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Minutes, Arts & Sciences Executive Committee Meeting, Thursday, April 3, 2008

Arts & Sciences Executive Committee

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Approved Minutes
Executive Committee of the Arts and Sciences Faculty
April 3, 2008

Members Present: Lewis Duncan, Laurie Joyner, Paul Harris, Rick Vitray, Roger Casey, Don Davison, Sharon Carnahan, Barry Levis, David Remington

- I. Call to Order – Davison called the meeting to order at 12:35 pm.
- II. Approval of Executive Committee Minutes from March 18, 2008 -- the minutes were approved with minor changes.
- III. Old Business
 1. Professional Standards Committee—Bylaw on tenure and promotion (See attachment 1) -- Brandon presented revisions to the proposed bylaws change to Article VIII. B, 2. Revisions had been made by PSC to reflect faculty concerns at the last faculty meeting. Harris thought that the critical issue was the possibility of a shift in the criteria the year before promotion to professor and the revision does not change that possibility. Joyner said that the criteria should not matter since promotion to professor should not be a close call. She did not think that there had been major changes in criteria over time. She had looked at the historical changes and found nothing dramatic. Vitray expressed concern that a department might decide to try to prevent a promotion and change the criteria at the last minute. Davison did not know how representative the comments made at the meeting were. Faculty were concerned about the fairness of changing criteria. We need a reasonable but rigorous procedure. Also the faculty got bogged down in language about promotion without tenure. Then Davison moved to table. Brandon said that in regard to the problem of promotion without tenure, PSC would like to eliminate the possibility. Vitray thought that might cause problems with the faculty. Casey felt that the original language of the bylaw change was good but the faculty amendment created problems. Brandon felt that because a candidate for promotion would be involved in redefining the criteria that would be a check on the process. Harris thought that the moving target problem was an issue. Brandon remarked that the bylaws never addressed this issue. Joyner felt that there was a system of peer review and checks and balances so that changes have not been dramatic. Multiple levels of review exist. Vitray argued that when criteria are changed they must go to FEC and the candidate could object to the FEC. Harris said that a committee could double the number of publications a year before promotion. He would support it if the criteria at midcourse were in place. Brandon felt that mandatory midcourse evaluation for promotion to full professor was not supported by PSC.

Duncan posited that if a department does not want to promote someone they would find a way to prevent it. But we should give the faculty time to adjust if there is a major change in expectations. Harris argued that because it hasn't happened does not mean that it might happen in the future. He was mostly concerned about changes in the publication requirements. Carnahan thought that it was important to encourage more hires at the associate level. She thought that promotion to associate without tenure was a good idea to solve this problem. Casey suggested that the promotion desire was mostly for money. But with the end of a uniform salary scale that this will not be as much of an issue. Brandon said that she could have the material by the next Executive Committee meeting.

IV. New Business

1. Suspension of Classics Major – Carnahan reported about meetings held with classics faculty and the dean about the future of the classics program. They agreed that a period of suspension was necessary to think clearly about the future of the program. Joyner stated that she has identified the current majors and the courses needed to make certain that they could graduate. The minor will remain in tack and a visitor has been approved for next year. The faculty most closely involved agreed that this is what needs to be done. The visitor will be in Art and Art History. We want to be very intentional about studying the program before we do anything. Remington asked if there would be a problem bringing the major back after suspension. Joyner thought not. Davison said this was a procedural question; AAC has unanimously approved the suspension. The options now for the Executive Committee would be to vote to approve the suspension and report it to the faculty. Alternatively we can take the question to the full faculty for explanation and faculty endorsement. The German major was dropped by a vote of the full faculty. Vitray asked if that meant that students could no longer declare a classics major. Joyner pointed out that they could still declare a minor. Duncan asked if there is a plan in place yet. Joyner said she had been focusing on the temporary position. She believed the suspension would last up to three years but feels that probably they can get it done before two years. Casey asked if it will prevent students from using Latin to fulfill the foreign language requirement. Joyner said that they hope the new hire will be able to teach Latin but if not they will have to use local support. Davison moved to approve AAC actions and that a timetable be brought back to the Executive Committee. Carnahan reminded the Executive Committee about the discussion regarding hiring into a program rather than in a department. She had been involved in that discussion since last year. She felt that the college had handled the situation well this year. But now there are a good many rumors

surrounding this situation. Joyner felt that campus had handled this situation well, although the rumor mill had increased in the last few weeks. She has encouraged faculty to look at the minutes of the Executive Committee to see that there has been a great deal of consideration in this case. Duncan said much of this involves personnel matters which are strictly confidential. Levis expressed his resentment about the amount of time that he had spent in the search process for the new classics position last year and how it was initially mishandled by the administration. Duncan stated that it was an academic issue and so remained a provost decision, but if it came to involve more issues than that he was happy to hear an appeal. Carnahan said that some members of AAC were concerned about suspending a major that has an impact on personnel if members of AAC could be held accountable. Casey said that if they are acting in the line of duty then they are protected by the college. The Executive Committee voted unanimous in support of Davison's motion. Davison will report the decision to the faculty.

2. Honors Curriculum - (see attachment 2) – Carnahan reported the process that the proposed revisions to the Honors Degree Program had passed through. It has been approved by AAC and then was presented to the department chairs for comment. Levis reported that he had not received any comments back from the chairs. Vitray expressed concerns about the impact on math major requirements at the upper division and thought they might have to make some revisions to the major. Casey said that the motion would have to include changes to the college catalog rather than just a description. Levis said that he would present them to the next Executive Committee meeting.
3. Griffin-Boles resolution - (see attachment 3) – Davison had asked Newman about the placement of the Bylaw change that had been requested by the faculty regarding the Griffin-Boles resolution. Newman recommends that it be inserted in Article II, section 3. Davison had an alternative suggestion for Article IV, Section 1. Duncan expressed concern that it should be not a Bylaw since the Dean of Student Affairs is not covered by the faculty bylaws. Davison stated that the faculty felt that inclusion in the Bylaws would have more weight than as a policy. Duncan said that the Dean of Students Affairs was not part of the faculty. Davison recommended that the amendment could be written as a charge to the president of the faculty. It would change the responsibilities of the president of the faculty. The amendment would be to Article II, Section 1. The President of the Faculty of Arts and Sciences: Be it resolved, that article II, section 1 of the Bylaws of the College of Arts and Sciences be amended to require the President of the Faculty at least at one meeting each semester of the faculty of the College of Arts and Sciences, to request, the dean of student affairs, or his or her designee, to make a report to the faculty about the state of the

college in regard to student life. Furthermore, the President of the Faculty shall request the Dean of Student Affairs, or his or her designee, to report any serious incident at either a regular or special meeting of the faculty of the college of arts and sciences.

4. Faculty Handbook, Section I, revisions - (see attachment 4) – Davison presented the corrections to Faculty Handbook. The Executive Committee approved the changes and will distribute them to the faculty (with warning about the number of pages.)
5. Honor Council seats - (see attachment 5) – Davison presented a request from Dean Wellman about replacements for the Honors Council. Davison thought Bernal or Royce could serve an additional year in order to create a proper rotation and therefore there was a need only to replace one person. Harris suggested either Kovarik or Chambliss since they had just rotated off the Student Life Committee and would be familiar with the process. Davison said that he would contact them.
6. Professional Standards Committee
 - a) Family Leave proposal update (see attachment 6) – Brandon reported that PSC had approved the Family Leave proposal and now it goes to F&S and Maria Martinez. She praised Fiona Harper for her hard work.

V. Adjournment – the meeting was adjourned at 1:55 PM.

Respectfully submitted,

Barry Levis,
Secretary

Attachment 1

Proposed Bylaw Change for A&S

Proposed Change: Submitting Departmental Criteria for Tenure and Promotion to FEC

FACULTY OF THE COLLEGE OF ARTS AND SCIENCES

SECTION V – BYLAWS

ARTICLE VIII: FACULTY EVALUATIONS

B. CRITERIA FOR FACULTY EVALUATION

Section 2. Departmental Criteria

[text as it currently stands]

“Each department, with the concurrence of the Faculty Evaluation Committee, shall determine how the above criteria shall be defined and applied for faculty evaluations in particular academic disciplines, providing to the FEC explicit standards for teaching, scholarship, and service, including those specific to the discipline. The department shall provide a rationale in support of their standards. The department must resubmit these criteria to the FEC and they must be accepted by the FEC before any tenure track search may be conducted.

[Note: This would take effect for the academic year 2004-2005, and for candidates recently hired the following would apply. Any department with a candidate who has a tenure-track appointment but who has not yet reached a mid-term evaluation, must submit a new set of criteria and have them accepted by FEC before the mid-course evaluation.]”

[proposed amended text]

“Each department, with the concurrence of the Faculty Evaluation Committee, shall determine how the above criteria shall be defined and applied for faculty evaluations in particular academic disciplines, providing to the FEC explicit standards for teaching, scholarship, and service for tenure and promotion to Associate Professor and Professor, including standards specific to the discipline. The department shall provide a rationale in support of their standards. The department must reevaluate and resubmit these criteria to the FEC every five years, or earlier if the criteria have been revised. Any department with a candidate for tenure will use the set of criteria in effect at the time of the candidate’s hiring , unless the candidate chooses to use the new criteria at the time they take effect.”

[reason for the proposed change]

The current bylaws do not specify that criteria for the rank of Professor are to be submitted to FEC, which is an oversight. Furthermore, currently the submission of departmental criteria is contingent upon requests for a tenure-track position; FEC should, however, have the most current departmental criteria for tenure and promotion readily at hand at all times. Also, PSC believes it is necessary for all departments to review their standards for tenure and promotion on a regular basis. Finally, the “untimely” note at the end of Sec. 2 has been replaced by a sentence clarifying exactly which criteria will apply, in case of changes. Note that if new criteria are put into effect, candidates for tenure may choose which set of criteria to use. Candidates for promotion to Professor, however,

must use the most recent criteria, since they already have input in their department regarding revisions of the criteria.

Attachment 2

Proposal for Revision of the Honors Degree Program

I. Rationale

The Honors Degree Program has gone through a major revision of the first two years of the program. The Honors Degree Supervisory Board now believes that we should also look at the final two years so that the entire program can achieve a degree of coherence that has been previously lacking. In particular the program begins as an interdisciplinary experience which focuses on broadening a student's intellectual growth but currently concentrates narrowly on the completion of a research project in the major. All of the HON courses in the junior and senior year are centered on that effort. The supervisory board believes that disciplinary intensity diminishes the enriching experience of the first two years of the program because it focuses so sharply on the major. We believe that a new capstone will reinvigorate the interdisciplinary approach learned in the freshmen and sophomore years. It is also apparent to us that students in the program become so fixated on the research project (some even becoming overwhelmed by the prospect of having to complete one) that it detracts from the purpose of the honors degree program as a whole. We therefore recommend that the following changes be made to the program to give it more coherence and a sharply interdisciplinary thrust.

II. Program Revision

A. Course Addition. HON 490(?): The Theodore Darrah¹ Honors Synoptic Seminar. (four credit hours). Students will complete this course in the fall of their senior year. The course will be a team-taught interdisciplinary course in which students will be presented with a series of contemporary problems and will demonstrate how each discipline represented would contribute to understanding and solving of these problems. The two faculty members must come from two different divisions.

B. Change in the Final Project. Honors students will no longer be required to complete a two-semester (eight credit hours) research project as currently required. Instead they must complete a two-semester honors-in-the-major project (eight credit hours) which is approved and supervised by the student's department. One member of the student's committee must be a faculty member from the Honors Supervisory Board or a faculty member approved by the board. The student must receive at least a "B" for the project. In addition, the student must make a presentation in the fall semester to his/her committee about the nature of the project and work that has been completed to that point, and make a detailed defense of the project to his/her committee and a more general public presentation of his/her work at the end of the spring semester.

In order to maintain control over the process by the Honors Supervisory Board, the Director of the program will contact all departments who have junior honors students

¹ Named in honor of Ted Darrah, who taught a similar course while he was Dean of the Knowles Memorial Chapel.

(sophomores in the case of AMP students) likely to begin Honors-in-the-Major projects the following year so that the proposals can be appropriately prepared. Junior Honors students will be required to submit a thesis topic with a one-paragraph description along with the name of the proposed sponsor to the director of the Honors Degree Program by the end of November. By the end of April of the junior year, Honors students will submit to the director of the Honors Degree Program a five-page description of the project along with the names of all members of the committee including the name of the outside representative approved by the Honors Degree Supervisory Board,

C. Courses to be removed from the program: HON 401, 402 (Thesis Prospectus) and HON 450 (Senior Honors Research Seminar) for a total eight credit hours. Because the final project will come under the department for Honors in the Major, the eight credit hours for HON 498/499 would become credits in the major for the honors-in-the-major project.

III. Benefits

We believe these changes will greatly enhance the program by giving it an hourglass structure that will emphasize breadth in the liberal arts and provide an integrated understanding of the liberal arts. The new capstone experience will reinforce synthesis across the disciplines with students now conversant in their respective disciplines. We believe that these revisions will encourage new vitality in the program, a process we began last year with the revision in the freshman and sophomore years. As a corollary benefit it will allow honors students to have the entire junior year free to study abroad programs. Also it will aid AMP students who have had difficulty completing the requirements for the Honors Degree Program in three years. Finally the change would have no net effort on faculty loads since the same number of faculty teaching HON 401/402 and HON 450 will teach the new Theodore Darrah Honors Synoptic Seminar. We think it's a damn good idea.

Attachment 3

Marvin Newman email to Don Davison

Dear Don: Per your request, here is my suggestion. Please note that the Dean of Student Affairs may or may not qualify as having voice and vote at faculty meetings. Hence, I think the proper place for this amendment is where I have indicated below.

BE IT RESOLVED, THAT ARTICLE II, SECTION 3 OF THE BYLAWS OF THE COLLEGE OF ARTS AND SCIENCES BE AMENDED TO REQUIRE THAT AT LEAST AT ONE MEETING EACH SEMESTER OF THE FACULTY OF THE COLLEGE OF ARTS AND SCIENCES, OR UPON REQUEST OF THE PRESIDENT OF THE FACULTY, THE DEAN OF STUDENT AFFAIRS, OR HIS OR HER DESIGNEE, SHALL MAKE A REPORT TO THE FACULTY ABOUT THE STATE OF THE COLLEGE IN REGARD TO STUDENT LIFE.

FURTHERMORE, ANY SERIOUS INCIDENT SHALL BE REPORTED BY THE DEAN OF STUDENT AFFAIRS OR HIS OR HER DESIGNEE AT EITHER A REGULAR OR SPECIAL MEETING OF THE FACULTY OF THE COLLEGE OF ARTS AND SCIENCES.

THE AFORESAID REQUIREMENTS SHALL BE IN FULL FORCE AND EFFECT REGARDLESS OF VOICE AND VOTE PRIVILEGES OF THE DEAN OF STUDENT AFFAIRS.

Don: Some people wanted a clearer idea of the word "serious." I think we all know what serious is; however, you and the Ex. Com. might want to define serious as any violation of law or college policy which results in injury to person or damage to property. You could put a monetary amount in so that every \$10 spot on a college sofa is not included. My advice, however, is to leave the word "serious" undefined.

I am copying Roger on this and suggesting that perhaps it might be a good idea to insert the by law language in the College Handbook. Thanks. Marvin

Attachment 4

ALL FACULTY OF ROLLINS COLLEGE SECTION I-GENERAL INFORMATION

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A. INTRODUCTION TO ROLLINS COLLEGE

DESCRIPTION OF ROLLINS COLLEGE

Rollins College is among the nation's finest comprehensive liberal arts colleges, offering a program of study leading to the Artium Baccalaureus degree. Founded in 1885 by New England Congregationalists who sought to bring education to the Florida frontier, Rollins is the oldest recognized College in Florida. Throughout its history, the College has been an independent, four-year, non-sectarian, coeducational institution. It is supported through tuition; gifts from alumni, friends, foundations, and corporations; and income from investments.

Rollins has 199 full-time faculty, 93 percent of whom hold the Ph.D. or appropriate terminal degrees. The Arts and Sciences undergraduate program maintains a student-to-faculty ratio of 10:1. The College's endowment totals \$372,753,000 (May 31, 2007).

The College is located in Winter Park, an attractive residential community adjacent to the city of Orlando. Fifty miles from the Atlantic Ocean and 70 miles from the Gulf of Mexico, the 70-acre campus is bounded by Lake Virginia to the east and south. A traditional Spanish-Mediterranean architecture characterizes the College facilities.

The Rollins College Hamilton Holt School offers late-afternoon and evening courses leading to baccalaureate degrees and master's degrees in counseling, education, human resources, liberal studies, and teaching. The Roy E. Crummer Graduate School of Business offers the MBA degree for both full-time and part-time students. Information on these associated divisions may be found in their respective catalogues.

ACCREDITATION

Rollins College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's and master's degrees, and by AACSB—The Association to Advance Collegiate Schools of Business. It has been a full member of the National Association of Schools of Music since 1931, and its program in chemistry has been approved by the American Chemical Society since 1974. Its programs in education are approved by the Department of Education of the State of Florida, and its counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs. The College's George D. and Harriet W. Cornell Fine Arts Museum has been accredited since 1981 by the American Association of Museums.

Rollins holds institutional memberships in the Association of American Colleges and Universities, the American Council on Education, the National Association of Independent Colleges and Universities, the Council of Independent Colleges, Associated Colleges of the South, the College Entrance Examination Board, the Florida Association of Colleges and Universities, the Association of Governing Boards of Universities and Colleges, and Independent Colleges and Universities of Florida, Inc.

MISSION STATEMENT

Rollins College educates students for responsible citizenship and ethical leadership in local and global communities and empowers graduates to pursue meaningful lives and productive careers. We are committed to liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.

Rollins is a comprehensive liberal arts college. Rollins is nationally recognized for its distinctive undergraduate Arts & Sciences program. The Crummer Graduate School of Business offers a nationally ranked MBA program. The Hamilton Holt School serves the community through exceptional undergraduate and graduate evening degree and outreach programs. We provide opportunities to explore diverse intellectual, spiritual, and aesthetic traditions. We are dedicated to scholarship, academic achievement, creative accomplishment, cultural enrichment, social responsibility, and environmental stewardship. We value excellence in teaching and rigorous, transformative education in a healthy, responsive, and inclusive environment.

HERITAGE

A brief summary of the history of Rollins and its succession of presidents may be found in the Rollins catalogue. A bibliography is available at the Olin Library.

B. ADMINISTRATION OF ROLLINS COLLEGE

BOARD OF TRUSTEES

Rollins College is governed by a Board of Trustees consisting of 19 to 35 members including the President ex officio. Three Trustees are nominated by the Alumni Association of the College and currently a representative of Rollins parents is a Trustee as well.

Trustees are elected by an affirmative vote of three-quarters of the Board, and serve for a three-year term. The Parent Trustee's term is one year. Trustees, except for the Alumni Trustees, are eligible for immediate re-election.

There are seven standing committees of the Board. They are:

Executive Committee	Finance Committee
Audit Committee	Development Committee
Education Committee	Committee on Trustees (Nominating Committee)
Compensation Committee	

The Board meets three times a year, in the fall, February and May. The Executive Committee, which consists of five to seven Trustees elected by the Board, plus the Chairman of the Board and the President as ex officio members, meets between meetings of the Board. The Audit Committee meets twice a year. The other standing committees meet three times a year, when the Board meets.

The President, three Vice Presidents, Secretary, and Treasurer are elected by the Board. In addition, the Board elects a Chairman and a Vice Chairman. Assistant secretaries and assistant treasurers may be elected as needed.

The authority of the Board of Trustees is defined by the Charter and Bylaws of Rollins College. Under the Bylaws, the Board delegates certain powers and authority to the faculty, including the power to govern itself. The faculty bylaws of Rollins College represent the faculty's self-governance document.

OFFICE OF THE PRESIDENT

The President is the chief executive officer of the College, serving at the pleasure of the Board of Trustees. The President is responsible for the welfare of the College and the orderly and prudent conduct of its affairs. The authority of the President is set forth in the Charter and Bylaws of the College. The Bylaws require that the President be a member of the faculty with the rank of Professor.

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

The Provost is the chief academic officer and a Vice President, responsible for administering the educational program, for making faculty appointments, for coordinating all academic activities of the College, for overseeing institutional and faculty research, for facilitating budgetary and institutional planning, and for maintaining the academic standards of the College. Reporting to the Provost are: the Associate Vice President for Academic Affairs, Dean of the Faculty, the Dean of Student Affairs, the Dean of Admission and Enrollment, the Dean of the Hamilton Holt School, the Dean of the Crummer Graduate School of Business, the Director of the Olin Library, the Director of the George D. and Harriet W. Cornell Fine Arts Museum, the Director of International Programs, the Director of the International Studies Center, the Executive Director of the Rollins China Center, and the Executive Director of the Winter Park Institute.

OFFICE OF THE VICE PRESIDENT FOR BUSINESS AND FINANCE AND TREASURER

The Vice President for Business and Finance also serves as Treasurer of the College. The Vice President and Treasurer is the chief financial and business officer whose responsibilities include: the development of policy and strategy for, and oversight of, the College's financial systems, business operations, audit, and employee relations. Other areas of responsibility are legal affairs, operating and capital budget preparation and oversight, financial planning, asset management, new construction, risk management, human resources, information technology, accounting, investment management, treasury functions, facilities management operations, purchasing, and auxiliary enterprises. This position serves as institutional liaison to the local business community and governmental officials; coordinates all activities of the Board of Trustees, with direct support to Board committees concerned with finance, business, audit and investment matters. Reporting to the Vice President and Treasurer are: the Assistant Vice President of Human Resources and Risk Management, Assistant Treasurer and Director of Budget and Investments, the Director of Facilities Management, Controller, Chief Information Officer, Director of Campus Security, Director of Environmental Health and Safety, Director of Auxiliary Business Services, and Property Manager.

OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President for Institutional Advancement is responsible for the external affairs of the College including fund-raising, public relations, donor and external relations, and alumni affairs. Reporting to the Vice President are: the Assistant Vice President for Development, Assistant Vice President for Alumni Programs, the Executive Director of Donor and External Relations, Director of Advancement Services, Director of Major Gifts, Director of Planned Giving, Director of Annual Giving, and the Director of Foundation and Corporate Relations.

DEAN OF KNOWLES MEMORIAL CHAPEL AND CHAPLAIN TO THE COLLEGE

The Dean of the Knowles Memorial Chapel and Chaplain to the College reports to the President and is responsible for all activities of the non-denominational Chapel, activities of United Campus Ministries, and the spiritual welfare of the Rollins Community.

C. PROGRAMS, SERVICES AND RESOURCES

ACADEMIC REGALIA

Faculty play an important role at Convocation and Commencement and are urged to participate, wearing full academic regalia. For these occasions the College will arrange to rent caps and gowns for faculty without charge, provided the request is made two months in advance. It is anticipated that faculty members will own hoods indicating the highest degree earned. Faculty who wish to purchase caps, gowns, or hoods at a discount may obtain price lists and order forms at the bookstore.

ALUMNI ASSOCIATION

The purpose of the Rollins College Alumni Association is to stimulate the interest of alumni and engage them in support of the Rollins College family. The mission of the Alumni Association is “Connected for Life.” The vision of the Alumni Association is Alumni connected to Alumni, Alumni connected to the College, and Alumni connected to the Association.

The goals of the organization are:

1. Develop the Alumni Association into a dynamic organization that is responsive to, and knowledgeable of, alumni needs as measured by alumni feedback.
2. Promote stimulating communication and creative programming to encourage alumni commitment to, and involvement in, both the College and the Alumni Association.
3. Increase alumni participation in alumni programs, reunion, volunteer activities, and financial support of the College.

ARC – ARTS AT ROLLINS COLLEGE

Rollins has long been a major contributor to the cultural life of Winter Park and the larger Central Florida community. The office of the Arts at Rollins College serves as a liaison between the campus community and the College’s many literary, visual, and performing arts programs. ARC provides arts information to the campus and the Central Florida community and coordinates interdisciplinary projects. Information at ext. 2256.

In addition to several fine lecture series, the College offers the following cultural opportunities:

Annie Russell Theatre - The historic Annie Russell Theatre presents an annual season of four dramatic productions and an evening of dance. Productions include popular musicals, classic drama and comedy, contemporary plays, and lively dance. The more intimate Fred Stone Theater offers student-produced plays, generally more experimental

than Mainstage productions. Faculty/Staff and students are eligible for free admissions to selective performances and discounts for season tickets. All productions in the Fred Stone Theater are free, with general seating. Box Office: ext. 2145.

Bach Festival - The Bach Festival Society, whose offices are on the Rollins campus, performs in Tiedtke Concert Hall and Knowles Memorial Chapel and offers the following annual series: Winter Park Bach Festival, Visiting Artist Concert Series, Choral Masterworks Concert Series featuring the 160-voice Bach Festival Choir, Fred Rogers Family Series, and a variety of educational and community outreach programs to encourage youth participation in music at all levels. Founded in 1935, the Bach Festival Society of Winter Park is the third-oldest continuously operating Bach Festival in the United States, as well as Central Florida's oldest operating performing arts organization. The Rollins College Director of Music John V. Sinclair has led the Bach Festival Choir and Orchestra as artistic director and conductor since 1990. Box office and information: ext. 2182.

The George D. and Harriet W. Cornell Fine Arts Museum - One of the southeast's most innovative college museums, CFAM offers originally conceived and traveling exhibitions of outstanding works of art for all tastes and from all cultures, from the early Renaissance to cutting-edge contemporary. Exhibitions from the collection's broad range of drawings, paintings, prints, and sculpture have included works by contemporary masters. Public talks, films, and special programming complement the exhibitions and integrate the Museum with the Rollins curriculum. CFAM also collaborates with individual faculty across the curriculum to enhance their course instruction through art. Rollins faculty and staff are admitted free of charge and receive a ten percent discount at the CFAM Gift Shop. Contact: ext. 2526.

Music at Rollins - Concerts and recitals sponsored by the Department of Music give area residents opportunities to hear members of the faculty, students, and College ensembles, as well as performers of national and international prominence. Concerts are held in Tiedtke Concert Hall, with the exception of the popular annual Christmas Vespers service which takes place in the Knowles Memorial Chapel. All performances are free to Rollins faculty, staff, students, and the public. Information: ext. 2233.

Winter with the Writers, a Festival of the Literary Arts - Over the years, this venerable community series has hosted eminent, award-winning writers as well as emerging, promising voices for readings, interviews, and master classes presented on four consecutive Thursdays in late January and February. Winter with the Writers is sponsored by the Department of English and the Thomas P. Johnson Visiting Artists and Scholars Fund. Information: ext. 2666.

ARCHIVES, SPECIAL COLLECTIONS AND RECORDS MANAGEMENT

The College Archives is the official depository for all College records and publications having permanent value. Use of some items is restricted for legal or internal reasons.

The Special Collections reflect the liberal arts traditions of the College. These include the Meade horticulture bequest, the Floridiana Collection, the William Sloane Kennedy Collection of Whitmaniana, the Jesse Rittenhouse poetry library, and the M. P. Shiel Collection donated by Reynolds A. Morse. The Rollins Collection contains research, publications, and writings produced by members of the Rollins community, including faculty, students, and alumni.

The College Archives and Special Collections Department is housed on the first floor of the Olin Library. Access to the collections is provided through the Olin online catalog, the Digital Collections at <http://www.rollins.edu/olin/archives/digital.htm>, and print finding aids.

ATHLETICS AND ATHLETIC FACILITIES

The Intercollegiate Athletic Program features 20 sports programs and 300 student-athletes participating annually. The teams include Baseball (M), Basketball (M&W), , Cross Country (M&W), Crew (M&W), Golf (M&W), Lacrosse (M&W), Sailing (Co-ed), Soccer (M&W), Softball (W), Swimming (M&W), Tennis (M&W), Volleyball (W), and Waterskiing (M&W). Student athletes from over half of our programs have participated in National Championships.

Intramural sports have been an important part of the Rollins' student experience. The year-long program offers ten men's and six women's sports plus selected one time co-ed events. Additionally, nine group exercise classes are offered weekly. Intramural recreation at Rollins College is intended to provide a healthy and competitive outlet for students, faculty and staff alike.

All of the athletic facilities of the College are available for faculty and staff use. Because it is the philosophy of the College that physical education programs required by the curriculum should have priority over other uses of athletic facilities, it is necessary that use of the facilities be carefully and fairly scheduled. The schedules and regulations for the use of facilities, such as the Sports Center and swimming pool, are the coordinate responsibilities of the Department of Physical Education and Athletics. Information on current policies concerning the use of athletic facilities can be obtained from the office of the Director of Athletics.

BOOKSTORE

Located on Holt Avenue, the Rollins College Rice Family Bookstore features not only over 1200 textbook titles, but also an expanded trade book section featuring faculty author titles, reference books, bestsellers (discounted at 30%), and magazines. Look for a complete line of Rollins merchandise such as t-shirts, sweatshirts, polos, desk accessories, and car decals. Hallmark, Jones and Mitchell, Jansport, Champion, and

North Face are just a few of our featured merchandise lines. Academically discounted software is available to all students and faculty members. The bookstore also has convenient special ordering for titles not in stock (CDs, DVDs, software, and books).

The Bookstore is open 8:30 a.m.-7:00 p.m., Monday-Thursday, 8:30 a.m.-5:00 p.m. Friday, and 10:00 a.m.-3:00 p.m. Saturday. Use cash, checks, Master Card, Visa, American Express, and R-Card. A 10% faculty discount is offered on all purchases over \$1.00 (excluding special sale items) and larger discounts may apply to bulk purchases.

The bookstore also facilitates special events featuring faculty, staff, students, and other members of the Rollins Community. Please contact the store manager if interested in hosting an event or fundraiser in the store (days or evenings).

CAMPUS SECURITY

The Rollins College Campus Security Department is located on the first floor of the Facilities Management Building. We provide service 24 hours a day, and is an integral part of the college's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many departments and community organizations.

The Campus Security Department is organized as a department of 18 full- and part-time security personnel under the auspices of the Office of the Vice President and Treasurer. It is not a law enforcement agency and therefore, its members do not have the authority to make arrests.

All officers are professionally trained and state of Florida certified. The department provides a full range of security services, including, but not limited to, investigating all crimes committed on campus, providing crime prevention/community services programs, enforcing parking policies, and maintaining crowd control for campus special events. The department maintains a close liaison with local, state, and federal law enforcement agencies in implementing and coordinating campus law enforcement operations.

The department understands the overall academic mission of the college and strives to play a vital role in enhancing that mission. Concern for the community's well-being, a desire to provide service and assistance whenever possible, and a constant desire to support the academic environment are all factors inherent in the department's daily operations and policies.

You may contact Campus Security at either 407-646-2999 or security@lists.rollins.edu . Please see the Campus Security web site at http://www.rollins.edu/campus_security/

CAREER SERVICES

The Office of Career Services assists students and alumni with the career development process, which includes self-assessment, career exploration, and career decision-making. In support of these objectives, the center provides a variety of services and resources including career counseling and planning, career information programs, experiential education options, and assistance in identifying employment opportunities. These resources are delivered in ways designed to reinforce the personal, social and intellectual development fostered by a liberal arts education. The Office of Career Services is located on the first floor of Carnegie Hall. Students are encouraged to call the office at ext. 2195 or stop by the Career Center to schedule an individual appointment. Detailed information further describing the office services and resources available, including upcoming programs, workshops, deadlines and employment opportunities can be found on the Office of Career Services' website.

CASHIER

The Cashier's office is located on the second floor of the Warren Administration Building. Faculty and staff may cash personal checks up to \$100.

CLASSROOM TECHNOLOGY

Classroom Technology provides the following services:

- Scheduling AV equipment for classroom and special event use
- Assistance with the use of classroom technology
- Maintenance of existing classroom technology
- Upgrading classroom technology

The Classroom Technology staff is available to consult with faculty regarding the integration of technology into the curriculum and demonstrate the various types of equipment available. Classroom technology is also responsible for the maintaining and upgrading the technology found in the classrooms.

The Classroom Technology office is located in room 173 of the Bush Science Center. The hours are Monday through Thursday, 7:30 a.m. to 5:00 p.m. The staff may be reached at ext. 2357. Staff is on call for after hours emergencies and can also be reached at ext. 2357.

COLLEGE DIRECTORY

Faculty members are listed in the Rollins College Campus Directory. The information distributed includes name, title, department, campus box number, campus e-mail address, and campus telephone numbers. Other information provided, optional to the faculty

member, includes home address and home telephone number. Changes or corrections should be reported to the Human Resource Department. The directory can be found, downloaded & printed online through Foxlink.

COMMUNITY ENGAGEMENT

The Office of Community Engagement fosters, encourages, and promotes student, faculty, and staff involvement within local and global communities. Through service-learning courses, community-based learning, leadership development, community service, and innovative programs and resources, OCE is deeply committed to fostering a lifelong commitment to social justice, civic engagement, and social responsibility in every member of the Rollins Community.

COMMUNITY STANDARDS AND RESPONSIBILITY

The Office of Community Standards and Responsibility supports the mission of the College to educate for responsible leadership and global citizenship. The office promotes the development of a healthy, safe, inclusive community that is grounded in the values of integrity, character, respect, leadership, and citizenship. Our programs, initiatives, resources, and advocacy efforts are designed to promote student learning and personal responsibility, encouraging students to act as engaged and responsible members of their communities - on campus and beyond. The Office of Community Standards and Responsibility is located in Chase Hall.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Counseling and Psychological Services (CAPS) is located in McKean Hall. Arts and Sciences undergraduates can drop in, call for appointments, or be referred by faculty and staff. Counseling services include: individual counseling, Myers-Briggs Type Indicator testing for learning styles and academic adjustments; other assessments; group counseling; programming for mental health and academic issues; and referral to off-campus professional resources and consultation. Faculty can consult confidentially with the professional counseling staff about a student, classroom problem, or other professional matters. All student counseling is confidential and does not appear on any college record. Students find counseling helpful for a wide range of personal and academic issues: adjustment to college, family concerns, eating disorders, diversity issues, alcohol and drug abuse, etc. The phone number for CAPS is: (407) 628-6340.

DINING SERVICE AND CATERING

Six convenient facilities offer diverse dining options on campus:

Skillman Marketplace, located on the upper level of the Cornell Campus Center, features five specialty stations, open for breakfast, lunch, and dinner. Each station offers fresh, tasty selections, exhibition cooking, plus a “meal deal” combo at a great price every day. From freshly prepared omelete and deli sandwiches to the bountiful soup and salad bar, carved meats, fresh veggies, sushi, smoothies, and gourmet pizzas and pastas, you can always find variety and value at the Marketplace.

The Grille, located in Dave’s DownUnder on the lower level of the Cornell Campus Center, serves snacks from lunchtime until 1:45 a.m. Fast food options include charbroiled burgers and chicken sandwiches, pizza, wings, and cheese sticks, plus old fashioned ice cream parlor favorites such as milk shakes, ice cream cones, sundaes, and banana splits.

The C-Store, located next to The Grille in Dave’s DownUnder, is filled with snacks, groceries, sundries, fresh flowers, and gift ideas. Open from early morning to late evening, the C-Store is a complete convenience store that also features a deli counter specializing in sub sandwiches on freshly baked rolls.

The Bookmark Café, located in the Olin Library, features coffee, espresso, and other study aids such as juice, water and snacks. Open from 10am – 10pm Monday thru Thursday, and 5pm – 10pm pm on Sundays.

Cornell Café, located in the Cornell Social Sciences Building Courtyard, features grab and go sandwiches and salads, Panera bagels, homemade soups, bulk candy, beverages, cookies and chips. The Cornell Café is often a hit with evening Holt and Crummer students because it stays open until 8:30pm Monday thru Thursday.

Dianne’s Café, located in the Rice Family Bookstore on Holt Avenue, features the full line of Starbuck’s coffee and espresso drinks, plus panini sandwiches, healthy choice wraps, gourmet salads and soups, Panera bagels, specialty pastries, fudge, and candies.

College Catering: Space must be reserved/scheduled prior to placing a catering order. (Please see “Events Catering Form” and “Events Scheduling” under the A-Z directory of the Rollins web page.) Our dining services partner, Sodexo, provides excellent catering for events large and small. From coffee breaks, luncheons, parties, and picnics to receptions and banquets, the catering staff is committed to the success of your events and to working within your budget. Rollins’ agreement with Sodexo gives College Catering the “right of first refusal” or the right to bid on all catered events using College funds. Place catering requests through the Special Events Office at ext. 2567 to insure a successful event:

- A. Please make arrangements seven days in advance, except in emergency situations, and use the catering request forms that are available from special events and on-line.

- B. Estimate attendance as accurately as possible, and provide a guaranteed number three days in advance. Food is prepared for the guaranteed number plus 5%, so billing is based on the guaranteed or actual attendance number, whichever is higher.
- C. Advise catering of cancellations at least five days prior to the scheduled event to avoid being billed because food and staffing are ordered in advance.
- D. When a catered service is provided outside the Cornell Campus Center, a minimum order and delivery charge applies.

Catering Gift Packages. Freshly-baked, hand-decorated birthday cakes, giant cookies, gourmet cheese, and imported candy baskets are available for every holiday and special occasion. These can be personalized with stuffed animals, ribbons and bows, plants, etc., by request, and are beautiful gifts at very reasonable prices. R-Card discount applies (see below).

Faculty/Staff R-Card Discount. Deposit a minimum of \$50 to your R-Card Meal Plan Account and receive 20% added value on food purchases at the Cornell Campus Center Marketplace, the Grille, C-Store, Dianne's Café, and Cornell Café.

Obtain your R-Card at the R-Card Office. Make deposits at the Bursar's Office with cash, check, or credit card, or use the Value Transfer Station in the lower level of the Cornell Campus Center, which accepts \$1, \$5, \$10, and \$20 bills.

DUPLICATION SERVICES

Convenience Copiers

Photocopiers are located in administrative and academic buildings across campus. These machines are intended for small jobs (under 100 total copies), and have a variety of features including collators, document feeders, duplexing and variable reduction and enlargement. Coin or card-operated copiers are located in Olin Library. Jobs over 100 total copies, or that require special services, can be handled economically through the Digital Print Center, often with same day turn around.

Print Services

The Digital Print Center provides a wide range of professional duplication services at modest prices. The Center is located on the ground floor of the Facilities & Services building and is open Monday through Friday from 8:30 a.m. to 5:00 p.m. Services include:

Black & White Copying: Copies can be made on a wide variety of paper weights, colors, sizes, and textures. Hundreds of papers are stocked, and thousands of others are available within 24 hours. Publishing Center equipment can copy onto paper up to 11" x

17", and up to 67 pound basis weight. Single or double sided copying is available on all sizes and weights. Multi-part carbonless forms ("NCR"-type) can be produced in 2, 3, 4, and 5 part sets. A variety of envelope sizes (both standard business and invitation) are stocked. Additionally, the installation of a RISO duplicator allows economical printing with a single color (blue, gold, red and black inks).

Color Copying: Color enlargements (up to 11" x 17"), reductions, and a variety of special effects can be produced with the center's state-of-the-art, full-color, digital copier.

Desktop Publishing: The Center offers design and typesetting services at a fraction of the cost of freelancers.

Finishing: Collating, stapling, saddle stitching (booklet-style), and spiral binding (up to 125 sheets) are available "on-line" from the Publishing Center. Padding, drilling, cutting, and laminating are also offered.

Special Services: Large format posters, foam board mounting, banners, and CD/DVD duplication are offered at prices that are less expensive than outside services.

Other Outside Services: (competitive bids are obtained from several sources on all printing jobs that are not produced in-house)

- Embossing and Engraving
(15 working days turn around)
- Die Cutting
- Printing to Film (stats/slicks)
- Mail Preparation

Course Packets & Anthologies

The Center provides complete custom academic publishing services including securing copyright clearance, preparing machine-ready master copies, and duplicating course materials for resale at the bookstore.

Original materials may be dropped off at the Print Center or the bookstore. We **must** secure permission to copy **all** copyrighted materials in order to comply with Federal Copyright Law. To grant permission to make copies, the Digital Copy Center **must** right holders require complete information on each excerpt, including:

- Publication title
- Article title
- Author
- Publisher
- Publication date
- Page numbers
- ISBN # (if available)

Course title, number, starting date, and instructor's name are also necessary as separate permission must be obtained for the copies used for each course each semester. To ensure

accuracy, faculty are encouraged to provide necessary information on the copyright clearance application (available at the Rice Family Bookstore or the Digital Print Center).

Copyright clearance can take from one day to three months depending on the right-holder's response time; please allow at least eight weeks. Copyright royalties (which add to the students' price) range from a half cent per page to several dollars per page. Faculty will be notified of permission denials or unusually high royalties as they arise. Information on copyright law is available at the bookstore and the Digital Print Center.

FACILITIES MANAGEMENT

The Director of Facilities Management is responsible for the administration and supervision of the Facilities Management Division and reports to the Vice President for Business and Finance and Treasurer. Four managers report to the Director and have responsibility for grounds, maintenance, housekeeping, and construction management. Responsibilities of Facilities Management include:

1. Provide essential services for the successful operation of the campus including Housekeeping, Grounds (with athletic fields), Transport Services, Events Support, Collection of Trash and Recyclables, and General Maintenance.
2. Coordinate and administer capital renewal projects in order to support the changing needs of the campus. These are referred to as alteration and improvement projects (A&I)'s.
3. Lead and manage large construction projects.

The annual budget for the department provides funds for the maintenance and operation of existing facilities only. Funding for new facilities, capital improvement, renovations, or alterations must be sought through the capital funding approval process. The Director will assist in furnishing cost estimates for capital improvements so that departments may include projected costs in their annual budget requests. Details as to how to obtain services are available on the facilities website www.rollins.edu/facilities.

HEALTH SERVICES - DuBois Health Center

Health Services for full-time Arts & Sciences day students is located in Dubois Health Center in the lower level of Elizabeth Hall. The philosophy of care is proactive - focused on education, prevention, and wellness. Services are provided by two full-time board certified family nurse practitioners and one part-time board certified physician. Center hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, when school is in session.

INFORMATION TECHNOLOGY

The entire campus, including every residence hall room, office, and classroom has been wired for campus network. The dorms and academic buildings have wireless access as well. The computer network provides network-capable computers, unlimited access to the Rollins Web pages, e-mail, and other features of the Internet with new functions continually upgraded. The Cornell Campus Center has wireless network connectivity throughout the building as well as an E-bar that facilitates e-mail and Web access on the run. Laptops can be plugged in throughout the building, and on the patio overlooking the pool and Lake Virginia. The “DownUnder” snack bar/performance space is wired as a Cyber Café with network and power cables available for connections to laptop computers.

Over 90% of last year’s freshmen brought computers to campus. Network connection is simple and requires a one time online registration of the computer. Computers are available for sale and rental through the College. Several computer labs are available at Rollins, providing adequate access to facilities for students without computers. With extensive hours, one lab is open 24 hours from noon Sunday through 5 p.m. Friday. Computers are not required at Rollins, but students who have computers make good use of them. Our laptop rental program provides a low-cost option for students to try an in-room computer before buying one. Rentals average \$550 per year for a Windows laptop. Students who rent computers for three years own the computer after the third year.

Information Technology offers both credit and non-credit seminars for students on computer software and hardware use. Non-credit software classes include Microsoft Word, Excel, Power Point, Photoshop and more. Credit-bearing courses (one quarter of regular course credit) include: “Using World Wide Web for Research”, “Using Microsoft Word for Publication Design and Layout”, “Creating Home Pages on the World Wide Web”, “Using Power Point and Computer Graphics for Presentations”, “Using Excel Spreadsheets Effectively”, and “Digital Video”. All students receive Internet e-mail addresses, available at check-in during the fall.

Services

The Information Technology Department of Rollins College provides software and hardware support for both academic and administrative computational requirements. The instructional computing resources at Rollins are accessible for faculty research, publication, and teaching endeavors. All faculty members are invited and encouraged to include and coordinate their computational needs through the department. Proper and timely planning will greatly enhance the educational experience of Rollins students when it comes to computers, so it is recommended to begin the process well in advance.

General computer labs are located in Olin and Cornell with a Mac lab in Bush. All computers in the labs are connected to the campus network, Internet, and shared printers. Student assistants are available in each of the labs. Faculty needing special software are asked to contact IT at least one month before the term begins.

The Help Desk (628-6363) and IT staff provide both individual general assistance as well as seminars and one-on-one training.

Information Technology makes available a variety of software in the computer labs. General use software, such as Microsoft and Office are fully supported by the IT staff. Faculty may also request course software to be purchased and made available in the labs; this specialty software is generally not supported by IT staff and is funded by the Dean of the Faculty.

Computer labs may be reserved by phone (628-6326) or via form on the Web under the Information Technology Web site.

Foxlink provides students and faculty access to student and teaching records and employment information as well as course chat rooms and bulletin boards. Accounts for Foxlink as well as the Campus Network are normally created for new faculty in August for distribution at orientation. Those starting at other times of the year can fill out the account request form located on the IT Web site.

Computers for faculty use are provided by Information Technology. Requests are solicited in the spring, but computers may be requested any time of the year. Requests will be filled based on budget availability. Requests for non-standard software are routed to the appropriate Dean's office for funding.

Computers for general use, student labs, interns, etc. are funded through the regular budget process, and need to be requested when the Finance Office budget call is made in the fall. Information Technology policies concerning use of e-mail, the Web, computer labs, etc., are posted on the IT Web site. For additional information, please contact the Chief Information Officer at ext. 6326.

Instructional Technology

Our Instructional Technologists are available to assist faculty who are integrating technology into the curricula. The I.T. staff can work with faculty, set up training classes, and help evaluate software or anything else that helps a faculty member determine the best method for delivering instruction.

INSTITUTIONAL ADVANCEMENT

The Division of Institutional Advancement is responsible for all fund-raising efforts at Rollins College. The Division includes the offices of Foundation and Corporate Relations, Major Gifts, Alumni Relations, Donor and External Relations, Planned Giving, Research, Advancement Services, and the Rollins Fund, which manages the College's annual giving program. The five-year fund-raising initiative, *The Campaign for Rollins*, launched in 1996, raised \$160.2 million in new resources by its conclusion in October of 2001.

LIBRARY FACILITIES

The Olin Library, dedicated on April 17, 1985, houses a collection of over 306,000 volumes, 31,259 full-text online periodicals, 949 print and microform periodicals, and 578 serial subscriptions, select collections in microformats, and a variety of non-print materials. The Rollins College library has been a selective Federal Depository since 1909 and as such maintains public access to U.S. government documents. The Olin Electronic Research Information Center contains the Information Technology Help Desk, numerous computing labs, and a 24-hour computer lab and study area.

The Olin Library Director reports to the Provost and is responsible for the administration of the library. The staff is composed of library faculty, professionals, technical specialists, and student assistants.

Library services include over 100 hours per week of access; an online catalog; numerous fulltext databases and indexes; reference service and research consultation; interlibrary loan; and a variety of information literacy instruction services.

Cooperative agreements with local libraries include borrowing privileges at the University of Central Florida Library for Rollins faculty, students, and staff who are in good standing at Olin. Guest borrowing privileges are extended for up to one year and must be renewed after May 15th. Application forms may be completed and pre-approved at the Olin circulation desk, or may be completed and approved at UCF with proper Rollins ID.

Special services for faculty include one year check-out (all materials subject to recall and due for return or renewal by May 15th); reserve service to make library or personal materials readily available to students; customized information literacy instruction to meet the needs of specific classes; and a limited number of faculty carrels (applications available in Director's office).

The major portion of book collection development is via faculty requests through their respective departments. Requests are accepted throughout the year. Journal and digital resource collections are developed by the library faculty in close consultation with faculty.

For details concerning library holdings, services or policies please consult the library's web site at <http://www.rollins.edu/olin/index.htm>

LIBRARY CARREL POLICY FOR FACULTY

1. Study carrels in the Olin Library are assigned to requesting faculty members engaged in research and based on availability. Applications for study carrels may be submitted at the beginning of each academic term.

2. To maintain an accurate record of library collections, all library materials kept in study carrels must be checked through the appropriate circulation process. The library staff regularly monitors carrels and returns to the collection any materials not properly charged out.

LOST AND FOUND

The Campus Security Office operates a lost and found service.

MAIL SERVICES

The Campus Post Office (extension 2535) is located in the lower level of Mills Memorial Center with window service available from 11 a.m. to 4:00 p.m., Monday-Friday. Personal and inter-department mail may be mailed through the Campus Post Office; however, individuals are responsible for postage on their personal mail.

All faculty and staff within a department have the same four digit box number. It is imperative that incoming mail be addressed as follows:

Your Name
Department
Rollins College
1000 Holt Avenue- ##### (your box number)
Winter Park, FL 32789

Campus mail only requires a name and box number. Mail without a department box number provided will be delayed. Department mail going to the USPS must have a Postage Request Form listing your name, department, and postage code on it.

Each department has a drop off/pick up point that is serviced by the campus mail courier once a day unless the department chooses to have their own designated mail delivery person. Incoming FedEx and UPS deliveries are dropped at the Warehouse/Facilities (ext. 2334) building and will be delivered to your department. A FedEx drop off box (including FedEx mailing supplies) is located on Holt Avenue next to the Soccer Field for outgoing mail. Pickup time is 6:15 p.m. Monday – Friday. The USPS picks up outgoing mail from the Campus Post Office every afternoon between 3 p.m. and 4 p.m.

SERVICES OFFERED AT THE CAMPUS POST OFFICE INCLUDE:

First Class Mail	Express (Overnight)	Priority (2-3 day)
International	Parcel Post	Media Mail
Certified Mail Ret/Receipt	Delivery Confirmation	Signature Confirmation
UPS	FedEx	Insured Mail

Stamps Purchases

MEETING ROOMS AND CAMPUS FACILITIES

The primary purpose of Rollins College facilities – e.g. classrooms, meeting rooms, common space, residence halls, grounds, etc., is to serve the College's academic and operational activities.

The scheduling of classrooms, labs, and meeting rooms for specified courses is handled by the Office of Student Records, the Hamilton Holt School, and the Crummer Graduate School. The scheduling of classrooms and other facilities – outside of specified courses – is coordinated by the Office of Events Scheduling (extension 2576). For additional information and guidelines on scheduling facilities, conference and campus events, please visit the web site of the Office of Events Scheduling (<http://www.rollins.edu/sps/events>).

MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs (OMA) is committed to building and promoting programs, services, and resources that serve to create and sustain a diverse community. A diverse community is one that is inclusive, welcoming, and respectful in which each citizen values differences in race, ethnicity, gender, sexual orientation, national origin, economic background, ability, age, and religion. At the same time, this diverse community affirms the central importance of our common humanity. In support of Rollins' commitment to a pluralistic and equitable community for learning, OMA works collaboratively with faculty, staff, and students to create an experience rich in perspectives and opportunities to learn from each other and encourages each member to engage in positive social change to transform and sustain the local and global communities in which we live. The Office of Multicultural Affairs is located in Chase Hall. The phone number for OMA is 407-691-1240.

NOTARIES

Faculty who need documents notarized by a Florida Notary Public should contact either the Cashier's Office or the Office of Student Records.

PARKING AND TRAFFIC REGULATIONS

Rules and regulations concerning the use of motor vehicles on the Rollins College campus are administered by the Director of Campus Security. All students, staff, faculty, and support personnel are requested to comply with Rollins traffic policies in order to provide for safety and maximum use of existing facilities, and to preserve harmony in the communal life of the campus. Copies of the traffic regulations, revised as necessary, are given each year to all members of the Rollins community who apply for a permit. These

regulations include information on where parking is allowed and sets forth the fines for failure to obey traffic rules.

It is important that all motor vehicles of Rollins College students, faculty, staff, and support personnel be registered with the College and identified with a current parking decal. For further information contact Campus Security at ext. 2999.

PAYROLL

Payroll is disbursed via direct deposit on the scheduled pay date. A pay advice will be e-mailed to employees 2-3 days prior to the deposit and may be accessed using the last 4-digits of the employee social security number. Faculty will receive annual salary in nine equal payments from September-May of the academic year. Pursuant to IRS Section 409A regulations, Rollins College allows faculty a choice to defer pay over 12 equal payments instead of 9 payments. Faculty may request to receive their salary in twelve equal payments by submitting the request in writing to Human Resources before the first day of the academic year in which they will be paid (ie: by no later than August 31st of the year prior). The election to defer pay over 12 months is irrevocable during the academic year and will remain in place in future years unless the employee requests a change in writing. If the employee does not make a deferral election by the August 31st deadline, pay will be disbursed over the 9 months of the academic year.

PHILANTHROPY AND NONPROFIT LEADERSHIP CENTER

The mission of the Philanthropy & Nonprofit Leadership Center is to strengthen the effectiveness of nonprofit and philanthropic organizations through training and management support. The Center offers approximately 100 workshops and events per year in fundraising, board governance, volunteer management and organizational development. Students, staff and faculty are welcome to attend workshops. The Center also hosts the Donors Forum of Central Florida and has a special focus on executive transition.

Students utilize the Philanthropy Center's nonprofit library and seek nonprofit career counseling and volunteer and internship opportunities. For more information, go to www.pnlc.rollins.edu.

PUBLIC RELATIONS & COMMUNICATIONS

The Office of Public Relations & Communications (OPRC) actively supports the College's efforts to recruit qualified students and to attract financial support for academic programs and financial aid, while meeting Rollins' other communications needs. The Office works to protect and enhance the image of Rollins College through strategic communications with the College's stakeholders: potential students and donors, current

students and donors, faculty and staff, alumni, trustees, community and business leaders, and the media.

Six primary areas encompass the services offered by the department: internal and external communications, issues and crisis management, news media relations, public relations planning and counseling, publications and photographic services, and Web updates. The OPRC has also taken a lead role in creating more formal ways to respond to public inquiries.

Internal and External Communications

The Office of Public Relations & Communications is the primary communications office for the Rollins College campus. The College's award-winning electronic newsletter for faculty and staff, *R-Town*, is planned, written and managed by the OPRC and provides news of interest to the campus community. To submit news or suggest story ideas for *R-Town*, please e-mail rtown@rollins.edu.

The OPRC takes a lead role in the messaging included in print and electronic communications for external audiences, such as community newsletters, the College's alumni magazine, the Rollins College Web site, e-newsletters for parents and alumni, and much more.

Issues and Crisis Management

Effective issues management anticipates and plans ahead for problems, crises or trends that may negatively impact an organization. This is as important, if not more important, to achieving sound and productive relations between Rollins and its stakeholders as maximizing publicity opportunities. The Office tracks and manages issues to avoid—or at least minimize—negative impact. The Office also manages crisis communications ranging from weather emergencies to world events that may impact the College.

News Media Relations

The OPRC proactively pitches stories and photo opportunities to the media on campus events, and student or faculty achievements, and offers subject experts to the media on timely topics. News releases cover a variety of topics, including announcing new programs or innovative research, publicizing visiting scholars and artists, celebrating significant gifts, and more.

The Office works directly with local, regional and national media representatives, monitors services such as ProfNet (an electronic service that distributes journalists' queries for subject experts), and collaborates with higher education associations to achieve placements. Media training is offered to faculty and staff annually and upon request. Faculty do not need to clear personal media inquiries with the Office, but are encouraged to utilize the resources found at <http://www.rollins.edu/news/campusclients.shtml>.

Public Inquiries

The Office of Public Relations & Communications maintains a referral directory for requests for information and services (located at www.rollins.edu/pr/campusclients/rollinsrequests.shtml). All public inquiries received by the Office are directed to the appropriate college office for response and/or fulfillment. Inquiries may be received by phone at the main number at (407) 646-2202 or via e-mail at contact@rollins.edu. The Office fulfills an estimated 300 public inquiries annually.

Publications and Photographic Services – The OPRC researches, writes, assists with editorial planning and/or production of a variety of printed materials, ranging from announcement cards, fliers, brochures and posters to *R-Community News*, a community newsletter distributed twice a year to the Central Florida community and friends of the College, to the College's alumni magazine, the *Rollins Alumni Record*.

While the College does not have a professional photographer on staff, the OPRC has two digital cameras or may retain a professional photographer for coverage of larger campus events. OPR coordinates faculty head shots on a bi-annual basis, maintains an extensive electronic library of campus photography and fulfills hundreds of photography requests annually.

Public Relations Planning and Counseling

The Office of Public Relations & Communications provides public relations counseling and services to internal clients.

Web Updates

The Office of Public Relations & Communications provides frequent updates to the Latest News portion of Rollins' home page. The Office also maintains its own Web pages and assists with maintenance of the President's Web pages. For more information please visit <http://www.rollins.edu/news/>.

PUBLICATIONS

Student publications include the student newspaper, the Sandspur; the Tomokan yearbook; Brushings, the student literary magazine; and RURJ, the Rollins Undergraduate Research Journal.

The following Rollins publications are compiled and edited by administrative offices. Faculty should send announcements, changes or corrections to the appropriate office.

Admission Handbook - A prospectus distributed to candidates for admission to Rollins. *Admission Office*.

Rollins Alumni Record - A magazine featuring news of the College and alumni distributed to approx. 14,000 alumni, parents, and friends of Rollins. *Office of Public Relations*. (mwismar@rollins.edu)

Holt News - A quarterly newsletter for students and prospective students of the Hamilton Holt School. *Hamilton Holt*.

The Cornell Fine Arts Museum Bulletin - *Cornell Fine Arts Museum*.

Rollins College Catalogue - *Office of Student Records*.

TarTalk - A newsletter which reports on sports activities. *Athletic Department*.

Crummer Graduate School Catalogue - *Office of the Dean of the Crummer Graduate School*.

Hamilton Holt School Catalogue - *Office of the Dean of the Hamilton Holt School*.

The Marjorie Kinnan Rawlings Journal of Florida Literature – is dedicated to promoting literature about Florida. The journal invites submissions of articles, reviews, short fiction, creative non-fiction, and poetry whose focus, locale, or subject is Florida. The journal was founded by the Marjorie Kinnan Rawlings Society.

PURCHASING

The Purchasing Department's mission is to provide efficient and timely procurement services and programs that will support the teaching, research, and service efforts of Rollins College. We will provide high quality products and services at the lowest cost available and at the time needed. We will continuously strive to seek innovative and effective processes that do not impede, but rather facilitate the acquisition process. We will accomplish this through exceptional customer service, innovative processes, and sound business practices.

At Rollins College most purchasing actions are conducted by academic and administrative department employees. Purchasing activities include obligations for ethical behavior, compliance with government regulations, proper transaction documentation and fiscal responsibility.

The College's interests are generally best served when individual departments choose the specific products and services to be used. Rollins College maintains a decentralized purchasing environment. This means that departments must ensure sound fiscal management practices are followed and that the purchase of goods or services needed to conduct their activities should be made from the best source considering price, quality, and service.

The Purchasing Department is typically responsible for soliciting written quotes and proposals based on requests provided by individual departments. In the event that the

departments have secured, or secure, the necessary quotes, this supporting documentation should be attached to the Purchasing Requisition form and forwarded to the Purchasing Department for review. The Purchasing Department may secure additional quotes if deemed to be in the best interest of the College.

In selecting the vendor, the department's product quality and delivery time requirements will be considered, in conjunction with the total price.

There are several methods that may be used to request items or services. They include: direct check requests, purchasing credit card (P-Card), and purchase requisitions and orders.

Direct Pay/Check Request: Used to request payment for purchases not covered by a purchase order or P-Card. Forward the Direct Pay/Check Request form and supporting original documentation (invoice, receipts or other evidence of charge) to Accounts Payable for processing.

Purchasing Card: The Rollins College Purchasing Card is intended to provide an efficient, cost-effective method of purchasing and paying for small dollar transactions within established usage limits. The program is designed to replace a variety of purchasing options such as; small-dollar purchase orders and direct payment vouchers, and reduce the need for expense reimbursement requests, departmental cash advances and petty cash reimbursements. The card may be used with any merchant who accepts VISA, either in-store, by phone, mail, fax or on-line. Using the card will provide quicker turn-around time on your orders, greater flexibility in ordering goods and reduce paper work processing.

Purchase Requisitions and Orders: A purchase requisition may be submitted to Purchasing requesting product/service for which cost is in excess of the department's maximum purchasing card transaction limit. Purchasing will determine if bidding is required and award a purchase order accordingly.

* Within limits, it is at the discretion of the department as to which method to use when purchasing items or services. The Purchasing Department personnel will work with departments to determine an appropriate method to purchase items or services.

Requisitions should be prepared far enough in advance to permit the department or Purchasing to obtain competitive prices and to allow sufficient time for deliveries to be made. The duration of time required for delivery of the item(s) after receipt of the requisition and correct and complete specifications by the Purchasing Department is dependent on availability of materials and whether the quotation or formal bid process must be used.

Allow 3 - 5 working days on purchases not requiring quotations or sealed bids. The quotation and formal bid process may take a minimum of 4 weeks.

Information on the purchase requisition includes:

1. Name of the purchase requisition creator.
2. Creation date.
3. Delivery information to include date needed.
4. A complete description of the material or service desired. If an equivalent substitute is allowable, specify (i.e., or equal) after applicable commodity description. Care should be taken that each requisition lists only items that can be furnished by one supplier. (e.g. Do not request chemical supplies and furniture on the same requisition). Should the department (requisitioner) require additional product and/or vendor information or assistance in requisition preparation, please contact the Purchasing Department.
5. Where possible, the department should furnish suggested sources of supply, giving the name and address of each vendor.
6. An appropriate account code or a capital number.
7. The Budget Manager's approval of all purchase requisitions. The term "Budget Manager" is exclusively defined as an employee who has either restricted or unrestricted signature authority to expend institutional funds.

NOTE: Those persons authorized to approve requisitions are certifying that adequate funds are budgeted and available.

Each Rollins College department will determine the specific type of service, equipment and/or supplies required for normal operation within its given budget allocation. The Purchasing Department can assist the department in identifying the appropriate item(s). Once all items are identified, the department will forward a completed Purchasing Requisition form to the Purchasing Department (Box 2714) for prompt processing.

Advance planning is a critical success factor in the procurement process. Sufficient advance notice must be given to allow the Purchasing Department to obtain the necessary quotes and to plan for the anticipated delivery lead-time. Purchases made in a rush often result in a combination of poor quality, higher prices, and higher freight costs. *Departments are encouraged to contact the Purchasing Department well in advance for major projects or technically complex needs to plan for the acquisition of equipment and supplies.*

Sole Source Items

In instances where required items are highly specialized or of a technical nature, and therefore not available from multiple sources, the requesting department will mark "Sole Source" in the special instructions of the "Type of Order" section.

Emergency Purchases

The Purchasing Department will authorize emergency purchases during circumstances that are beyond the control of the College involving health, public safety, imminent loss or injury, or where an immediate action would reduce more extensive repairs later.

Depending on the urgency or complexity of the issue, the Purchasing Department will either assign a Purchase Order number or place the order directly with the vendor using their Rollins College Purchasing Card. Other cardholders across campus have the authority to use their College issued purchasing cards to purchase items required in an emergency as described above.

Purchases with Special Requirements

Computers, Computer Equipment, and Audio-Visual Equipment- The Office of Information Technology must approve all purchases for desktops computers, servers, workstations, printers, peripherals, and software. Purchasing will not place a purchase order for these items unless they have written email quotes generated by a vendor that was inquired by an IT staff member.

Furniture- All furniture purchases for the campus must be processed through the Purchasing Department. The Purchasing Department is required to obtain three quotes for all furniture purchases. Only the Purchasing Department can make exceptions to this directive.

Office Supplies- Contact Purchasing at ext. 2112 for details.

Repair and Service (Equipment and Vending Machines)

Service for vending machines, snack and drink machines, and washers and dryers across campus is coordinated through Purchasing. Call ext. 2112 if a machine is not properly stocked, shows signs of vandalism, or doesn't function properly.

Goods and Services not subject to review from the Purchasing Department

The following commodities and professional services may require the review and approval from specific College departments other than or in addition to the Purchasing Department:

Architectural and Engineering Services- Contact Facilities Management

Audit or Tax Services- Contact Finance Department

Construction Contracts- Contact Facilities Management

Employment Services- Contact Human Resources Department

Insurance- Contact Risk Management in Human Resources

Legal Services- Contact the Office of the Vice President of Business & Finance and Administration

Printed Materials- Contact the Print Shop

Travel Services- Contact the Finance Department

Purchases of Goods and Service for Private Use

The Purchasing Department does not assist or become involved in any transaction for purchases of a personal nature. The Purchasing (or Finance) Department may also

question transactions that seem to be of a personal nature or an inappropriate use of College funds.

Unauthorized Purchases

Regardless of the dollar amount or method, all purchases must be appropriate and necessary for college purposes. Purchases that are not appropriate or necessary will **not** be approved/reimbursed.

Contracts to be reviewed by the Offices of Business Services and Risk Management

Leases, contracts, and agreements for facilities, goods, and services must be forwarded to the Director of Business Services for review. The Director of Business Services and Assistant Vice President, Human Resources & Risk Management, will review all provisions including liability, default, indemnification, and insurance.

Conflict of Interest and Gratuities

Rollins College does not purchase goods and services from companies or individuals where there is a recognized potential for conflict of interest.

Faculty and staff members who would benefit financially from a given potential supplier selling goods and services to the College may not participate in the vendor selection process.

College employees may not personally solicit, demand, or receive any kind of gratuity from a vendor or individual in connection with any decision affecting a College purchase.

RELIGIOUS LIFE

The nurture of the religious life in the Rollins community is the mission of the Knowles Memorial Chapel and the United Campus Ministries, the work of both being coordinated by the Dean of the Chapel and Chaplain to the College. The building, designed by Ralph Adams Cram and given by Mrs. Frances Knowles Warren in memory of her father, one of the founding trustees of the College, was dedicated in 1932. Its character and program are interdenominational in seeking both to serve and support persons in a variety of faith-traditions and to emphasize convictions and commitments they share with one another. The chapel is also designed to be the place for the observance of special days which commemorate the College's history and purpose, such as convocations, anniversaries, and baccalaureates. An interdenominational service is held each Sunday during the academic year. Gatherings for spiritual responses to special crises or celebrations, memorial services, and weddings are also held. During the Christmas season, services of Lessons and Carols have long been a tradition for the community as well as the College. As a liturgical center the Chapel is the home for Sunday evening Catholic Masses, a variety of musical events, weddings, baptisms, funeral and memorial services. As a place of quiet and retreat the Chapel offers a daily place for meditation, prayer and peace.

STRATEGIC MARKETING

In 2005, Rollins College embarked on a major pre-marketing study focusing on institutional identity, image, and marketing opportunities. This research took over a year to complete and the process touched literally thousands of members of Rollins' external and internal community. Many of the voices heard through this effort indicated that we, as a community, can do a better job of communicating the elements that comprise the core values and capabilities that make Rollins great. The findings emphasized that, although many diverse areas contribute to a comprehensive institutional image, there was no singular point of internal administrative focus and responsibility for enabling the strategic marketing of the institution. A gratifying takeaway from the project was the clear expression by external and internal constituents of their affection for Rollins and their high aspirations for even greater success for the College in the future.

From this pre-marketing study, in January 2007 Rollins' Strategic Marketing Initiative was formalized to establish the first-ever, institution-wide marketing focus for the College. Working under the auspices of the Rollins Board of Trustees Strategic Marketing Task Force, the initiative's charge includes communicating a consistent message and image and increasing visibility of the College. Areas of focus include the Rollins Web site, publication and image continuity, the arts at Rollins College, and working with the College's creative agency on image enhancing messaging. The strategic marketing team also stands ready to assist internal departments with their unique marketing needs including producing marketing materials, Web site management, and media buying.

STUDENT INVOLVEMENT AND LEADERSHIP

The Office of Student Involvement and Leadership supports the mission of Rollins College by providing intentional learning opportunities that prepare students for responsible leadership in a global, diverse society. The office promotes citizenship, multiculturalism, and community involvement through leadership education (credit-bearing and co-curricular), peer education and outreach, experiential/outdoor learning opportunities, student organization involvement, fraternity and sorority life, media laboratories, and campus activities/programming. Our programs are aimed at creating innovative learning environments within and outside of the classroom, aiding the transition to college and beyond, and facilitating holistic development. Our staff, students, and faculty fellows draw from an eclectic, interdisciplinary pool of theories and models to augment our leadership and involvement curriculum. We believe students "learn" leadership and citizenship through hands-on experiences, service-learning, participatory action research, mentoring, peer education, simulations, retreats, case studies, and workshops.

RESIDENTIAL LIFE

The Office of Residential Life is located in McKean Hall. In support of the college, our mission is to be locally, regionally and nationally known and recognized for our commitment to students and student learning, in safe, secure and well-maintained residence halls, offering outstanding living learning community opportunities. We are committed to creating learning environments that are conducive to and focused on holistic student development, student learning, and student success through learning, social justice, responsibilities, collaboration and leadership. These environments are aimed at assisting students in finding their purpose and passion. The phone number for Residential Life is 407-646-2649. Our e-mail address is: reslife@rollins.edu.

Our facilities allow us to house up to twelve hundred and fifty students. We have five traditional residential halls, eleven small residential organization houses (including Greek houses) and one apartment complex for upper class students. All students with sixty hours or less are required to live on campus.

R-TV

R-TV is a closed circuit television network that is broadcasted throughout campus and the residence halls. The studio is located on the fourth floor of the Mills Memorial Center. R-TV broadcasts Rollins events, student submissions, and provides educational opportunities for faculty and students. News, entertainment, variety shows, educational programming, and student submissions make up most of the day time programming with evening programming being devoted to student films.

THE THOMAS P. JOHNSON STUDENT RESOURCE CENTER

The Thomas P. Johnson Student Resource Center, located on the second floor of Mills Memorial Center, is a comprehensive academic support center with programs designed to challenge students to take responsibility for their own learning and provide them with the tools and feedback to develop learning strategies to achieve academic success.

The Writing Center, staffed by trained peer consultants from across the curriculum, welcomes writers at any stage of the writing process, from brainstorming to revising to final editing. Writers of all abilities benefit from trying out their work on an audience. Through one-on-one conversations and occasional group sessions, consultants serve A&S, Holt, and MLS students, sharing strategies, questioning rhetorical choices, and then summarizing their discussions on a form given to clients and copied to professors.

The Peer Tutoring Program trains peer tutors nominated by faculty to work with students in most academic departments. Since peer tutors have recently succeeded in

these courses, they can guide student clients in trying more effective reading, learning, and problem-solving techniques and can give feedback on students' understanding of course concepts, in preparing for class, for tests and in the early stages of writing papers. Tutors can monitor students' strategic use of these skills in later sessions, both individual and group. Professors and student clients receive copies of the tutoring notes made during each session.

Academic Advising Support assists faculty advisers in helping students improve their effectiveness and self-discipline as students and supports them in reaching their academic goals. Professional staff conducts first-year student registration and transfer student registration, and coordinate academic appeals, the Academic Warning System and faculty adviser assignments. The Academic Probation Program for students struggling academically assesses students' study behaviors, helps them plan their improvement strategies, and monitors their progress.

Disability Services assists students with disabilities by providing appropriate accommodations as they become independent and successful learners within the academically competitive curriculum of the College. Faculty should be reminded that all students requesting academic accommodations must first see the Coordinator of Disability Services in the Thomas P. Johnson Student Resource Center to verify documentation and discuss appropriate classroom accommodations.

WPRK - FM

WPRK is an FM radio station owned by Rollins and licensed by the FCC to broadcast at 91.5 megahertz. The studio is located in the basement of the Mills Memorial Center and broadcasts with 1300 kilowatts, covering the Winter Park/Orlando/Maitland area. WPRK broadcasts Rollins events and provides educational opportunities for faculty and students. Classical music, news, and sports dominate daytime programming, with evening hours and weekends devoted to progressive music and specialty shows.

Rev. January 7, 2008

Attachment 5

Email Exchange between Don Davison and Debra Wellman:

Pedro Bernal and Ed Royce are our current advisors. Both have served the maximum two years.

Deb

>>> Donald Davison 03/21/08 10:55 AM >>>

Deb,

I will place this on the agenda for the next EC. Who are the faculty advisors now?

Don

>>> Debra Wellman 03/21/08 10:29 AM >>>

Don,

The Academic Honor Council has two faculty member advisors. Pedro Bernal was an instant choice with all of his work on creating the code. Ed Royce has served as the other advisor. The honor council met last night and would like this to be staggered terms as suggested in the honor code, instead of what we are faced with this year with two new faculty advisors. They are asking that one faculty person be appointed for one year and another appointed for two years. This way every year, AHC would need one faculty member appointed by the executive committee. I've copied the part of the code that deals with the appointment of faculty advisors. Please let me know if you need any other information.

Thanks,

Deb

AHC:

4. Faculty and Staff Advisors. The Faculty Executive Committee shall appoint two faculty advisors to the Academic Honor Council. They shall serve two-year terms, staggered if possible. The primary role of the faculty advisors is to participate in training of the Academic Honor Council members and to assist members of that Council in understanding and interpreting the application of the Honor Code as it pertains to academic exercises. Additionally, a designee appointed by the Dean of the Faculty will serve as a staff advisor, assisting in recruitment, selection and training of the members of the Academic Honor Council, and advising on issues of procedure.

Attachment 6

PROPOSED FAMILY LEAVE POLICY

Prepared by Dr. Fiona Harper

Submitted by Professional Standards Committee April 3, 2008

Parental Leave Policy for Tenure-Track and Tenured Faculty*

** Faculty members who have taught at the college for less than one year, or hold a visiting or adjunct position are not eligible for paid parental leave under this policy. Such members may however, qualify for twelve weeks of unpaid maternity or adoption leave as required by the Family and Medical Leave Act, which runs concurrently with Salary Continuation (paid leave deemed medically necessary by a physician, typically six to eight weeks depending upon the situation). Consult the Office of Human Resources for further details.*

Rollins College is committed to supporting faculty members by providing them with clear and reasonable options for balancing their professional and parental responsibilities. A primary goal of the parental leave policy is to allow both the faculty member and the College the opportunity to maintain the integrity of the classroom and avoid placing undue burden on the individual or department. The College recognizes that no policy can anticipate all eventualities; therefore, the new policy leaves room for faculty members, departments and the Provost/Dean of the Faculty to tailor certain aspects of parental leaves to accommodate individual situations.

All provisions and accommodations of this proposed policy are consistent with federal law, the Family and Medical Leave Act of 1992, and AAUP guidelines.

Eligibility

Paid leave will be granted to any faculty member who is the sole caretaker of his or her newborn or newly adopted child (less than six years of age) at least 20 hours per week, from Monday through Friday, between the hours of 9 a.m. and 5 p.m. A faculty member who wishes to exercise the benefit of this policy must assert that he or she will be the sole caregiver for the requisite period. In cases where both parents are Rollins College faculty members, only one parent may be designated as the sole caretaker for the purposes of this policy. This policy depends upon, and assumes, the good faith of its participants.

Note this is the language from Harvard Law's Parental Leave policy intended to avoid the pitfalls of terminology such as primary caregiver or secondary caregiver and of extending benefits to men without requiring that they take on the role of primary caregiver.

Leave at Time of Birth or Adoption

The sole caretaker of a newborn or newly-adopted child less than six years of age, shall be released from all teaching responsibility during the period immediately surrounding the birth or adoption. When the birth or adoption occurs such that the leave period interrupts a faculty member's teaching, they will normally be excused from teaching during that entire semester. During the portion of the semester not covered by the leave period, the faculty member shall return to non-teaching responsibilities.

If the faculty member's leave does not intersect the fall or spring semester – that is, when a birth or adoption occurs between early May and mid July – he or she is eligible for two paid course releases (8 credit hours). The faculty member will normally teach one 4 credit hour course or equivalent non-teaching responsibilities in the subsequent fall semester. This will be considered the faculty member's paid parental leave.

The precise nature of the non-teaching responsibilities and any other necessary arrangements associated with the leave must be arranged between the individual, the department chair, and the Provost/Dean of the Faculty. In such cases, the chair of the department or Dean of the Faculty, in consultation with the Provost, will make such arrangements as are necessary and appropriate with regard to covering the teaching and other responsibilities, including canceling an affected course or drawing upon funds from the Dean of the Faculty or the Provost's Office to employ an adjunct instructor.

Benefits

During the period of paid parental leave, the college will continue to make its normal contribution to a faculty member's benefits, which shall remain continuously in effect.

Extension of the Tenure Clock

The AAUP recommends that institutions allow the tenure clock to be stopped for up to one year for each child, and further recommends that faculty be allowed to stop the clock only twice, resulting in no more than two one-year extensions of the probation period.

Any tenure-track faculty member who becomes the sole caretaker of a child will automatically receive a one-year extension of the probationary period. Tenure track members who wish to decline the extension must notify the Provost/Dean of the Faculty by March 1 in order to be considered for tenure in the fall of that calendar year.

Similarly, tenure-track faculty members that experience a short-term medical disability of at least six weeks at any time of the year may also request a one-year extension of the probationary period.

Extensions may be repeated for one subsequent birth or other qualifying event, thereby extending the appointment and time on the tenure-track for a maximum of two years.

Sabbatical Credit

The semester in which a tenured faculty member takes a paid parental leave will count in the accrual of sabbatical credit.

Compliance with Federal Laws

While Rollins College does not perceive pregnancy and childbirth as a disability, federal law requires that pay for maternity be treated in the same manner as the College's disability or medical leave provisions. Therefore, a physician's certification is required to establish the beginning and end of the period of disability due to maternity. A faculty

member returning from approved parental leave will be returned to the position he or she held prior to the leave.

In compliance with the Family and Medical Leave Act of 1992, Rollins College provides eligible faculty for twelve weeks of family and medical leave during any 12-month period. The FMLA allows for leave due to childbirth, adoption, caring for a family member of an employee who has a serious health condition, or an employee who is experiencing a serious health condition. FMLA leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in the policy. FMLA leave runs concurrently with other Rollins College Leave of Absence policies. For a complete description of these policies, please call the Office of Human Resources or visit <http://www.rollins.edu/hr/maternityresources.shtml>