical information and possible FYS teachers for the next two years, as well as fall enrollment figures. Faculty group chairs are asked to begin discussions of curriculum in their groups for the following two academic years.

## October

Faculty group chairs submit to Curriculum Committee preliminary course titles, with levels, from those faculty already slated to teach the following academic year as well as requests for guest days for the following year. As the Office of the Provost and Dean of Faculty posts the curriculum in progress on MySLC, faculty who share a topical interest or discipline (e.g. Literature, History, African Studies) but who are in different faculty groups are encouraged to meet to coordinate their course offerings.

Curriculum Committee will begin reviewing course offerings, including sending any queries back to group chairs. The Committee will also begin the consideration of guest days.

## November

Curriculum Committee continues the review of course offerings and guest day allocations.

## December

Curriculum Committee finalizes the curriculum for the following year.

## January

Monday of the first full week of spring classes all course descriptions are due from faculty whose curriculum for the following year is confirmed.

## Early-August

The catalogue is published online and is accessible to the College community.

Note: This is a general guide of the curricular planning schedule. Specific dates are subject to change.

## Center for Continuing Education

Located in Slonim House, the center offers many noncredit learning options. The center houses The Writing Institute and Summer Programs, both of which offer classes and workshops for adults, and middle and high school-age students. The center also provides post BA students the opportunity to take classes in the undergraduate College. For more information, please contact Sweet Orefice at x2205.

## Center for Global Education

The Center for Global Education provides information on off-campus study both abroad and in the US. Acceptance into any Sarah Lawrence off-campus program is contingent on a solid academic record and if required, appropriate proficiency in the language. Please do not hesitate to contact Prema Samuel or Chris Olson for further information. Information is also available on the website: [www.sarahlawrence.edu/globaleducation](http://www.sarahlawrence.edu/globaleducation). All courses and grades completed on a Sarah Lawrence Program will be posted on the SLC transcript. Coursework completed on non-SLC off-campus programs will be listed as transfer credit.

Students transferring into Sarah Lawrence with junior status (60 credits) will not be permitted to study abroad or off campus. All remaining coursework (minimum of 60 credits) must be completed on the Bronxville campus. Students on academic and/or social probation are not eligible to apply for off-campus study.

## 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 Daniel Licht, registrar, x2302, [dlicht@sarahlawrence.edu](mailto:dlicht@sarahlawrence.edu).

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](mailto: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](mailto:facultysupport@slc.edu)); to the AV equipment through Audiovisual (x2378, [audiovisual@slc.edu](mailto:audiovisual@slc.edu)).

## Classroom Changes/Needs

If a change of classroom or scheduled meeting is needed, faculty must contact the registrar (x2302; [dlicht@sarahlawrence.edu](mailto:dlicht@sarahlawrence.edu)). 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](mailto:collegeevents@sarahlawrence.edu). See “Events on Campus” for more details.

## College Events

See “Events on Campus”

## 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.

## Communications and Marketing

See “Office of Marketing & Communications”

## Anita L. Stafford Office of Community Partnerships and Service Learning

The Office of Community Partnerships (Bates 320) serves as a hub for faculty and students interested in working for social change in Yonkers, New York City, and other surrounding areas

The office works with faculty to develop and design service learning/community-based courses and supports faculty with individual meetings to think through all aspects of a new or existing service learning class including developing community-based sites appropriate for course content. Faculty and students interested in developing, designing, and implementing new and sustainable community-based projects are also supported by the office. Reflection and skill building sessions can be provided to support community-based work as well. Occasionally the office can support faculty with speakers, films, and other local and community-oriented projects.

For additional information please visit our Web site, <https://myslc.edu/facultycommunitypartnerships> or call Mara Gross, x2588.

## 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-in, 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](mailto: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](mailto: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](mailto: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://myslc.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 conferences, 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 donnes 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://myslc.edu/ICS/Employee\\_Info/Directories.jnz](https://myslc.edu/ICS/Employee_Info/Directories.jnz).

## Disability Services for Students

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. 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 Disability Services and providing that office with the supporting documentation to verify eligibility. 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. Polly Waldman, the associate dean of studies and disability services, works closely with the student to assess special needs, and together they determine what accommodations and services will be reasonable and appropriate. Those accommodations are communicated to the faculty via an accommodations letter signed by the student and Dean Waldman and given to the faculty by the student. The student is encouraged to discuss with the faculty how the disability has an impact on academic functioning and how the faculty can be of assistance. The faculty member should not ask the student the nature of the disability.

Students who would like Sarah Lawrence to accommodate a disability are encouraged to contact Polly Waldman at 914.395.2235 or [pwaldman@sarahlawrence.edu](mailto:pwaldman@sarahlawrence.edu). Dean Waldman is available to meet with faculty to discuss strategies for working with students with specific disabilities. If faculty need help carrying out a particular accommodation, extended time for a test as an example, they should contact Dean Waldman for assistance. Complete information regarding disability services can be found on the College Web site at [www.slc.edu/disability-services](http://www.slc.edu/disability-services). Dean Waldman encourages faculty to include a statement on their syllabi about Disability Services and can provide a statement upon request.

## 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 (I Card) with them to take advantage of such discounts.

For your convenience the Sarah Lawrence ICard (your official identification, door access, and payment card) will be honored at selected businesses. A list is available at: <http://myslc.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

Also see “Faculty Dons”

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 donees' 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 donees, 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 donees 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](mailto: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](mailto:hd@slc.edu).

## Emergencies

Also see "Safety and Security"

Call 914.395.2222 immediately in any emergency, day or night. Westlands Desk is always covered, 24 hours a day, and the receptionist or dispatcher can immediately contact Public Security or 911. Also, you may access all outside emergency services by dialing 9-911 or just 911.

# 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—1<sup>st</sup> 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 scalert (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](mailto: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.

## Emeritus Faculty

See “Faculty Emeritus Program at Sarah Lawrence”

## 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](mailto: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](mailto: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 campuswide. Please send your event description to [deanofcollege@sarahlawrence.edu](mailto: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 60 days of incurring an expense. Faculty members should complete a Check Requisition form, available on MySLC at: [https://myslc.edu/ICS/Employee\\_Info/Finance/Accounts\\_Payable\\_Forms.jnz](https://myslc.edu/ICS/Employee_Info/Finance/Accounts_Payable_Forms.jnz). If preferred, Judith McNatt, in the Provost's Office, can complete a Check Requisition form, but faculty must turn in receipts and include a note stating the faculty's name; the type, amount, and date of the expense; and the department to be charged.

The check requisition form needs to be signed by the requesting faculty member, then sent to Judith McNatt for undergraduate program expenses or to Alba Coronel for the graduate studies expenses. They will complete or check the forms and then submit the approved expenses to Accounts Payable.

Expenses submitted more than six months (180 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. If you need a sales tax-exempt form to provide a vendor, or require any assistance in dealing with a vendor who refused to waive sales tax, please contact Charlotte Stephenson in Accounts Payable, x2554, e-mail [cstephenson@sarahlawrence.edu](mailto:cstephenson@sarahlawrence.edu), PRIOR to making the purchase.

## 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://myslc.edu/ICS/Employee\\_Info/Finance/Purchasing/](https://myslc.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

Also see "Dons/Donning"

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 donee 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://myslc.edu/ics/Faculty/Directorries/Directorries.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](mailto: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](mailto: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.sl.c.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](mailto: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://myslc.edu/ics/Campus\\_Life/Departments/Help\\_Desk/](https://myslc.edu/ics/Campus_Life/Departments/Help_Desk/)

## Honorary Library Membership

Extended to you and your spouse/partner. For information, call Bobbie Smolow, 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.

\* Once a faculty member's health coverage switches to the College's retiree plan, the situation regarding teaching becomes more complex. 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 our Active Faculty Medical Plan, so teaching immediately after your retirement date is not a problem. 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://myslc.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://myslc.edu/ics/faculty>.

## Faculty House

See "Overnight Accommodations"

## 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 in the Faculty/Staff Dining Room in Bates 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://myslc.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 pro-

spective 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.

Meybol Escoto Montilla, the Faculty Support Coordinator (x2469 and [mescoto@sarahlawrence.edu](mailto:mescoto@sarahlawrence.edu)), 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](mailto: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; [audiovisu-](#)

## Financial Aid

The Office of Financial Aid is located on the main level of Westlands. Faculty members who become aware of students facing financial difficulty, at any time during the academic year, are asked to contact Nicholas Salinas, Director of Financial Aid (x2570, [nsalinas@sarahlawrence.edu](mailto:nsalinas@sarahlawrence.edu).)

## 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](mailto: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 Web site, [http://www.sarahlawrence.edu/grad\\_index.php](http://www.sarahlawrence.edu/grad_index.php), or call Kim Ferguson, Dean of Graduate and Professional Studies, x2373.

## Health & Wellness Center

9 a.m.—5 p.m. Monday—Friday

The Sarah Lawrence College Health & Wellness Center provides compassionate, informative, and confidential care for students' medical and psychological health concerns. Routine visits are provided to all registered students.

### Medical Services

The staff includes nurse practitioners and registered nurses. A local physician, affiliated with NYP

Lawrence Hospital, provides ongoing consultation to the medical staff. Common needs treated by the medical staff include acute illnesses, minor injuries, physical exams, vaccinations, and sexual health issues including birth control and testing for sexually transmitted infections.

Nurse practitioners write prescriptions as needed to treat diagnosed illnesses and renew prescriptions when appropriate.

## Psychological Services

The staff includes licensed psychologists, clinical social workers, and a part-time psychiatrist who are specifically trained to work with college students. Time-limited individual therapy and group therapy sessions are available to all students at the College. Common student concerns treated by our staff include depression, anxiety, and relationship and family issues. The psychiatrist is available for psychiatric medication evaluation, prescriptions, and medication management. The Health & Wellness staff is able to facilitate referrals for students seeking care off-campus.

As of September 1, 2019, the Health & Wellness Center will offer the services of *My Student Support Program* (MySSP) to all enrolled undergraduate and graduate students. MySSP provides immediate 24/7 counseling support at no cost to the student, regardless of health insurance. Students can call or text with a licensed clinician directly from their cell phone, regardless of location. Students have been instructed to download the MySSP app to access this service.

## Appointments

The Health & Wellness Center is located in Lyles House, on Boulder Trail next to the corner of Mead Way and near the Westlands Gate. The office is open for appointments Monday through Friday from 9 a.m. to 5 p.m. when the College is in session. Appointments for medical and psychological services may be made online ([My.SLC.edu/health](https://my.slc.edu/health)) or by calling the office at 914.395.2350.

**Urgent Health Care:** 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 (x2364) is located in Andrews Annex. Lina Ferrito, associate director, will provide you with information about benefits and compensation. Before you begin work, usually during the summer, 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 paycheck. Benefit plan descriptions are also published on the Sarah Lawrence Web page at <https://www.sarahlawrence.edu>.

[edu/human-resources/benefits.html](http://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](mailto:operations@sarahlawrence.edu) at least 48 hours in advance to authorize permission.

## Libraries

See also: “Library Reserves”

For complete information about resources and services for students and faculty at the College’s three libraries, please visit the library Web site: <http://libraryslc.edu>

The Esther Raushenbush Library is essential to the academic life of Sarah Lawrence College. Its diverse resources have always supported the College’s academic mission, and its congenial atmosphere and open floor plan allow for both group and independent study.

The Library has more than 600,000 printed and e-books, government documents, DVDs, and streaming videos, and subscribes to over 500 print journals and newspapers. In addition it offers access to over 100 online full text and citation databases, which in turn provide electronic access to almost 50,000 journals.

Access to the Library’s collection and online databases is available from any connection to the academic network. Research services librarians provide a bibliographic instruction session to all First-Year Studies classes and incoming graduate students. Bibliographic instruction sessions can also be scheduled for any course during the academic year to help students develop their research skills. Students are invited to make individual appointments for research consultations with librarians for additional help.

The Library encourages suggestions for additions to the collection, which can be made via an online Purchase Request form.

There are two other libraries on campus. The William Schuman Music Library, located in the Marshall Field Music Building, offers listening facilities and collects books on music and musicians, periodicals, scores, and sound recordings. The Visual Resources collection, comprising images on Western, ancient Greek, Roman, Asian, and Islamic art, architecture, decorative and minor arts, Western social and political history, and performing arts, is located in the Heimbold Visual Arts Center.

**Computer Labs** are available in the Esther Raushenbush Library, the Heimbold Visual Arts Center, and the Ilchman Science Center. Wireless access is provided in all the libraries, public meeting spaces, all classroom and instructional facilities, and in dorm rooms.

**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-in, office visits, and e-mail. They install, replace, and maintain all College-owned computers in faculty offices, classrooms, labs, and general access computing spaces. For more information, please visit our Web site at [https://my.slac.edu/ics/Campus\\_Life/Departments/Help\\_Desk](https://my.slac.edu/ics/Campus_Life/Departments/Help_Desk).

### Hours for the Esther Raushenbush Library

Monday through Thursday: 8:30 a.m. to 1 a.m.

Friday: 8:30 a.m. to 12 midnight

Saturday: 11 a.m. to 12 midnight

Sunday: 11 a.m. to 1 a.m.

There are extended hours at the end of each semester.

Hours in the summer and during vacations will vary.

### Hours for the William Schuman Music Library

Monday through Thursday: 9 a.m. to 9 p.m.

Friday: 9 a.m. to p.m.

Saturday: 1 p.m. to 5 p.m.

Sunday: 5 p.m. to 9 p.m.

Hours in the summer and during vacations will vary.

### Hours for the Visual Resources Collection in Heimbold

Monday through Friday: 9 a.m. to 5 p.m.

Saturday: Closed

Sunday: Closed

Hours in the summer and during vacations will vary.

For complete information about resources and services, please visit the library Web page:

<https://www.sarahlawrence.edu/library/>.

## Library Reserves

Information on Library Reserves and detailed instructions for adding material for your courses to the Reserve Collection are to be found under “Faculty Quick Links, Course Reserves Information” on the library Web page: <https://www.sarahlawrence.edu/library/services/reserves.html>. You can also contact the Reserve Department at x2431 or e-mail [reserves@slc.edu](mailto:reserves@slc.edu).

## Lockdown and Other Emergency Procedures

See “Campus Lockdown...”

## 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](mailto: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://myslc.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 community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the SLC Security Department at 914.395.2222. Security will generate a missing person report and initiate an investigation. After investigating, should SLC Security determine that the student is missing, they will notify the Yonkers Police Department no later than 24 hours after the student is determined to be missing. Once it is determined that the student has been missing for a period of more than 24 hours, the SLC Security Department will also notify the student's emergency contact. If the missing student is under the age of 18 and is not an emancipated individual, SLC Security will notify the student's parent or legal guardian immediately after Security has determined that the student has been missing for more than 24 hours.

## MySLC

MySLC, our campus portal and learning management system, is the primary source of information for members of the SLC community. It can be accessed at <http://myslc.edu>.

Through MySLC, faculty can:

- View the course catalog, schedule, and registration information
- 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 the class
- See information about donees (if applicable)
- Find out about benefits and policies, fill out HR and other forms
- View and print paystubs
- Search for students, faculty, and staff
- See what events are happening on campus
- Browse information about campus departments
- And more

User IDs and passwords for MySLC access are distributed to new faculty upon completion of hiring paperwork. If you have questions regarding your password or logging in to MySLC, please contact [sysweb@sarahlawrence.edu](mailto:sysweb@sarahlawrence.edu).

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

For help using MySLC, visit [myslc.edu/help](http://myslc.edu/help) (log in to view all FAQs). Contact [myslc@sarahlawrence.edu](mailto:myslc@sarahlawrence.edu) with any questions or to set up training on MySLC and the LMS.

## Notary Public

Deby Finkelstein, Senior Director, College Events (Bates 2<sup>nd</sup> fl – x2412; [dfinkelstein@sarahlawrence.edu](mailto:dfinkelstein@sarahlawrence.edu)) and Judith McNatt, Executive Assistant & Budget Coordinator for the Provost & Dean of Faculty (Westlands 216B – x2304; [jmcnatt@sarahlawrence.edu](mailto: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 faculty and those who have a change in office assignment will be notified by the Office of the Provost and Dean of Faculty by **August 1**. Faculty who are retiring or moving to a new office must be ready to move out of their current office by **June 30**. Keys can be obtained from Operations and Facilities, Andrews House, x2385. If you have special circumstances regarding your office allocation, please contact Meybol Escoto Montilla, Faculty Support Coordinator ([mescoto@sarahlawrence.edu](mailto:mescoto@sarahlawrence.edu); 914.395.6074).

## Office of Career Services

The Office of Career Services (Bates, x2566) provides a broad range of services that empower students to explore, define, and realize their career goals. Our office is a student-centered support service. We offer one-on-one advising appointments, consultations throughout the career planning process, and a variety of career exploration and networking activities. Our goal is to provide lifetime tools and skills for professional development, job search success, and career satisfaction.

Whether it’s putting the final touches on resumes/cover letters, providing internship/job search and networking strategies, or preparing for interviews, the entire Career Services team is here to help students. Students are encouraged to complete their profile on Handshake, our online database, to gain access to internship and job opportunities. Handshake (<https://sarahlawrence.joinhandshake.com/>) is a fantastic resource for Sarah Lawrence students to:

- Access and apply to internship and job postings
- Schedule appointments with Career Advisers
- RSVP to Career Services’ programs and events
- Network with employer contacts as well as alumni professionals

When completing their profile on Handshake, students are encouraged to join one or more career community. Career Communities connect students with faculty and alumni professionals who share an interest or expertise in a particular industry. Students can choose from the following Career Communities: Arts, Media & Entertainment; Human Services, Health & Education; Law, Government & Activism; STEM;

Environment & Sustainability; Business. By joining one or more community, students have access to:

- Individual/group consultations facilitated by career advisers
- Industry specific resources, networking events and other programming
- Targeted internship, entry-level, and professional development opportunities
- Advice from alumni professionals

The Career Services website (<http://www.slc.edu/ocs>) contains information about our programs and events, employer information sessions, employer site visits, career and internship fairs, and more.

Through the Career Adviser Program, career advisers are paired with FYS dons and offer support in connecting their donees to the professional development resources available through Career Services. Career advisers establish relationships with first year students and provide the First-Year and Fourth-Year Career Action Plans to help keep students on track in their career development. Emphasis is placed on encouraging student attendance at our signature class year programs.

For additional information, contact Angela Cherubini, director of the Office of Career Services.

## 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](mailto: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.

## Office Supplies

See “Stationery and Supplies”; also see “Purchasing Policies and Procedures”

## 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](mailto: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: [myslc.edu/parkingpermit](http://myslc.edu/parkingpermit). 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 undergraduate guest faculty 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 and their last check on the last business day of July. Regular faculty and undergraduate guest faculty who teach for only one semester will be paid in equal installments over six months. Those who teach only fall semester will receive their first check on the last day of August and their last check on the last day of January, and those who teach only spring semester will receive their first check on the last business day of February and their last check on the last business day of July.

Guest faculty who teach exclusively in graduate programs all year will be paid in equal installments over 10

months and will receive their first check on the last business day of September and their last check on the last business day of June. Guest faculty who teach exclusively in graduate programs for only one semester will be paid in equal installments over five months. Those who teach only fall semester will receive their first check on the last day of September and their last check on the last day of January, and those who teach only spring semester will receive their first check on the last business day of February and their last check on the last business day of June.

Paychecks may be directly deposited into your checking and/or savings account. Please contact Luis Urias, payroll manager, 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 direct deposit is activated, you will be able to log onto MySLC to retrieve, download, and save PDF copies of your paystubs.

## Personnel

See “Human Resources”

## 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 3-21) to use the facility free of charge. For complete information, please see the Web site: [www.GoGryphons.com](http://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 Web site, [www.GoGryphons.com](http://www.GoGryphons.com) for more details.

Students are required to take four credits (one year) of physical education, and it is recommended that half be completed in the first year. Registration for classes takes place four times per year. The program emphasizes participation and enjoyment in a noncompetitive atmosphere. Due to limited space, faculty are not permitted to participate in most 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.

## Post Office

See "Mail"

## Purchasing Policies and Procedures

For the current policy and procedures, please go to:

[https://my.slc.edu/ICS/Employee\\_Info/Finance/Purchasing/](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. Daniel A. Licht, registrar ([dlicht@sarahlawrenc.edu](mailto:dlicht@sarahlawrenc.edu)); Marion Scimeca, associate registrar ([mscimeca@sarahlawrence.edu](mailto:mscimeca@sarahlawrence.edu)); Melissa McCarter, administrative assistant ([mccarter@sarahlawrence.edu](mailto:mccarter@sarahlawrence.edu), x2301); 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 9-11.

### 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 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 our College Web site at [www.slc.edu/security](http://www.slc.edu/security). 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](http://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 Assault

Complete information regarding the College's Sexual Assault Policy may be found at: [https://myslc.edu/ICS/Campus\\_Life/Resources/Sexual\\_Violence\\_Prevention\\_Support/](https://myslc.edu/ICS/Campus_Life/Resources/Sexual_Violence_Prevention_Support/).

## 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.

## Snow/Bad Weather

See “Weather-Related Closings/Delays”

## 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 to Melissa Frazier, associate dean of the college, at: [mfrazier@sarahlawrence.edu](mailto:mfrazier@sarahlawrence.edu). 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 honoraria. Please contact Judith McNatt ([jmcnatt@sarahlawrence.edu](mailto:jmcnatt@sarahlawrence.edu)) with any questions.

## Stationery and Supplies

At the beginning of each academic year, faculty are provided with start-up stationery and office supplies, which may be picked up at the Faculty Support Office (Bates 07). Additional stationery as needed during the year is also available in the Faculty Support Office. For office supplies other than SLC stationery, please send your requests to: Meybol Escoto-Montilla, x6074; [mescoto@sarahlawrence.edu](mailto:mescoto@sarahlawrence.edu). Requests are batched and orders are sent to our online supplier, Proftech, twice a week.

## 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.

## Telephones

Also see "Conference Calls"

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](mailto:mgallagh@sarahlawrence.edu).

## TransitChek

TransitChek is a premium tax-advantaged benefit. For 2019, the IRS allows you to deduct up to \$265 per month (pre-tax) toward transit and up to \$265 per month (pre-tax) for qualified parking. (See its Web site at <http://tams.transitchek.com>.) If you have any questions, or would like to enroll in TransitChek, please contact Imelda Pleitez-Santana in the Human Resources Office, [ipleitez@sarahlawrence.edu](mailto:ipleitez@sarahlawrence.edu); x2315). Please be advised that this benefit is for benefit-eligible faculty.

## 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://myslc.edu/operations> and click on Van Reservations.

## Voicemail

Instructions are available on MySLC at: [https://myslc.edu/ICS/Campus\\_Life/Departments/Help\\_Desk/FAQs.jnz?portlet=FAQs&screen=PostView&screenType=change&id=b2d18686-813d-4683-8649-5029e2088e2f](https://myslc.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.