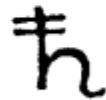




College of the Atlantic's
(Continually Evolving)
Partial Survival Guide
for New Faculty



The college logo combines three runic symbols:

 is for tree,  for humans, and

 for ocean, intertwined in a circle

symbolizing the earth and universe.

Welcome to College of the Atlantic! **2018**

This Survival Guide is completely informal and is not designed as a substitute for the college catalog, the Personnel Manual, or advice from your mentor or the Deans. The Survival Guide is intended as a brief introduction to the College, our policies, and the quirks which are uniquely ours. The guide has been revised and updated by many people over the years; this version has been edited by Susan Letcher with input from many faculty and staff. Please let us know about your experience here and what you think should be added or subtracted from the Survival Guide. In 2018-19, please send Guide-related feedback to Susan (sletcher@coa.edu).

For more formal descriptions of the rights and responsibilities of COA faculty, turn to the COA Personnel Manual, available at <https://www.coa.edu/human-resources>. For more formal descriptions of the curriculum and academic policies, consult the front section of the Course Catalog, available at <https://www.coa.edu/registrar>. Hard copies are available at the Registrar's office in case you don't receive one in your mailbox when you arrive.

Structure and Purpose of This Guide

The Survival Guide in its current iteration has four parts: *People You Should Meet*, *Selected Logistical Advice*, *Selected Academic Policies to Be Aware Of*, and *Selected Personnel Policies to Be Aware Of*. As noted above, the advice given here is not a substitute for the more detailed policies given elsewhere. This guide is designed to help highlight some of the most relevant pieces of those larger documents, to offer some pointers that current faculty have found helpful, and to give some structure to your orientation as a new faculty member. Because COA is a small college and has few (or no) new faculty members in any given year, we do not have the formal orientations that many larger institutions offer. This version of the guide is an attempt to draw together the kind of information that a formal orientation might cover, in the hopes of providing some effective support for our new colleagues. We are glad you're here, and we want to help you succeed.

People You Should Meet:

#1: Your Faculty Mentor. Faculty mentors are assigned at the beginning of your first year and can help with general questions and receive your comments about life as a new faculty member. Your faculty mentor will orient you to the campus and provide support as you adjust to life at COA. You should meet with your faculty mentor at least every other week for your first term and then regularly throughout the year. If you don't know who your mentor is, please check with the chair of the search committee that hired you.

In your first few days on campus, make sure that your mentor takes you around and introduces you to the following people, categorized here by the kinds of questions/issues that they can help you with (and roughly in order of importance to your survival/happiness-- though this is a very subjective ranking and is not intended to slight anyone at the bottom of the list!):

A note about staff: There are a lot of names listed below, but it is very much worth your while to meet them all. The staff all work hard and are as dedicated to the institution as you are. Remember that when you are interacting with them-- treat them well, learn everyone's name, and

show them respect, and they will move mountains for you.

General logistics: **Marie Stivers** (Director of Academic and Administrative Services, ext. 5631) and **Barbara Carter** (the Faculty Assistant, ext. 5632). Their offices are located on the third floor of Turrets. They will help you with all logistics and details (how to order books, where your classroom is, how to get furniture, etc.). Marie also keeps track of campus space use (other than classroom assignments) and either she or Barbara arrange for faculty photocopying when work-study students are available. Barbara can assist you with ordering supplies for your classes and organizing transportation. She can orient you on where to get office supplies, make copies, etc. In addition, Marie and Barbara can point you in the direction of the people with the answers for just about any question.

Academic program: **Ken Hill** is the Academic Dean (ext. 5630), and the Associate Academic Deans are **Chris Petersen** (ext. 5705) and **Karen Waldron** (ext. 5727). **Chris** is also the Director of the Graduate Program. Please consult with any of them about any questions you might have about COA and the academic program. **Judy Allen** (ext. 5680) is the Registrar and **Mindy Viechnicki** (ext. 5681) is the Assistant Registrar. They can help with questions about class scheduling.

Facilities/maintenance: Questions about keys, maintenance, etc. go to **Millard Dority** (ext. 5690), **Bob Nolan** (ext. 5691) or **John Barnes** (no separate extension) in the Buildings and Grounds Shop. You can also ask Marie. If you get locked out of your office or need access to a locked building after hours, you can call B&G or call the night watchman at ext. 5800. B&G also handles parking. Parking on campus is free but we request that you register your car and put a COA permit on it. There is typically an email notice for permits every fall, but if you miss it Millard can tell you how to get a parking permit.

Library and research databases: Library questions can be directed to **Jane Hultberg**, the Director (ext. 5660) or **Trisha Cantwell Keene**, the Associate Director (ext 5661). They can provide information about off-campus access to databases as well as information about library resources and services, including reserves and interlibrary loan. The library offers information sessions and individualized research help for students. They also produce a set of in-house resource guides to various subjects that can help students get started with research.

Student writing issues: **Anne Kozak** (ext. 5701) is the Director of the Writing Center. She provides help with incorporating writing into the curriculum as well as supporting students who are struggling with their writing. The writing center has tutors available every term. If you plan to have writing assignments in your classes, Anne is an excellent resource. At the end of every term you are requested to send names of any students who you believe have writing problems to the writing center.

Students in crisis: **Sarah Luke** (ext. 5670) is the Dean of Student Life and helps coordinate support for students when they need it. It's a good idea to get to know Sarah early on, so that she can orient you to the support system for students in crisis before the need arises.

IT: **Pam Mitchell** (ext. 5650) is the Director of Information Technology. She and the IT office staff will get you a computer according to your specifications and help you get set up on the

campus network. They can also take your ID picture for a COA card that you can add money to and use like a debit card in the dining hall (see “Dining hall and faculty meal discount,” below). Audio/visual needs should be directed to **Zach Soares** (ext. 5663). Many classrooms have projectors already, but if you have particular needs for your teaching space you should check with Zach. He may require advance notice of one to two weeks depending on the space and the equipment needed, especially if you want something recorded.

Finances and financial policies: The COA Comptroller is **Missy Cook** (ext. 5610). It would be a good idea to meet with her early in your COA career for an overview of Business Office policies and an orientation on how to process reimbursements/purchase orders, etc.

Salary and benefits: By now, you have probably already met the Business Office Manager **Tricia Pinkham** (ext. 5611) to arrange for payroll, choose benefits, and process employment records. If not, do this ASAP. For general personnel questions you can also call Administrative Dean **Andy Griffiths** (ext. 5605).

Selected Logistical Advice

The institutional culture of COA is rooted in questioning traditions and exploring the interfaces of different bodies of knowledge. Because COA is a small, relatively young campus with roots as an alternative educational institution, you may find that procedures here are less regimented and organized than they may be at other larger and more formal places. This guide attempts to draw together some of the procedures that are currently in place, but please note that they may be subject to change. If you want to know how something is done around here, the best way to find out is to talk to someone who does it. Your faculty mentor is an important source of guidance, but it’s also important to talk to many other people-- faculty, staff, students-- to get a sense of how things run here. The advice in this guide is necessarily subjective and may not be authoritative. If any of the information here is in error or unhelpful, please contact the author(s) of the most recent revision to suggest corrections.

Classroom space:

When you request the time slots for your class, you should also give preferred spaces for the class to be in. Well before the term starts, you should check the space to make sure it will fit your needs. Is there room for all the enrolled students? Does the classroom configuration meet your needs? Are there sufficient blackboard/whiteboard spaces? Is there a projector if you need it? Can the window shades be drawn if you need to darken the room for projecting images? If there is a storage space where projectors and other equipment is kept during off hours, do you have the key/access code? Do you have the necessary audiovisual equipment, and does it interface with your computer if needed? Is there space for all the equipment that you need, and are electrical outlets available where you need them? If the answers to these questions are not self-evident, you may want to ask your faculty mentor and/or other faculty who frequently teach in the space. Zach Soares can help with audiovisual issues, but he may need 1-2 weeks of lead time. Millard Dority may be able to resolve things like window shades, but again, lead time is necessary.

If you realize that the classroom space assigned to you is unworkable, contact the Registrar before the start of the term. An alternative may be available, but you may need to live with your assigned space. Questions about classroom spaces **after** the start of the term should go

to Marie Stivers.

Faculty portal:

COA has an online portal where you can manage your classes and advisees. It's a good idea to familiarize yourself with the system before the term starts. If you have not received your login and password for the portal, contact the Registrar. Your faculty mentor, Marie, Barbara, and the Registrar's office can provide support if you need it.

Class lists are on your portal. You should check how many students are enrolled in your class, whether there is a waitlist, and if so, how long it is. You should print the roster shortly before classes start and bring it with you to take attendance. You can also use the portal to get photographs of all students in your classes who have consented to share their photos.

You can use the portal to email your classes, post readings and other course resources, communicate with advisees, see your schedule and the times/places of other courses, and a number of other functions. You are **required** to use the portal to enter final grades every term. The first time you enter grades, it's a good idea to do it during business hours so that you can call the Registrar's office for support if you need it.

Note that some professors choose to use Google Drive folders to organize course materials instead of going through the portal. If you choose to do this, make sure to familiarize yourself with Google Drive's ways of managing permissions; for instance, make sure that documents that shouldn't be modified are write-protected, so that students who are unfamiliar with Google Drive won't modify them by accident.

Students having difficulty:

If a student is performing poorly in your class, speak with them directly. If problems continue, you should contact the student's advisor and alert them to the difficulties. You can find the advisor's name listed in your class list on the portal, or ask Marie Stivers (ext. 5631). You can also contact Ken Hill, Academic Dean, who oversees advising (ext. 5630). Sarah Luke, Dean of Student Life (ext. 5670), should also be notified as she can provide individual support for students who are struggling. If a student is not coming to class and not responding to emails, the front desk (ext. 5015) can provide you with addresses and phone numbers for students.

Students who are struggling with writing should make use of the College's writing center. Tutors are available every term and the hours are posted. For more serious writing problems, contact Anne Kozak (ext. 5701) directly. Students who need some extra support with library research can attend library tutoring sessions or contact Jane Hultberg or Trisha Cantwell-Keene for individual help.

Office space:

You will be assigned an office, and your faculty mentor should be able to tell you where. If anything in your office needs fixing, upgrading, or painting before you move in, you should contact Buildings and Grounds (Millard Dority, John Barnes, or Robert Nolan). The B&G crew can also help you find furniture if you need extra chairs, cabinets, bookcases, etc. If you need assistance with your phone or computer, contact IT.

Computer needs:

Please become familiar with the COA Computer Usage Policy, available at <https://www.coa.edu/policies/it-policies>. If you have an IT issue, the best approach is to email helpdesk@coa.edu since this will automatically generate a work ticket that everyone in the department has access to. If you use a personal laptop to access e-mail on campus, it needs to be

registered with the IT folks and have appropriate security software installed (Macs as well as PCs). Your tablet and smartphone can also be set up to use the school internet.

Online presence:

Your COA webpage should already be set up. You can find it by searching for yourself on the main page, and you can personalize or link to another site by clicking on the “Edit Your Profile!” link at the very bottom of the page. Log in using your coa.edu credentials. The interface is fairly self-explanatory, but if you have trouble you should email webteam@coa.edu.

Course budgets and course materials:

You have a single budget (a three-digit code) that starts with \$300/class for every course you teach. If your course has additional lab fees to cover higher course costs such as field trips or supplies, that money is also placed in the course budget. Your course budget is essentially your budget for all expenses related to being a faculty member at COA. Note that any unused course funds go back into the general Operating Budget at the end of the fiscal year (June).

Among the things that your “course budget” will cover are: office supplies, books, photocopying (\$.05/page), field trips (van cost - \$10 for a half-day, \$20 for a whole-day, first 50 miles free, then \$0.50 cents per mile), film rentals, and speakers. You can also use this budget for any legitimate professional costs, such as books, society memberships, and small amounts of professional travel. There are separate professional development funds, travel funds, and course-enhancement funds which you can apply to for additional funding. Contact the Academic Deans for information on how to access these funds. You may also have received start-up funds for equipment, books, or furniture.

Barbara Carter places book orders with Sherman’s Bookstore in Bar Harbor. Sherman’s needs approximately one month lead time which means that Marie needs to have the orders before that in order to check on availability, order desk copies, etc. A memo and order sheets will be in your box approximately 6 weeks before the new term starts. If books are not returnable COA has to purchase them and the money will come out of your course budget. Marie will notify you if any of your books fit this category and discuss options. Some faculty choose not to use Sherman’s and have their students buy their books directly from the internet.

Vans and field trips:

College vans can hold up to 12 people (although there is one 14-person van and one minivan that holds 7), depending on which van you reserve and can be driven by COA-insured drivers. Their use will be charged to your course budget at the rates listed above. **Make arrangements with Barbara Carter to reserve a van and pick up keys.** It is a good idea to reserve vans for the entire term ahead of time, ideally 4-6 weeks before the term starts. Van keys are typically put in your faculty mailbox before the trip, and there is a key drop-off next to the mailboxes in Turrets.

Drivers get \$0.50 per mile if using personal vehicles. Pick up a payment voucher from the business office, fill it out with the name of the person to be paid, the number of miles driven, the total cost, your budget number, and return it at the half-window at the business office. Have the driver pick up her/his money from the business office. If a payment voucher is turned in on Monday a reimbursement check is usually ready on Friday.

Toby Stephenson (ext. 5693 or tstephenson@coa.edu) is the COA boat captain and waterfront coordinator. If you are planning courses or field trips that will make use of COA’s island field stations or boats, you should coordinate with Toby.

Anna Davis and David Levinson (207-244-5204; email: beechhillfarm@coa.edu) are the managers of Beech Hill Farm, and C.J. Walke (email: cwalke@coa.edu) is the manager of Peggy Rockefeller Farm. If you are planning courses or field trips that will use the farms, you should talk with them.

The Cox Protectorate is a COA-owned parcel of forested land off Norway Drive just north of Mill Brook Road. It may be a good place for field trips, particularly if you are planning to do any kind of destructive sampling that would be prohibited in Acadia National Park.

Purchasing and reimbursements:

The Business Office prefers that you use purchase orders whenever possible. When ordering supplies and materials, ask the Business Office if your supplier is likely to accept COA purchase orders (POs); most local businesses will accept them. For supermarket purchases, you can get a Hannaford card from Barbara Carter. For purchases where purchase orders cannot be used, you can either order items yourself or have Barbara Carter order them for you on the COA credit card. Whenever possible, it is best to use purchase orders or COA cards-- COA has a tax exemption, and if you use your personal card you may not get reimbursed for the tax. If you do use your own card, receipts for reimbursement must be submitted within two months of the time of the transaction or at the end of the fiscal year, whichever is sooner. The paperwork to turn in with your receipts is available outside the Business Office. You need to know the budget code that should be charged.

Reserving space:

To reserve COA spaces other than those assigned for your class(es) contact Marie Stivers (ext. 5631). There are exceptions to this rule. To reserve the Library Seminar Room please call Trisha Cantwell-Keene at (ext. 5661). In Deering Common there are several classrooms and a downstairs open meeting space that can be reserved through an online form. If you are setting up an event or meeting, formal or informal, ask Marie whether you need to reserve a space if there is any doubt. During the summer, spaces are reserved through the summer programs office (**Laura Johnson**, ext. 5635).

Photocopying:

There are three photocopiers on campus: two in the library and one in the Turrets First Floor Copier Room. See Marie Stivers or Barbara Carter for your copier code number and the code to the copier room. The library copier requires a different code; please see Jane Hultberg (ext. 5660) or Trisha Cantwell-Keene (ext. 5661) to obtain that code. Work-study students may be available to do copying for you through the Academic Program office. A minimum of 24 hours notice is appreciated.

Mail:

Student mailboxes are on the basement floor of Kaelber Hall, next to the Computer Lab. Faculty mailboxes are in the first floor of Turrets. COA's mail service should not be used as your personal address. Packages arrive in the first floor of Kaelber to the right of the stairs to the library. You will get an email if you have a package to pick up. There is limited storage space for packages, so please pick them up promptly.

Outgoing mail to be stamped can be left with Linda Black or the student workers on duty at the front desk (on the first floor of Kaelber Hall outside of Admissions). Be sure that you indicate what budget should be charged for the postage. Stamps can be purchased at the front

desk but personal mail cannot be processed there.

UPS and Federal Express service is available through the College. See the front desk (on the first floor of Kaelber Hall outside of Admissions) for assistance. Personal packages must be paid for prior to shipping. There is an additional service charge of \$.50/box for personal packages (no more than four personal boxes). You must use COA's return address for any (personal or not) package shipped from here. UPS picks up packages once a day, at about 11:30 a.m.

Phone calls:

Phone lists are printed and distributed by Marie Stivers (ext. 5631). Every faculty member's extension can also be found on their profile page on the COA website. Pam Mitchell (ext. 5650) will assign you a COA voicemail account when your computer is set up and instruct you on how to use the phone system. Dial '9' for an outside line. To access your voicemail from off campus dial 288-2944 and press #. Please see the Business Office for a long distance access PIN. You will need this both for the phone and for the fax machine.

Dining hall and faculty meal discount:

The main campus dining hall is Take-A-Break (TAB). TAB serves three hot meals a day when classes are in session. Meals are based on local and organic food whenever possible, and they are delicious and very affordable (c. \$4 for lunch). You can get an additional discount by getting a COA ID card at the IT helpdesk and taking it to the Business Office where you can pay \$80 for \$100 of meal credits on your card. Be aware, though, that the declining balance does not carry over from one academic year to the next.

Selected Academic Policies to Be Aware Of

The COA term runs for ten weeks. Fall term has an initial half-week ("week zero") and another half-week partway through the term for the faculty retreat. Everything, including final exams/papers/projects, falls into those ten weeks. If you have taught semester-long courses, the COA term will go like greased lightning. The more you have prepared ahead of time, the easier it will be to keep your head above water. That being said, translating a semester course into a COA quarter term course is an uncertain art form. It may seem that you could take the first or last ten weeks of a semester course and slot it into a ten-week term, but experience suggests that this approach produces an overstuffed course that stresses out both students and professor.

Other factors make the term even shorter: students tend to "shop around" for classes in the first week during drop/add, and your course enrollment may change quite a bit during that time (see course enrollment policies, below). Professors are also expected to build in time for a course check-in (see course evaluations, below) in the fourth or fifth week. Because of the limited contact time, many professors choose to assign take-home exams or other projects instead of giving in-class exams.

New course proposals:

New courses should be discussed and approved by the resource area before being passed to the Academic Affairs Committee (AAC) for approval. Because time for resource area meetings is limited, these discussions can sometimes be conducted by email. New faculty should talk with their mentors about the courses that they plan to teach in the first few years, and resource areas with incoming faculty should set aside some time in early meetings to discuss

course planning. You may need to be proactive in carving out this space.

The descriptions of all currently offered courses can be found in the Course Catalog, or online at <https://www.coa.edu/academics/courses>. In addition, the projections for courses for the current three-year period can be found at <https://www.coa.edu/live/files/104-anticipated-course-list>. When developing your course descriptions, it can be useful to read a variety of current descriptions and talk to your mentor and other faculty members. Every course description should include a summary of what students will learn, how they will learn, and how they will be evaluated. If the course is aimed at a particular sector of the student population, it may be useful to indicate that in the description; e.g. “this course is designed for students with a basic knowledge of ____ who are interested in learning ____” or “this course provides important background for students who plan to attend law school.” The recommended length for course descriptions is 150-250 words.

Along with the description, you should determine the following information about your new course:

- whether it will be team-taught, and if so, by whom
- the level of the course (introductory, intermediate, etc.)
- any prerequisites; note that prerequisites can be things like “a knowledge of algebra” as well as specific course numbers
- whether instructor permission is required (ask your mentor and other faculty members when and how instructor permission is used)
- whether there is a lab fee and what it will be used for (ask your mentor and other faculty about this)
- the course size limit and a justification if it is smaller than 12 or larger than 20
- whether the course meets curricular requirements (resource area, HY, QR, W, etc.)

Once the course has been discussed and approved by the resource area, you need to submit it to AAC online using the “New Course Form for Permanent Faculty” available at <https://www.coa.edu/faculty-staff> (lower left on this page).

Course syllabi:

All courses are required to have syllabi, which are given to students and also archived by the college. There is no set template for a syllabus, although virtually all syllabi contain professor contact information and office hours (either specific sign up times or by appointment), the goals of the course, a list of topics and dates, often the set of readings for the term, and what assessment in the course will be based upon. In addition, faculty and the registrar’s office require two additional items.

The first is a note that the course will take a minimum of 150 hours. You can use the boilerplate below or develop your own:

You should expect to spend a minimum of 150 academically engaged hours associated with this one-credit course. These 150 hours will be spent roughly as follows: *(this is an example of how you could do this section, you obviously put down what reality is for the class - 3 hr/wk in class, 4 hr/wk reading and preparing for class discussions, 5 hr/wk on homework, and 3 hr/wk on your final project).*

The second thing that all syllabi have to have is a note on plagiarism. Below is some boilerplate, but you can adopt as you see fit as long as you have a statement in your syllabus:

By enrolling in an academic institution, a student is subscribing to common standards of academic honesty. Any cheating, plagiarism, falsifying or fabricating of data is a breach of such standards. A student must make it his or her responsibility to not use words or works of others without proper acknowledgment. Plagiarism is unacceptable and evidence of such activity is reported to the academic dean or his/her designee. Two violations of academic integrity are grounds for dismissal from the college. Students should request in-class discussions of such questions when complex issues of ethical scholarship arise.

Course enrollment policies:

When you write a new course proposal, you can specify the number of students who will be allowed to register for a class. If you want to control exactly *who* is allowed into a class before the term starts, you can offer the class by instructor permission only. When this is done, it is almost always for upper-level classes where professors want to screen for potential students' academic qualifications and level of preparation. Note that the registration system at COA does not automatically exclude students who lack prerequisites for a course. If you do teach an upper-level course with an indispensable prerequisite, you may need to check with students in the first class meeting to ensure that they are actually prepared.

Popular classes may have a waitlist. To see the waitlist, click on the "My Schedule" tab in the portal. The waitlist is numbered, but the ranks are often separated by only a few seconds depending on the student's internet connection speed at registration time. Note that students on the waitlist may or may not show up for your class in the first week, and students who are not on the waitlist may show up. When considering who to allow in off the waitlist (or otherwise), most professors give priority to the students who show up on the first day. Conversely, if your course is underenrolled before the term starts (i.e., fewer than five students enrolled), check with your faculty mentor for strategies to increase enrollment.

After the term starts, you can control who is allowed to add your course. If a student wants to be allowed in, you will need to sign their add/drop form, even if they are on the waitlist. The final add/drop deadline is at 4:00 PM on the fifth day of classes (Wednesday of Week 1 in fall term due to the zero week, and Friday of Week 1 in winter and spring). At that time, you should examine your final class list on your portal. Make sure that everyone who shows up to class is on the roster and vice versa. The portal will also show you which students have elected to take the class pass/fail instead of receiving a letter grade.

Senior projects and Independent Studies:

Students may approach you at any time during the year to request that you direct their senior project or supervise an independent study with them. Most faculty do 1-4 senior projects per year (the average for 2017-18 was about 2.5). Seniors receive three senior project credits for their senior project, which they may take all in one term (in lieu of enrolling in any classes) or which they can spread out over two or three terms, in combination with enrolling in courses. Faculty are much more variable in their sponsorship of independent studies or tutorials. Some faculty decline to do any, and focus their teaching in their classes and senior projects. Other faculty may do a tutorial to several students, or a small number of independent studies (1-2 per term), but faculty are not obliged to sponsor independent studies or tutorials. For 2017-18, the average number of students a faculty taught in all of their independent studies and tutorials was 3.5 (range 0-10). Before committing to directing a student's senior project or independent study, you can request that they send you a draft proposal, and you can request that they give it to you well ahead of the proposal deadline. Most faculty will not do these kinds of independent work with students that they have not already had in a class. There is a range of expectations among

faculty and students regarding what constitutes an independent study, as well as a senior project, so it is a good idea to set clear guidelines and make expectations clear with students when committing to direct an independent study or a senior project. Given how short the academic terms are, some faculty also require that work on senior projects begin prior to spring term, whether or not all the senior project credits are used in the spring. For June graduation, seniors must have their senior projects completed and signed off by the Friday of week 9 of classes (one week before classes end).

Human Ecology Essays:

Seniors may approach you to be a reader on their Human Ecology Essay (HEE), due in Winter term. Students have two readers on their essay, their academic advisor is one and then they recruit second faculty reader. A typical load of HEEs is 3-6 per faculty member (although in 2017-18, several did 7-9). Collections of essays from previous years are available in the library so you can get a sense of what they entail.

Auditors:

COA students can audit classes and will receive a designation on their transcript that they have done so if they meet your expectations. If there is room, Hancock County residents (non-matriculating individuals in the community that are interested in taking a class) may attend classes with your permission and the payment of a registration fee; direct them to the Registrar's office for a form. **Registered COA students must be given priority in classes with limited space.** Auditors and Hancock County students are not allowed in classes if you've cut out any regular students. Deciding whether to add an auditor is up to you-- you may decide that your class requires a commitment that is not possible from an auditor. If you do decide to take auditors, be clear at the start about the level of participation you desire or allow.

Office hours:

The Academic and Administrative Services Office will request a copy of your syllabi during Week 1. They will also ask for your office hours during Week 1 so that they can be posted for both students and staff. Some faculty arrange office hours by appointment; others have set hours. Students are accustomed to having regular contact out of class with faculty. How you let students sign up to see you is up to you; some faculty have online calendars, some have signup sheets on their office door, and some do it solely by appointment. However you decide to communicate with students, you should make plenty of time available for meetings outside of class.

Course evaluations:

Every COA course is evaluated informally at the mid-term in a "course check-in" and formally at the end through written evaluations. The informal evaluations provide an opportunity for professors to assess whether their expectations and the students' expectations are being met. The formal evaluations provide a lasting record of how the course went. Your narrative evaluations (see below) and grades are included on student transcripts. Students' evaluations of you will be taken into account for contract reviews.

Mid-term evaluation ("course check-in"): In the fifth week of the term, you will receive a reminder email with suggested questions for the students to ask the teacher, the teacher to ask the class and the students to ask each other. Make sure to reserve time in your course schedule for this. Based on the feedback you receive, you may decide to modify the rest of the course in some

way. For a new course, you may want to do an initial check-in sooner. Don't hesitate to direct questions about the course check-in to your faculty mentor, the Academic Dean (Ken Hill), or to other faculty.

Final evaluations: For the students' evaluation of the course, you can choose whether to have them do it on paper or online. Hard copies may make it easier to ensure that everyone actually fills them out-- though COA students tend to be conscientious about this-- but online evaluations can save valuable class time. Your call. For your evaluation of the students, grades and narrative evaluations must be entered through the online portal. Narrative evaluations provide a forum for noting the aspects of a student's performance that letter grades gloss over. Ask your mentor and other faculty members for advice on crafting these narratives. Evaluations have two audiences, the student and the outside world. Our official transcript contains the course description, your evaluation and an optional student self-evaluation (different from the course evaluation). A set of examples of narrative evaluations is given at the end of this document in Appendix 1 which is available to faculty on their CAMS webportal.

Grades and your written evaluations must be turned in no later than three weeks after the end of term.

Faculty responsibilities in addition to teaching

Advising: Because of our student-centered curriculum, advising plays a central role in developing a student's course of study at COA. You may have been assigned several advisees at the beginning of the year or students in your classes or students who share similar interests may ask you to become their advisor or to join their advising team with another faculty or staff member. Full-time faculty should have between 10 and 15 formal advisees, although in 2017-18, seven faculty had more than 15 advisees. Students will need you to fill out a change of advisor form to add you as an advisor. Students can have more than one advisor, but it is a good practice to make sure that there is one that is seen as the 'lead' advisor, who signs forms, etc. Being an advisor allows you to see the students record on the faculty portal. Any questions you have about advising should be directed to Marie Stivers, Jill Barlow Kelly (ext. 5633) or Ken Hill (ext. 5630). Jill or Marie can provide you with some guidelines for advising. It can be useful to talk with your faculty mentor and other colleagues about approaches to advising. Although advising styles differ, **you should meet with advisees at least once a term.**

Committee work/governance: As a faculty member you are expected to attend faculty meetings, resource area meetings and the All College Meeting (ACM) on a regular basis. Faculty meeting is held on Wednesday at 11:10 a.m. in Gates Auditorium. The faculty moderator will send out an agenda prior to the meeting. ACM's are held in Gates Auditorium at 1:00 on Wednesdays. In practice, only about ¼ of faculty go to ACM regularly. You are also expected to serve on one major committee and one minor committee/service project per year. Alternative service options exist, like serving on working groups, working on this guide, etc. You should meet with the Academic Deans and your mentor to discuss appropriate college service and committee work for your first year.

Selected Personnel Policies to Be Aware Of

Policy on sexual misconduct and harassment:

The college has an extensive policy on sexual harassment which defines sexual harassment and other forms of misconduct, and specifies procedures for filing and executing complaints. This policy is stated in full in the College of the Atlantic handbook. A copy of the

Handbook is included in the materials for all new faculty. You are responsible for understanding and abiding by this policy. If you have any questions or concerns please contact the Title IX Coordinator Sarah Luke (ext. 5670).

Amorous relationship policy:

As passed by the Board of Trustees at their annual meeting on Saturday, August 14, 2004: *Amorous relationships between paid professionals (faculty and staff) and students may jeopardize, in fact or in appearance, the equity of the learning environment of the college. Such relationships are, therefore, prohibited at COA. Should any faculty or staff member enter into an amorous relationship with a student, that staff or faculty member will be expected to take unpaid leave for the duration of the student's time at the college.*

Questions about this policy should be directed to Ken Hill.

Alcohol policy:

The college's alcohol policy, which by state law the college and its employees must abide by, is stated in the Handbook.

We hope you have found this helpful!

If you do find inaccuracies or information that is unhelpful, please contact the lead author of the current revision; for 2018-19, Susan Letcher (sletcher@coa.edu)

