

## FACULTY HANDBOOK, SECTION 5

### SERVICES AND FACILITIES AVAILABLE TO THE FACULTY

#### Table of Contents

A. Faculty Offices.....	2
B. The Libraries.....	3
C. Copying Services.....	4
D. Student Employees.....	4
E. Transportation System and Policy.....	4
F. Statement Regarding Vehicle Insurance.....	6
G. Purchasing and Central Stores Departments.....	7
H. Services of the Wilson Bookstore.....	8
I. College Personal Charge Accounts.....	8
J. Parking.....	8
K. Use of College Facilities.....	9
L. Computing Policy.....	9

## **A. FACULTY OFFICES**

Offices will be provided to all active members of the faculty, as listed in the *Catalogue*. Whenever possible, offices will be provided to members of the adjunct teaching staff for the period in which they are under contract.

Office assignments are made annually by the Dean of the Faculty, who will attempt to provide for the most advantageous arrangement. In assigning offices the Dean will take into consideration, in addition to the recommendation of the department or program chair and the faculty member's preferences, such criteria as previous occupancy of the office, proximity to classrooms and departmental or program colleagues, seniority, and any special conditions related to health or disability.

Reassignments of offices for the fall semester are effective July 15; those made between semesters are effective January 1.

Except when other arrangements have been approved, faculty members on leave, both paid and unpaid, are not provided with offices for the semester(s) in which the leave has been granted (Semester I, July 15-Dec. 31; Semester II, Jan. 1-July 14).

Each office will be furnished at a minimum with a desk, swivel chair, two straight back chairs, bookcase, filing cabinet, telephone, and computer. Any personal property used or stored in offices is at the risk of the faculty member. Faculty members who desire insurance for such should do so privately.

Orders for any new or additional office furniture should be made through and have the approval of the department or program chair and the Vice President for Academic Affairs and will be processed with other requests for equipment.

Faculty should take special care to follow any regulations related to matters of safety and security, in particular the fire code, with regard to the use of electronic appliances (*e.g.*, heaters and air conditioners).

Office furnishings belong to the office not its occupant, and remain in the office when the occupant relocates.

Faculty members going on leave should be sure to empty their desks and leave adequate space on bookshelves and in filing cabinets for those who will be using the office. Faculty placed temporarily in such offices should take care on leaving that the office is returned to its original condition.

An exterior door key and an office key (for buildings/offices not card-accessed) will be issued to faculty members by the Service Center on authorization by the Dean of the Faculty. If additional keys to other areas in your building (such as copier room, student work area, etc.) are needed, the Department Chair should request keys from the Service Center no later than August 1.

## **B. THE LIBRARIES**

The College of Wooster Libraries consist of the Andrews Library (1962), made possible largely through the gift of the late Mabel Shields (Mrs. Matthew) Andrews of Cleveland; the Flo K. Gault Library for Independent Study (1995), made possible largely through the gift of Stanley and Flo K. Gault of Wooster; and the Timken

Science Library (1900, renovated 1998), made possible originally through the gift of Henry Clay Frick of Pittsburgh and renovated largely through the gift of The Timken Foundation of Canton. The libraries provide seating for more than 500 library users, with nearly 300 carrels for seniors engaged in Independent Study. Each carrel is connected to the campus computing network.

The libraries contain approximately one million items in all formats (print, microform, and electronic) including books, periodicals, instructional media, newspapers, and government publications (for which the libraries are a selective depository). The libraries subscribe to approximately 1,200 scholarly journals and other periodicals in print, as well as more than 6,000 in electronic form, with access to another 34,000 through electronic reference database subscriptions. There are several special collections. Most notable is the Wallace Notestein Library of English History; others include the McGregor Collection of Americana, the Homer E. McMaster Lincoln Collection, the Paul O. Peters Collection on rightist American politics, the Gregg D. Wolfe Memorial Library of the Theatre, and the Josephine Long Wishart Collection of women's advice literature. The extensive microtext collections include the Atlanta University-Bell & Howell Black Culture Collection, the Library of American Civilization, Herstory, and the Greenwood Science Fiction Collection.

The resources are arranged by the Library of Congress and the Superintendent of Documents classification systems. With the exception of special collections, reference materials, and periodicals, everything circulates. Computer laboratories/classrooms equipped for word processing and other functions, as well as for searching the Web, are located in all three libraries.

Wooster faculty may borrow circulating books for one academic year, subject to recall after three weeks. Wooster's library catalog is part of CONSORT, an electronic system shared with Denison University, Kenyon College, and Ohio Wesleyan University. CONSORT, in turn, is part of OhioLINK, a network of academic libraries throughout the state containing more than 44 million items. Wooster faculty and students may order books and other library materials, including selected non-print media, directly from any CONSORT or OhioLINK library via the online catalog, and receive them within 3-4 working days. Interlibrary loan of materials from other libraries is also available, but somewhat slower. Books from other CONSORT libraries may be borrowed for course reserve at Wooster. Faculty may borrow most CONSORT books for their own use for one semester, with one one-semester renewal, subject to recall after three weeks if necessary.

All the College's electronic library resources are available in residence halls and faculty offices via the campus computer network and worldwide via the Web through the campus's Virtual Private Network (VPN) and other forms of password-restricted access.

Librarians are available to assist users in locating information. Aid is given at the reference desk, in group lectures, or in individual consultations. Librarians collaborate with teaching faculty through an active bibliographic instruction and information literacy program that aids students in learning research methodology throughout their time on campus, from First-Year Seminar through Independent Study.

The first floor of Andrews Library is the focal point for the College's nascent Academic Commons, including public computers, a library Circulation Desk, the library Reference Desk, the Information Technology Help Desk, and the Writing Center.

### **C. COPYING SERVICES**

Office Services, located in Lowry Center, serves the copying needs of the College. Single and multiple copying of most material is available. Color copies are also available. Personal items are copied on a cash basis. All personal jobs will be done on a time available basis after tasks for College departments have been completed. All official College orders processed by Office Services will be on a 24-hour turn-around depending on workload: In Monday A.M. - Out Tuesday A.M. Quantities in excess of 1,000 copies that require folding, collating, or stapling, will be on a four working-day basis.

The College machines are digital copiers, printers, and in some cases, faxes. They offer users better quality, more features, and they are all connected to the network. The ability to network the copiers has given us the opportunity to open access to all copiers to all users. This means each user on campus can use any copier.

With our new multi-function machines, we have the opportunity to account for copies based on user rather than department. The College is billed for copies by the vendor according to the number of pages copied. In order to appropriately account for copies, all users must swipe their ID card before making copies. If you are authorized to copy on multiple accounts, you can then enter your account number. Billing for copies has now been consolidated into divisional budgets rather than individual department budgets.

### **D. STUDENT EMPLOYEES**

Departments are encouraged to utilize student personnel whenever possible and asked to give preference to students with work-study components in their financial aid packages. Money is allocated to departments for this purpose. The Student Employment Office coordinates student employment on campus and will be able to offer assistance in hiring student employees.

### **E. TRANSPORTATION SYSTEM AND POLICY**

This policy statement covers the three primary aspects of the College's transportation system:

- (a) The use or rental of cars and vans, in the ordinary business of the College, and
- (b) The transportation requirements that arise from Airport pickup and delivery of persons doing business with the College.
- (c) Non College drivers and student drivers

Objectives of the College's Transportation policy:

- (a) To provide superior service at a reasonable cost.
- (b) To maintain a good working relationship with the College's contracted rental agency.
- (c) To promote safety.
- (d) To minimize the need for College owned vehicles.

## COLLEGE VEHICLE RENTALS

### A. Authorized Personnel

College rented vehicles are reserved for use by authorized personnel and approved student organizations that are conducting official College business or are engaged in College sponsored activities. They are not available for personal use.

Authorized personnel and student organizations shall be defined as follows:

- a. All College faculty, administrators, and employees who require vehicles for official College business or activities
- b. College students, with approval of Department Chairperson, for purposes related to the academic programs of the college (student teaching, music lessons, etc.)
- c. College student organizations approved by the Dean of Students include:
  - (1) Activities that require vehicles for purposes associated with College programs planned for the College community (speakers, concerts, art exhibits, etc.)
  - (2) Trips which offer opportunity for cultural enrichment (lectures, museums, Cleveland Symphony, concerts, etc.)
  - (3) Activities which require vehicles for recreational and entertainment purposes that will directly benefit only those students participating in the program (camping, canoe trips, Cedar Point, shopping, etc.)

**There may be situations where it is in the College's best interest to permit an individual who is neither a College of Wooster student nor employee to drive a College vehicle for College related functions. The following requirements must be satisfied prior to permitting such an individual to drive a College vehicle:**

- a. The purpose of the vehicle use must be clearly related to College business to assure that the College's property and liability insurance is in effect.
- b. A request/explanation of the proposed vehicle use by the individual must be submitted in writing and approved by the appropriate Vice President or President. A copy of this approval must be sent to the Transportation Team Leader.
- c. The individual must present a valid Ohio driver's license to the Transportation Team Leader and authorize a request for a current Motor Vehicle Report from the Ohio Bureau of Motor Vehicles at least three weeks prior to the proposed driving date. The individual will be denied College driving privileges if, in the College's judgment, the Motor Vehicle Report discloses unsatisfactory information about the individual. This unsatisfactory information may relate to driving status, restrictions, or unsatisfactory driving history.

### B. Driving Safety Course

All students who will be driving College vans must take the Driving Safety course that is offered periodically throughout the academic year. Students must have a valid driver's license.

Students who will be driving for the **Wooster Volunteer Network** program need to be nineteen (19) years of age and are eligible **ONLY** to drive the Network van to and from their volunteer program destinations that are in the local area (Wayne and Holmes County). Contact the Transportation Dept. at Ext. 2164 or Ext. 2143 for details.

**C. Student Responsibilities**

All students intending to use College-rented vehicles for academic purposes must obtain permission from the Department Chairperson and the Dean of Students.

**In situations where the College is sponsoring an educational field trip, practicum, or social activity and students have volunteered to drive other students using their personal vehicles, the following requirements must be satisfied prior to permitting the student drivers to participate in the College-sponsored activity:**

1. The individual must present a valid driver's license to the Transportation Team Leader (located in the Service Center) and authorize a request for a current motor vehicle report through the Ohio Bureau of Motor Vehicles at least three weeks prior to the proposed driving date. The individual will be denied driving privileges if, in the College's judgment, the motor vehicle report discloses unsatisfactory information about the individual. This unsatisfactory information may relate to driving status, restrictions, or unsatisfactory driving history. For students who will be driving on more than one occasion, a motor vehicle report will be required once each academic year. At the time of the initial authorization, student drivers will agree in writing to inform the Transportation Team Leader of any subsequent driving violations.
2. The individual must present to the Transportation Team Leader evidence of current liability insurance coverage for the vehicle.

Please refer to the complete transportation policy at <http://www.wooster.edu/policies/transportation.pdf>

**F. STATEMENT REGARDING VEHICLE INSURANCE**

1. College-owned vehicles: Insurance coverage is currently afforded under the College insurance program for:
  - a. Bodily Injury Liability
  - b. Property Damage Liability
  - c. Medical Payment (driver and passengers - excluding employees subject to Workmen's Compensation)
  - d. Comprehensive Material Damage
  - e. Collision, subject to a \$1000 deductible
  - f. Uninsured Motorist Coverage

When College-owned vehicles are used by authorized employees, students, or volunteers, such coverage as is provided by the College policy extends to cover these persons as additional insureds. In the event of an "at fault" accident, any liability arising out of this event would be covered. The coverage for Medical Payments would be applicable to all persons riding in

the College-owned vehicle subject to the Workmen's Compensation exclusion.

2. Privately-owned vehicles: When vehicles not owned or leased by the College are used in College activities, the insurance coverage is substantially different. The use of vehicles owned by faculty, students, and volunteers places the primary responsibility for liability and medical claims upon the owner's insurance policy, in the event of an accident. The College's insurance coverage is considered excess to the owner's insurance.

If the vehicles being used are to be operated by persons other than the owner of the vehicles, it should be clearly established that the owner's permission for such persons to drive has been specifically granted to such persons. Failure to do so may result in no insurance protection for operators for whom permission has not been granted.

The College does carry insurance to protect itself against liability claims arising out of vehicle accidents involving non-owned vehicles. This insurance, however, provides no protection for the owner or the operator of the non-owned vehicle.

In recognition of these problems, we must emphasize that the College liability policy protects the College, but the driver and passengers must look to the policy on the vehicle for protection. When private vehicles are used for College business, drivers and owners should be aware of their exposure and responsibilities. The owner and driver **must** arrange with their insurance carrier for proper coverage and adequate limits of liability before driving.

## **G. PURCHASING AND CENTRAL STORES DEPARTMENTS**

The primary service of Purchasing and Central Stores is to facilitate the procurement and delivery of supplies and equipment throughout the College. All requests for the purchase of supplies and equipment should be processed through the appropriate vice president. This also covers services for repair calls on equipment, maintenance contracts, and any service that requires payment by the College.

Faculty and staff with a current College identification card may purchase items from the Central Storeroom. All sales have a \$20 minimum and a \$5 administrative charge will be added to each sale. Items may be purchased using cash, check, or personal charge account.

Purchasing procedures can be found at the Administrative Services webpage, under 'Purchasing'. Purchases of product and services are completed through the Colleague system, with proper approvals.

The College contracts with GetItQuick.com, formerly Wooster Office Equipment, for office supplies. All other materials, such as hardware, janitorial supplies, furniture, etc., are furnished by the Central Stores area in the Service Building. Purchases from outside vendors require prior approval.

Purchasing and Central Stores should be consulted prior to the purchase of office furniture and equipment in order that the purchaser receives full information on the

best prices. Gently used furniture items that are in storage should be used in lieu of new purchases.

The Purchasing Services office will be happy to assist you with finding a product or vendor, and with obtaining best pricing. An extensive library of catalogs is maintained by that office.

Payment of all invoices is by the Business Office and under no circumstances will payment be made other than by the College Treasurer. No invoice will be honored by the College Treasurer unless a previous purchase order has been issued and signed by an appropriate administrative officer.

#### **H. SERVICES OF THE WILSON BOOKSTORE**

The Florence O. Wilson Bookstore is located on the main floor of Lowry Center, and is open to the public. The Bookstore is open from 8:30 a.m. - 5:00 p.m. from Monday through Thursday, and from 8:30 a.m. - 4:00 p.m. on Friday and Saturday, during the academic year.

It is College policy that all books and supplies needed by students in the classroom are sold in or by special arrangement with the Wilson Bookstore. All textbook adoptions should be submitted well in advance of the semester in which they are to be used.

All College employees in good standing have the privilege of charging any purchases in the Florence O. Wilson Bookstore to their personal account. A 10% discount is granted to employees for most items. Billing is done monthly by the Business Office, and bills are payable monthly. Other forms of accepted payment are Visa, MasterCard, Discover, check, cash, and the C.O.W. debit card.

#### **I. COLLEGE PERSONAL CHARGE ACCOUNTS**

Any member of the faculty may apply for a personal College charge account which may be used for personal charges at the Wilson Bookstore, the Wooster Inn, and many other locations on campus. Account applications are available in the Department of Human Resources and the Business Office. After the application is completed and processed, the Business Office will assign a personal charge account identification number to the employee which must be used on all charge transactions. In addition, the employee must use a College ID card to make personal account charges.

Personal charge account holders will be billed monthly and account balances are payable in full upon receipt. Accounts with unpaid balances more than 30 days past due may be assessed a 1 % monthly carrying charge; unpaid balances more than 90 days past due may be deducted from the employee's subsequent pay, and charging privileges may be suspended.

#### **J. PARKING**

Parking stickers are available upon application at the Safety and Security Office. With the sticker, parking is permitted in all areas except those specifically designated for student parking.

## **K. USE OF COLLEGE FACILITIES**

I.D. cards for the use of College facilities are available to College employees who work a minimum of twenty (20) hours per week. They are issued by the Keys and I.D.'s Department in the Safety and Security Office. I. D. cards are also available to employees' spouses and children of employees between the ages of 14 and 23. Employees' children under the age of 14 may use College facilities only when accompanied by a parent.

When a child of an employee reaches the age of 14 and an I.D. card is desired, the parent should call the Keys and I.D.'s Office to make an appointment to have a picture taken and an I.D. card made. No I.D. card will be made without an application form containing the child's name, address, birth date, signature of the parent, and the department of the employee.

## **L. COMPUTING POLICY**

The College provides the following to all current members of the faculty (half time or greater) through the Office of Information Technology:

1. A personal computer;
2. Microsoft Office and other software applications;
3. Access to shared print devices and copiers in all academic buildings and in other locations across the campus;
4. Access to the high speed campus network, the internet and internet2;
5. Wireless access to the campus network within all academic buildings and other locations across the campus;
6. Virtual Private Network (VPN) service to permit secure access to network resources from off-campus locations;
7. File storage space on the College's Novell network;
8. An email account;
9. Access to the Moodle course management system;
10. Computer support via the IT Help Desk;
11. Support for curricular computing projects as time and expertise allow.

The College makes every attempt to provide each faculty member with a personal computer and software that meet teaching and most research requirements within the limits of the budget. Each year computer systems are considered for replacement based on age, user requirements, and resource availability.

Please note the following:

1. Computer equipment supplied to faculty remains the property of the College and must be returned to the College when a faculty member's contract expires or is terminated.
2. Normally, personal computers will move with individuals when they change offices, except in the case of visiting members of the faculty who use the office and computer of a continuing faculty member.
3. When the College supplies an upgraded computer to a faculty member, either through the centralized upgrade process or through a grant, the computer being replaced will return to the College's equipment pool for re-assignment or disposal.

4. Faculty members going on leave may not take their desktop computers but may take their laptop computers with them.
5. Exceptions to these policies must be approved by the Vice President for Academic Affairs and the Chief Information Technology Officer.