

FACULTY HANDBOOK, SECTION 5

SERVICES AND FACILITIES AVAILABLE TO THE FACULTY

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A. FACULTY OFFICES

Offices will be provided to all full-time 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 for Faculty Development, 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-December 31; Semester II, January 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 Provost 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 for Faculty Development. 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 turnaround 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.

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 Department 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 available on the College's website.

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. SERVICES OF THE OFFICE OF PURCHASING AND CONTRACTS

The primary service of the Office of Purchasing and Contracts 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 provost or appropriate vice president. This also covers services for repair calls on equipment, maintenance contracts, and any service that requires payment by the College.

Purchasing, Request for Proposals, and Request of Quotations procedures can be found at the Administrative Resources secure webpage. Purchases of products and services are completed through the Colleague system, with proper approvals.

The College contracts with MyOfficeProducts for office supplies. Please contact Purchasing to set up new faculty and staff members to purchase office supplies on the MyOfficeProducts website. All other materials to be purchased, such as hardware, janitorial supplies, furniture, etc., are coordinated by the Office of Purchasing and Contracts in Galpin Hall. Purchases from outside vendors require prior approval.

The Office of Purchasing and Contracts 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. Please contact Purchasing to check the availability of College stored furniture.

The Office of Purchasing and Contracts will be happy to assist you with finding a product or vendor, and with obtaining best pricing. Purchasing will also assist you in obtaining additional information, catalogues or electronic catalogues for locating products.

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 approver or an 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. Account balances will be deducted monthly from the employee's subsequent pay. 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 that may be used for personal charges at the Wilson Bookstore 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 balances will be deducted monthly from the employee's subsequent pay.

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 or same-sex domestic partners 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. The Scot Center

The Scot Center, a 123,000 foot facility, includes four intramural courts for basketball, tennis, and volleyball; an NCAA regulation 200 meter running track; indoor long jump, triple jump, and pole vault; a fitness center with a full array of circuit training stations, traditional as well as elliptical running machines, rowing machines, and free weights; locker rooms, batting cages and other equipment for indoor baseball practice; and athletic department offices and meeting rooms.

Eligible users are current College students, faculty, staff, or emeriti with a College of Wooster photo ID; and spouses, domestic partners, or eligible dependents of current faculty and staff. Parents of current students who are visiting the college, and visitors directly affiliated with the college are eligible for a day guest pass.

M. LECTURES, SYMPOSIA, FILMS, ART EXHIBITIONS, PLAYS, MUSICAL AND ATHLETIC EVENTS

Many cultural and athletic events are held on the campus each year. College employees are admitted to many of these without charge. Admission is free to public lectures, art exhibitions, symposia, to some films, to most musical performances, and to all athletic events.

N. LOWRY CENTER

All the facilities and programs of Lowry Center are available to faculty members. The Tartan Room is available to staff and faculty members and their guests for faculty receptions, informal meetings, fireside chats, and coffee breaks. A buffet luncheon is served weekdays in the Tartan Room.

Reservations for all areas of Lowry Center as well as all other campus facilities are arranged through the Facilities Scheduling Coordinator in Lowry Center. Programs with special food arrangements such as banquets, receptions, and teas are arranged through the Hospitality Services office.

All Student Activities Board programs are coordinated through the Student Activities Center located on the lower level of Lowry Center. The Student Activities Board invites you to participate in any of its activities that interest you.

O. GOLF AND TENNIS PRIVILEGES

The College owns and maintains a nine-hole golf course on College property adjacent to the campus. An individual public golf membership costs \$400 for the season, which runs from April 15 through November 15. College faculty, staff, and retirees may purchase an individual membership for half price: \$200. The cost to add a family member—defined as a spouse, partner, or a child age 17 and under who resides at the member's home—is \$100 for the college membership. The cost for a single round of golf is \$12 for the public and \$5 for college faculty, staff, and retirees. Season memberships may be purchased at the Florence O. Wilson Bookstore in

Lowry Center. Payment in full may be made by check, credit card, or personal college charge account.

All employees and their families are permitted free use of the College's hard-surface tennis courts.

P. INFORMATION TECHNOLOGY RESOURCES FOR FACULTY

The College makes every attempt to provide faculty members with half time or greater appointments with a personal computer and software that meet teaching, research, and project requirements within the limits of the budget. Each year computer systems are considered for replacement based on the then current replacement cycle program for faculty. New faculty members are offered the choice of computing device. Information Technology assists faculty in the selection, use, and upkeep of College-issued computing devices.

Please note the following:

1. Computer equipment provided to faculty members remains the property of the College and is returned to the College at the end of a faculty member's contract.
2. Faculty are responsible for the "safe keeping" of their computer equipment, especially notebook computers and tablets. While the College carries extended manufacturer's warranties on its notebook computers that cover failure of most components of the system, it does not carry accidental damage or loss insurance (insurance covering repairs of notebook computers that are damaged due to spills, being left out in the cold, being dropped, or negligence; or notebook computers left behind or lost).
3. Visiting faculty members are provided with a personal computer from the College's existing notebook and desktop inventory. Faculty on approved research or study leaves may take their computers with them while on leave.
4. The College's current cycle replacement program provides for replacement of College-issued standard computers once every four years. Replacements will occur on a rotating schedule of cohorts of departments. More about the replacement cycle program and schedule can be found on IT's website.
5. When a College-issued computing device is replaced, regardless of the funding source, the original device is to be returned to the College's equipment pool. Information Technology will assist faculty in configuring the new computing device and moving data files from the old system to the new as necessary.
6. Upgrades will consist of a "standard" system, currently Windows or Macintosh. Faculty will have the choice of a computing device format. The specifications of the "standard" system are such that it would meet the needs of faculty for their typical teaching and work; faculty would still have the opportunity to obtain more specialized or sophisticated computing equipment for their research through academic equipment requests or grants. Information Technology staff will meet with faculty in the upgrade cohort during the spring semester about their preferences for a system; systems would be ordered for

delivery on or after July 1; faculty will be able to arrange to receive their upgrades in late July or early August, or when they return for the Fall semester.

7. Faculty on leave may take their computing devices with them (including desktops). If a faculty member is to be on leave during the year her or his department is upgraded, IT will work with the faculty member to arrange for delivery of the new computer before the faculty member goes on leave, if possible.
8. Full-time tenured faculty who retire are permitted to keep their computers on retirement if the computer is at least four years old. Faculty members who are retiring at the end of the academic year in which their departments are upgraded have three options: (1) to not receive a new computer; (2) to “buy in” to the new computer with credit given for the remaining value of the faculty member’s current machine, as determined by IT, and then retain the computer upon retirement; (3) to receive the upgraded system, then return it upon retirement. The determination of which option would be made by the Office of Academic Affairs in consultation with the retiring faculty member.
9. Upon receiving a reasonable request, the Provost and the Chief Information and Planning Officer may make exceptions to these policies.