# Adjunct Faculty Handbook

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Course Responsibilities

Course Syllabus

Each course that is taught at Chatham College must have a course syllabus. Adjuncts are required to submit a copy of their course syllabus to the Chatham College registrar and the program or department chair at the beginning of the semester for college files. Adjunct faculty should consult with the appropriate program or division chair concerning the necessary content for a given course. Each student should receive a syllabus on the first day of class. Each syllabus must contain the following:

- an overview of the course content and expected student learning outcomes for the course
- a summary of the grading scale, grading expectations, assignments, and attendance policy for the course
- an overview/schedule of course topics and lectures
- a schedule of important dates, including the dates of any examinations, as well as other important dates such as breaks, the last dates for drop/add or withdrawals, etc.
- information on how to contact the instructor concerning questions or problems, including office hours and office location
- the following statements about students with disabilities and the Chatham College Honor Code:

  Chatham College is committed to providing an environment that ensures that no individual is discriminated against on the basis of her/his disability. Students with disabilities, as defined under the Americans with Disabilities Act of 1990 (ADA), and who need special academic accommodations, should notify the assistant dean of the PACE Center as soon as possible. The PACE Center will work with the student and the course instructor to coordinate and monitor the provision of reasonable academic accommodations.

  Chatham College students pledge to maintain the Honor Code, which states in part: “Honor is that principle by which we at Chatham form our code of living, working and studying together. The standards of honor at Chatham require that all students act with intellectual independence, personal integrity, honesty in all relationships and consideration for the rights and well being of others.” Additional information about the Honor Code can be found in the Student Handbook or on the web at http://intranet.chatham.edu/documents/.

Textbook Selection

Textbooks are normally ordered three or more months in advance; adjunct faculty are required to use the textbook selected by their program chair. Additional readings may be placed on reserve in the Jennie King Mellon library or on your course’s BlackBoard course site. Adjunct faculty should not order additional textbooks after the start of the term, and all other materials (art supplies, chemicals, etc.) must be approved by the division or program chair.

Faculty Attendance and Office Hours

Adjunct faculty are expected to be in attendance at all scheduled class sessions, and they are required to hold posted office hours. Office hours and instructor contact information should be included on the course syllabus. If an emergency arises, the program or division chair should be notified as soon as possible. This will allow time for alternative arrangements to be made if
possible, or for the class to be notified. For faculty teaching evening and weekend courses, telephone or e-mail office hours may be substituted, but they must be posted on the syllabus. All faculty are encouraged to plan to arrive a few minutes before class and to stay a few minutes after class to handle student questions and problems.

Student Attendance

The College has no set policy regarding class attendance. However, some instructors choose to make attendance a requirement that may impact the final grade. Each faculty member should explain class attendance policies for his or her course, and the attendance policy and associated penalties should be included on the syllabus. Persistent absences should be reported. For traditional age, undergraduate students, please contact the Director of Advising, Nancy Ferrari (x2762). For continuing education or evening and weekend programs, contact the School of Continuing Education (x1148). For graduate students, contact the appropriate program chair or the Office of Academic Affairs (x1157).

Guest Lecturers

If a guest lecturer is to be invited to campus, it is the responsibility of the faculty member to notify the program or division chair. One-day guest parking passes are available from the Office of Safety and Security, located in Lindsay House (x1230).

Room Assignments

Scheduling of classrooms is done by the Hub (x1777). The Hub is the centralized college office for registration, financial aid, and scheduling. When a room assignment has been made, that room should be used until a formal change of room assignment has occurred. All requests for changes must come from the program or division chair.

Evaluations

Student evaluations are mandatory for all instructors. Course evaluations are completed by students online using the Campus Connect system. Reporting information is filed in Academic Affairs, and adjunct faculty evaluations are available for review by the appropriate program and division chairs.
Grading

Grades and Quality Points
At the end of each semester, each faculty member is required to turn in their course grades via the Campus Connect system. The grade for each student in a course must be assigned following the standards set in the syllabus distributed at the beginning of the year. "Plus" and "minus" grades are available (except for A+, F+ or F-), and they have the following quality point values:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>2.67</td>
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<tr>
<td>C+</td>
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<td>C</td>
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<tr>
<td>D</td>
<td>1.0</td>
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<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Graduate courses do not use grades of C-, D+, D, or D-.

Pass/Fail
Students must designate at the beginning of the semester whether a course will be taken pass/fail. Changes to this decision may only be made during the grade change period. For undergraduate students, classes taken for general education credit may not be taken pass/fail. Students choosing to take courses on a pass/fail basis will be graded as follows:

*Undergraduate Students*
- P = Pass; minimal value is C-
- LP = Low pass; equivalent to a grade of D
- F= failing; the student receives no credit for the course

*Graduate Students*
- P = Pass; minimal value is C+
- F= failing; the student receives no credit for the course

Graduate courses do use the LP grade.

An F earned in a pass/fail course is calculated in the grade point average (GPA); other grades earned (P or LP) do not affect the GPA.

Incompletes
Instructors MUST submit a grade for EVERY student in their course. Should an instructor submit a blank grade via the Campus Connect system, it will automatically convert to an F, and the appropriate program chair will be notified of the occurrence. Incompletes ("I" grades) may only be given at the request of a student who has completed the appropriate paperwork. In the case of an adjunct faculty member, arrangements for completion of incomplete coursework must be made with the approval of the program chair. Monetary compensation is typically not available to work with students who are granted incompletes after a course is complete.

Drop/Add Requests
With the approval of the course instructor and the faculty advisor, courses may be added or dropped up until the add/drop deadline listed in the academic calendar for each term. There are no academic penalties for adds and drops occurring within the prescribed deadlines. After the prescribed period, requests for late adds must be referred to the Committee on Academic Standing and requests for late drops must be referred to the Office of Academic Affairs. When requesting a late add or a late drop, students must provide supporting letters from the instructor and academic advisor.
Withdrawals

Undergraduate students may withdraw from a course after the drop deadline but before the end of the tenth week of the regular term (deadlines for other terms are posted online in the academic calendar). After the deadline, students may withdraw only for non-academic reasons. A grade of W will be recorded on the transcript as an official withdrawal. Students must correctly fill out and submit a withdrawal form to the HUB before the deadline and to the Office of Academic Affairs after the deadline. Course instructors should issue a failing grade if the paperwork has not been completed.

Mid-term grades

At the mid-point in the semester, faculty members teaching undergraduate students are asked to submit mid-term evaluations for students in their classes via the Campus Connect system. Mid-term evaluations are very important for identifying undergraduate students experiencing academic difficulties. Mid-term grades should be determined using all available evaluative information. Mid-term grades do not affect a student’s GPA and are not listed on his or her permanent transcript.

Grade Changes and Challenges

“Change of Grade” forms are available from the Hub. They are only used after final grades have been turned in, and only under exceptional circumstances. All adjunct faculty must consult with the appropriate division chair before submitting a change of grade form.

Students have the right to appeal a course grade. Any student wishing to appeal should first talk to the faculty member teaching the course. If the matter is not resolved, they should petition the appropriate division chair. If a resolution is still not reached, the student should direct a letter to the Vice President for Academic Affairs outlining the reasons for the appeal. All unreturned papers and assignments should be given to the program chair, along with a copy of the grade book at the end of each semester.

Final Examinations

During the academic year, time at the end of each long semester is set aside for examinations and for study. Rooms and times for final exams are set by the Registrar. Unexcused absence from an examination results in a failing grade for that exam. The Office of Academic Affairs may excuse absences only in the case of an illness or other serious emergency which can be supported by authoritative documentation.

Final exams are not required for every class; some instructors choose to use the period for a last, non-cumulative exam; others schedule final papers to be due at this time. Evening and Weekend classes have neither reading days nor a finals week. Examinations are scheduled the last night of class and are in the same location as class sessions. Faculty are permitted to excuse absences for these classes, but should alert the office of advising or the School of Continuing Education (x1148) should the need for a make-up session arise.

In the spring semester, grades for graduating seniors are due earlier than grades for non-graduating students. Instructors will receive notification from the Registrar of the deadline for submitting grades for seniors. Instructors should schedule senior exams accordingly to allow sufficient time for grading. It is essential that these grades be turned in on time to allow time for the Registrar to clear students for graduation.
College Honor Code

Honor is that principle by which we at Chatham form our code of living, working, and studying together. The standards of honor at Chatham require that all Chatham students act with intellectual independence, personal integrity, honesty in all relationships, and consideration for the rights and well being of others. As citizens of the campus community, students must accept certain obligations that accrue by virtue of such citizenship. Individual rights are ensured to the degree that these rights require a respect for the rights of all within the community to the same extent. In accepting admission to or housing at Chatham College, undergraduate and graduate students automatically agree to be personally responsible in all matters pertaining to academic honor and pledge to abide by those rules, which are considered by the community, as part of its Honor Code. While the College articulates specific community standards, both academic and social, the Honor Code is maintained through the acceptance of personal responsibility by each community member, including students enrolled elsewhere who live in Chatham's residences.

All members of the Chatham community are expected to conduct themselves with integrity in personal and academic affairs and to serve the best interests of the entire community. In accepting admission to Chatham College, students automatically agree to be personally responsible in all matters pertaining to academic honor and pledge to abide by those rules considered by the College community as part of its Honor Code. Academic dishonesty is a violation of our Honor Code. Academic dishonesty includes, but is not limited to, cheating, plagiarism and lying.

Definitions

Cheating is the attempt, successful or not, to give or receive aid and/or information by illicit means in order to meet academic requirements. Examples of cheating include, but are not limited to: falsifying reports and documents; using any electronic device to transmit or receive information during an exam; taking information into an exam without permission; asking someone to take a test, write a paper, or complete any assignment for you, or agreeing to such a request; buying a paper and presenting it as your own; giving someone else a paper or providing other materials in an unapproved manner; obtaining a copy of an exam without faculty permission, and sharing copies of exams with students who have yet to take the exam.

Plagiarism is one form of cheating. Plagiarism is the use of the organizational design, ideas, phrases, sentences or larger units of discourse from another writer or speaker without proper acknowledgment. In order to avoid plagiarism, you must document all sources of text and ideas that derive from someone else’s work. This includes, but is not limited to: enclosing in quotation marks text copied directly from a source and identifying that source; identifying a source of summarized or paraphrased material; identifying the source of an idea taken from someone else’s work; and acknowledging sources in all formats, including web pages, television, sound recordings, speeches, and traditional hard copy.

Lying includes, but is not limited to: not being honest with a faculty or staff member when questioned about cheating or plagiarism; providing false information to college officials; or intentionally lodging false accusations of cheating or plagiarism against another student.

Procedures for Handling Cheating and Plagiarism

Faculty members must make a responsible effort to confront the student with the evidence of dishonesty within five working days of discovering a case of suspected cheating or plagiarism.
Three possible scenarios follow:

1. If, after talking with the student, the faculty member is satisfied that no offense occurred, not further action is warranted.

2. If the student admits to wrongdoing, the faculty member must send an Academic Dishonesty Form to the Office of Student Affairs for inclusion in the student’s conduct file. In general, if this is the student’s first incident of academic dishonesty, the faculty member may decide what penalties will apply and the student will not be called before the Student Conduct Board. However, there may be instances when a first incident is serious enough to warrant sending the student to the Student Conduct Board; this decision is at the faculty member’s discretion.

3. If the student denies responsibility and the faculty member continues to believe academic dishonesty has occurred, the faculty member must send an Academic Dishonesty Form to the Office of Student Affairs to inform the Student Conduct Board (SCB) of the incident and that the issue has not been resolved. SCB will then convene a hearing. Procedures for convening and conducting a Student Conduct Board hearing are available in the Student Handbook (Chapter 4).

Upon receipt of an Academic Dishonesty Form, the advisor to the Student Conduct Board will inform the reporting faculty member if the student has been involved in other incidents of academic dishonesty. Faculty members should take this information into account when deciding on course specific penalties.

Sanctions and Penalties for Cheating and Plagiarism

Faculty members may decide on the penalty for the first incident of academic dishonesty. Penalties should reflect the severity of the offense. Typical penalties include:

1. requiring the student to resubmit the assignment or take a new examination
2. failing the student on the assignment or examination
3. lowering the student’s grade for the course
4. failing the student for the course

Regardless of the penalty decided upon, the faculty member must report the incident to the Office of Student Affairs by filing an Academic Dishonesty Form.

For a second or subsequent incident, the student must also go before the Student Conduct Board which will determine the appropriate course of action over and above the course-specific actions decided on by the course instructor. In addition to the above penalties, sanctions may include academic probation, suspension or expulsion from the college.

The student may appeal the above decisions in writing to the Office of Academic Affairs within 7 working days.

If the student has admitted to or been found responsible for academic dishonesty, the Dean of Students will maintain the first Academic Dishonesty Form in the student’s file. If no further incidents of academic dishonesty occur, the record will be destroyed upon graduation or
separation from the college. If the student has committed two or more offenses, the Academic Dishonesty Forms and their disposition become part of the student’s permanent college record.

Responsibilities of the Faculty

At the beginning of each course and in writing on the course syllabus, faculty should explain plagiarism and cheating and the penalties for such behavior. They should refer students to the Student Handbook for a more detailed outline of policies and procedures.

Responsibilities of Students

Students are responsible for knowing the policies regarding academic dishonesty and the penalties for such behavior. Failure of an individual faculty member to remind students of what constitutes cheating and plagiarism does not relieve the student of this responsibility.

As required by the Honor Code, students should inform the faculty members of incidents of academic dishonesty taking place in their courses. If a student reports an honor code violation to a staff member, the staff member should direct the student to report the incident to the appropriate faculty.

The Office of Student Affairs is responsible for overseeing the Honor Code and Judicial Board. Questions should be directed to 412-365-1286. Information about the Honor Code and a more extensive list of academic and social community standards can be found in the 2005-2006 Student Handbook. The Student Handbook is available online at http://intranet.chatham.edu/documents/.
Available Services

Library

The Jennie King Mellon Library is located off the main quad in the heart of the campus. Current hours are posted on the web at http://www.chatham.edu/academics/library.cfm. Hours are also posted on the library’s Intranet site at http://intranet.chatham.edu/departments/library/. The phone number for the Reference Desk is 412-365-1670.

The Jennie King Mellon Library offers a variety of reference services to assist students, faculty, and staff in all informational needs; Research Consultations, e-mail reference service, online search aids, and library instruction sessions by request. Readings and texts may be put on regular (overnight) and/or restricted (2-hour) reserve at the Circulation desk. Interlibrary loan requests may be made at the Circulation or Reference desks. A librarian is at the Reference desk during scheduled hours to aid in you or your students' research needs.

The Library subscribes to several online databases that provide access to several indexes, abstracts, and full text resources. While a few are only available in the Library, most are accessible from any computer providing Internet access. These resources may be accessed by Chatham students, faculty and staff with valid logon information. Check the library’s Intranet web site for more information: http://intranet.chatham.edu/departments/library/.

Computing Services and Email

Computing Services (Information Technology) is located in the Jennie King Mellon Library. The Help Desk is available by phone at 412-365-1112.

Computer use is encouraged in all disciplines at Chatham. The computer service staff answers questions via phone and e-mail, conducts workshops, and maintains the college web and internet access. Campus computer resources are available in public areas, in classrooms, in all offices, and in all residence halls. Every residence hall room, faculty office, classroom, and administrative office is wired for a connection to the Ethernet-based campus network.

Four PC-equipped computer classrooms are available in Jennie King Mellon library and in Buhl Hall. Contact the Hub to schedule these rooms for individual class meetings. An additional Macintosh-equipped lab is available near the Media Center on the ground floor of Braun Hall. Please contact the Hub for information on requesting access to this space.

Several "smart" classrooms with computer projection, VCR, slide projectors, and automated screens are available. Sanger Hall, on the first floor of Coolidge, can hold up to 110 students. Beckwith Hall, on the ground floor of Buhl, can hold 70. Falk 117 and Buhl 24 have a computer station and installed projection equipment. Additional portable computer projection devices and laptop computers can be requested through the Help Desk.

All adjunct faculty have access to a Chatham e-mail account. E-mail accounts will be set up at the start of the semester, and you will be sent a password and information on how to access your e-mail on and off campus. E-mail can be accessed at any time from the Web; simply go to the Chatham home page and select "Webmail Login" under the Important Links menu in the middle of the page. Your log-on name is typically your first initial and your last name (i.e. jsmith for John Smith). You will be prompted to change your initial password as soon as you log on. If you require training or assistance, please contact the Help Desk (x1112).
Check the Information Technology Orientation for New Users website for more information: http://www.chatham.edu/O4NU/.

The HUB

The HUB is Chatham’s enrollment services center. It provides a one-stop-shop for billing, financial aid, and registration-related services. Room scheduling and identification cards are also handled by the HUB. The HUB is located on the first floor of Braun Hall (opposite the Chapel). Forms for most academic processes (add/drop, withdrawal, change of advisor, declaration of major, etc.) are available from the HUB.

Hours and information on the Hub’s services can be found on the Hub’s Intranet website at: http://intranet.chatham.edu/departments/Hub/.

Audio-visual Services

The Media Center provides and maintains slide and overhead projectors for the College. Requests for services or repairs can be made at 412-365-1126.

Photocopying

Copy services are provided for the College by IKON. A full-service center is maintained on the ground floor of Falk Hall. Each department has its own code for operating the photocopy machines; contact your division or program chair for more information. Self-service machines are located in the faculty lounge on the first floor of Falk Hall, in the Library, and in Buhl Hall, first floor.

Typically, the copy center is open from 8 am to 6 pm Monday-Thursday and from 8 am to 5 pm on Friday. Copy center hours may be extended at the end of each semester. The phone number is 412-365-1108.

Bookstore

The Bookstore is located toward the southern end of campus, next to the Post Office and near Mellon Center. It is run by Follett College Stores. The store provides textbooks, supplies, snacks, and College memorabilia.

Bookstore hours are extended at the start of each semester. Typically the bookstore is open from 9 am to 5 pm Monday-Thursday and from 9 am to 4 pm on Fridays. The phone number is 412-365-1271. The bookstore website can be accessed at: http://www.chatham.bkstr.com/

Mailboxes

The Post office is located next to the bookstore, toward the southern end of campus. Hours are 9 am to 4 pm Monday through Friday. The phone number is 412-365-1270. A limited number of mailboxes are available for adjuncts. Most intercampus mail is handled by the division, or by the School of Continuing Education for Evening and Weekend classes. Please contact your supervisor (listed in your contract letter) for more information on receiving campus mailings.

Parking

Parking and other matters relating to security are handled by the Public Safety office, located in Lindsay House, near Woodland Hall. They provide 24 hour security service for the campus.
The phone number for the office is 412-365-1230. Parking and other information may be obtained on the Public Safety Intranet site at: http://intranet.chatham.edu/departments/safety/.

All community members wishing to purchase a parking permit must submit a permit application, which must be completed in its entirety at the time of purchase. Payment for the permit must be made at the time of application. Payment may be made by check, cash, or credit card only. The cost for adjunct faculty for a permit is $45.00 per semester.

Faculty traveling from the Oakland area may wish to consider taking the Chatham shuttle, free to Chatham students, staff and faculty. Schedules are available from the Office of Safety and Security; a validated Chatham ID (see below) is required.

Identification Cards

Identification cards are available from the HUB. These cards are necessary to access library services and to use the Chatham shuttle.

PACE
Programs for Academic Advising, Career Development and Educational Enrichment

The College’s PACE Center, comprised of the programs for Academic Advising, Career Development, and Educational Enrichment/Learning Center, is located on the third floor of the Jennie King Mellon Library. PACE offers students a comprehensive approach to academic and career planning as well as an academic support network designed to maximize each students’ academic success at the College.

PACE is located on the third floor of the JKM library. The phone number is 412-365-1523. You can find more information about PACE on the web at: http://www.chatham.edu/academics/pace.cfm.
Personnel Policies and Information

Inclement Weather Policy

When the College needs to close due to bad weather or an emergency, please watch the following channels for information regarding Chatham: WTAE TV4 or WPXI 11.

If the College is to be closed because of impending bad weather, the decision will be made by 6 a.m. To close the College for evening classes, the decision will be made by 3:30 p.m. This policy will be the same for campus events.

After Hours Access

Please note that in the revised policy/procedure “Access to Secure/Sensitive Areas”, anyone requesting access to locked areas is required to have written permission from the Administrator or Division Head that is responsible for that area. Public Safety has ordered the initial supply of “Room Access Permission Slips”, which are available for you to pick up at the Public Safety office. If you are planning to allow students or other community members into your area(s) after hours, they will be required to show this slip to the officers before they are allowed to enter. This particularly applies to laboratories in Buhl and to the art studio areas in the ADC building.

Payment of Salary

Payroll checks are issued on the 15th of the month. Adjunct faculty are typically paid in monthly installments through the semester.

No paychecks will be issued unless a signed contract has been returned, and the proper paperwork (W9, etc.) has been completed. The final paycheck for a semester will not be issued until grades have been submitted to the Hub.

Questions regarding contract letters, payroll, or receipt of payment should be directed to the Office of Academic Affairs at 412-365-1157.

Human Resources

The Office of Human Resources is located on the third floor of Mellon Center. Information about full-time positions at the College can be found there as well as on the College website. The office is open Monday through Friday from 9 am to 5 pm. The phone number is 412-365-1680.
History and Organization of the College

College History and Mission

Chatham started as Pennsylvania Female College in 1869. In 1890, the college name was changed to Pennsylvania College for Women (PCW), and, in 1955, to Chatham College. The new college name “Chatham” was chosen in honor of William Pitt the Elder, the 1st Earl of Chatham, for whom Pittsburgh is named. The College is home to one of only five Phi Beta Kappa chapters in western Pennsylvania.

In 1993, the College admitted its first graduate students in the newly formed Master of Liberal Arts (MLA) and Master of Education (MEd) programs. In 1994, two more programs in the health sciences were added, and currently the College offers a dozen different master’s-level degree programs, as well as a clinical doctorate in Physical Therapy. Chatham limits the granting of baccalaureate degrees to women, but certificate, graduate, and post-baccalaureate programs at Chatham are open to both women and men.

Traditions

Chatham’s traditions are a chain that link together generations of Chatham students and alumnae. Opening Convocation marks the formal beginning of the academic year, as Closing Convocation signals the traditional ending. Both events are held during the “Chapel Hour”: the 11:15-12:30 time block on Tuesdays and Thursdays when no classes are scheduled. Other campus events may take place during this time, including committee meetings, public talks, and Global Focus events. 2005-2006 is the “Year of India.” Adjunct faculty are encouraged to contact the Office of International Programs (x1159) for information and assistance on planning Global Focus connections with their classes.

Beginning in 2005, alumnae/alumni reunion will be held in the Fall. Annual alumni awards are presented and a host of activities are provided to unite alums with their sister classes. The first weekend in December marks a special celebration combining three different events. Candlelight starts off the evening with student readings and musical selections in the chapel. Next, students, faculty, and staff gather in Fickes hall to share in Fickes Eggnog and h’or doeuvres. Finally, students and their guests dance the night away at the holiday ball.

Spring Fling is a weekend full of social activities. Festivities begin Thursday night and no classes are held on Friday, Bucket and Blossoms Day (formerly “toe-dabbling day”). Students, faculty and staff spend the morning planting bulbs, mulching, and beautifying the campus, then enjoy picnics and games on the quad. That evening, students and their guests attend the Spring Fling Formal. On Saturday, student organizations sponsor booths offering activities and refreshments on the quad.

In late May, undergraduate commencement both take place. The night before commencement ceremonies, the annual “Dinner on the Green” takes place on the lawn next to Mellon pond. Seniors and their guests dine and are entertained by a jazz trio. Graduate closing ceremonies take place in August. Recent speakers at this event include Linda Dickerson, community activist, James C. Roddey, Chief Executive of Allegheny County, and Dr. Freddie Fu, Director of the University of Pittsburgh Center for Sports Medicine.
Administrative Organization

President: Dr. Esther Barazzone  
Office: Mellon Center, 2nd floor Phone: 412-365-1160

Vice President for Academic Affairs: Laura Armesto, Ph.D.  
Office: Mellon Center, 2nd floor Phone: 412-365-1157

Associate Dean: Michele Colvard, Ph.D.  
Office: Mellon Center 2nd floor Phone: 412-365-1157

Director of Advising: Nancy Ferrari  
Office: Braun Hall, 1st floor Phone: 412-365-2762

Assistant Dean, PACE: Janet James  
Office: Library, 3rd floor Phone: 42-365-1523

Vice President of Continuing Education: Stephen Anspacher  
Office: Laughlin Music Center Phone: 412-365-1632

Director of Information Services: Paul Steinhaus  
Office: Jennie King Mellon Library Phone: 412-365-1112

Library Director: Jill Ausel  
Office: Jennie King Mellon Library Phone: 412-365-1245

Director for International Programs: Elizabeth Bennellick  
Office: Mellon Center, 1st floor Phone: 412-365-1159

Division Chair, Health Sciences: Mark Freeman  
Office: Dilworth Hall Phone: 412-365-1405

Division Chair, Writing, Literary, and Cultural Studies: William Lenz, Ph.D.  
Office: Coolidge 129 Phone: 412-365-1186

Division Chair, Natural and Physical Sciences: Larry Viehland, Ph.D.  
Office: Buhl 128C Phone: 412-365-2752

Division Chair, Global and Public Policy Studies: Marie Connolly, Ph.D.  
Office: Braun 105 Phone: 412-365-1187

Division Chair, Arts and Design: John Marsden, Ph.D.  
Office: Art & Design Center Phone: 412-365-2978

Division Chair, Human Development: Deborah Rubin, Ph.D.  
Office: Falk Hall Phone: 412-365-1884

Division Chair, Business & Entrepreneurship: Mary Riebe, Ph.D.  
Office: Braun Hall Phone: 412-365-1460
# Frequently Used Phone Numbers

**Emergency:** x1111

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<tr>
<th>Administrative Office</th>
<th>Hours</th>
<th>Extension</th>
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<td>Academic Affairs</td>
<td>M-F, 8:30 am-5:30pm</td>
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<tr>
<td>Admissions</td>
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<tr>
<td>Advising, daytime students</td>
<td>See PACE</td>
<td>X2762</td>
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<td>Advising, evening and weekend</td>
<td>M-F, 9:00 am-5:00pm</td>
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<td>Bookstore</td>
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<tr>
<td>Career Development</td>
<td>See PACE</td>
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<tr>
<td>College Communications</td>
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<td>Community Programs</td>
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<tr>
<td>Computer Services</td>
<td>M-R, 8:00 am-6:00pm, F 8:00 am-5:00pm</td>
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<tr>
<td>Continuing Education</td>
<td>M-F, 9:00 am-5:00pm</td>
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<tr>
<td>Counseling Services</td>
<td>M-F, 9:00 am-5:00pm</td>
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<tr>
<td>Copy Center</td>
<td>M-T, 8am-6pm; Fri, 8am-5pm</td>
<td>X1108</td>
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<tr>
<td>Hub (Registrar, Financial Aid, scheduling)</td>
<td>M-T 10 am-6:00 pm; W-F 9-5:00pm</td>
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<td>Human Resources</td>
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<td>See PACE</td>
<td>X1523</td>
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<td>Library</td>
<td>M-R 7:45am-midnight; Fri 7:45am-5:00pm Sat 11:00am-7:00pm; Sun 12:00pm-midnight</td>
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<tr>
<td>Media Center</td>
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<td>Payroll</td>
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<td>PACE (Advising, Career Development, Learning Center)</td>
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<tr>
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<tr>
<td>Public Safety</td>
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**Division Chairs**

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<tr>
<th>Division</th>
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<tbody>
<tr>
<td>Arts and Design Division</td>
<td>Dr. John Marsden</td>
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<tr>
<td>Business &amp; Entrepreneurship Division</td>
<td>Dr. Mary Riebe</td>
<td>X1460</td>
</tr>
<tr>
<td>Global and Public Policy Studies</td>
<td>Dr. Marie Connolly</td>
<td>X1187</td>
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<tr>
<td>Division</td>
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<tr>
<td>Division</td>
<td>Director</td>
<td>Phone</td>
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<tr>
<td>Health Sciences Division</td>
<td>Mr. Mark Freeman</td>
<td>X1405</td>
</tr>
<tr>
<td>Human Development Division</td>
<td>Dr. Debby Rubin</td>
<td>X1884</td>
</tr>
<tr>
<td>Natural and Physical Sciences Division</td>
<td>Dr. Larry Viehland</td>
<td>X2752</td>
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<tr>
<td>Writing, Literary and Cultural Studies Division</td>
<td>Dr. William Lenz</td>
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### Graduate Program Directors

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<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Business Administration (MBA)</td>
<td>Dr. Mary Riebe</td>
<td>X1460</td>
</tr>
<tr>
<td>Counseling Psychology</td>
<td>Dr. Mary Beth Mannarino</td>
<td>X1196</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>Dr. Sheryl St. Germain</td>
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<tr>
<td>Education</td>
<td>Dr. Patricia Demase</td>
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<tr>
<td>Film &amp; Digital Technology</td>
<td>Dr. Prajna Parasher</td>
<td>X1182</td>
</tr>
<tr>
<td>Interior Architecture</td>
<td>Dr. John Marsden</td>
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<tr>
<td>Landscape Architecture and Landscape Studies</td>
<td>Ms. Lisa Kunst Vavro</td>
<td>X1882</td>
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<tr>
<td>Leadership &amp; Organizational Transformation (formerly Organizational Psychology)</td>
<td>Dr. Gloria Nouel</td>
<td>X2766</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>Ms. Joyce Salls</td>
<td>X1177</td>
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<tr>
<td>Physical Therapy</td>
<td>Dr. Pat Downey</td>
<td>X1199</td>
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<tr>
<td>Physician Assistant Studies</td>
<td>Mr. Mark Freeman</td>
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<tr>
<td>Professional Writing</td>
<td>Mr. Stephen Anspacher</td>
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<tr>
<td>Teaching</td>
<td>Dr. Patricia Demase</td>
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