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From the Office of the Provost

CONGRATULATIONS!

Appointed Professor with tenure:
   Linda Bell, appointed as Provost and Dean of the Faculty and Professor of Economics

Promoted to Associate Professor with tenure:
   Kaiama L. Glover, French
   Carl Wennerlind, History
   Rebecca Jordan-Young, Women's, Gender, and Sexuality Studies

Promoted to full Professor:
   Kristina Milnor, Classics
   Sharon Harrison, Economics
   Lalith Munasinghe, Economics
Promoted to Associate Professor of Professional Practice  
Colleen Thomas-Young, Dance

FACULTY CHAIR APPOINTMENTS IN 2012-13
The Ann Whitney Olin Foundation Chairs:  
Anne Higonnet, Art History  
Steven J. Stroessner, Psychology

Tow Professorship for Distinguished Scholars and Practitioners  
Paige West, Anthropology

ANNOUNCEMENT

We are pleased that Hilary Link has agreed to take on the newly-reconfigured role of Acting Vice Provost following the departure of Angela Haddad to Hunter College. In her new capacity, Hilary will serve as Chair of COI and the Grants Committee, and will work closely with the FGP and FBPC. She will continue to oversee our accreditation and academic program review efforts, and will be your main contact for any questions regarding compliance, conflict of interest, staffing and many other issues. Hilary will also supervise the Provost’s Office publications, and will be involved in data governance and budget issues. Hilary very much looks forward to working with you all in this new role and to stepping into Angela’s very large and hard-to-fill shoes.

ELECTIONS

The Faculty Governance and Procedures Committee (FGP) assigns faculty to various standing appointive committees. Please help the FGP by noting on the Google form available at https://docs.google.com/a/barnard.edu/spreadsheet/viewform?fromEmail=true&formkey=dEpBM19XOV9vaERMNVp2UXZxZ0ppS3c6MQ, your preferences for new or additional committee service, existing committee service, and any leaves you may have or are planning for the coming years. Please return the completed form by 5:00 pm on Monday, September 10.

Service on these committees is usually for two years and will begin in fall 2012. Please do not select to serve on a committee that meets during times when you are scheduled to teach or have other obligations. A complete list of appointive committees, charges, and meeting schedules can be found on the Provost’s website: barnard.edu/provost/service/committees/standing.

The form is also available on the Provost’s website: barnard.edu/provost/resources/forms.

REMINDERS

FACULTY RESEARCH MINI-GRANTS
Faculty Research Mini-Grants are small grants of up to $8000 for a two year project that fund pilot projects that will eventually result in major sponsored research grant proposals as well as small scholarly projects that would not qualify for external grants either because of their size or subject matter.

Proposals for internal faculty research grants are due in the Provost’s Office by Friday, October 12,
2012. Submit your application electronically to C. Nana-Oye Addo-Yobo by email: naddoyobo@barnard.edu. Please send applications for the Environmental Science Mini-Grant Program to the attention of Martin Stute at mstute@barnard.edu. For more information visit the Provost website.

INSTITUTIONAL REVIEW BOARD (IRB) APPLICATIONS
The Barnard IRB meets on the second Monday of every month while classes are in session, and as needed during the summer recess. In order to assure a timely review, please submit your application to the IRB at least 2 weeks before a scheduled meeting. Submit your application electronically to Paige West, pwest@barnard.edu. For more information, visit the IRB website.

NEW COURSE PROPOSALS
New Courses for Spring 2013 are due to the Provost’s Office by Monday, October 12, 2012. Submit your application electronically to C. Nana-Oye Addo-Yobo by email: naddoyobo@barnard.edu. For more information, visit the Provost website.

SPECIAL ASSISTANT PROFESSOR LEAVE (SAPL)
SAPL are mini-grants available for writing and research (awardees must be demonstrably excellent undergraduate teachers in addition to showing promise of development as scholars of university stature, as confirmed by the department’s third-year review).

Application deadline: Friday, February 8, 2013. Those intending to apply for 2013-14 should contact Hilary Link by email: hlink@barnard.edu. For more information, visit the Provost website.

VIRGINIA C. GILDERSLEEVE PROFESSOR
The Virginia C. Gildersleeve Fund contributes to the intellectual life of Barnard College by bringing distinguished visiting scholars, preferably women from abroad, to the Barnard campus. Gildersleeve Professors typically come to Barnard for a single week in which they deliver the traditional public lecture, attend a dinner in their honor, meet classes or informal student groups, and participate in other activities arranged by the hosting academic department(s). Gildersleeve conferences may be presented in a variety of formats, such as symposia, panels, and other options.

The Committee encourages early discussion within academic departments and programs of possible candidates and conferences. All departments are welcome to nominate, whether or not they have previously sponsored Gildersleeve Professors or conferences. Nominations are also welcome from Barnard alumnae. The Committee especially encourages joint sponsorship where a candidate or conference would contribute to the intellectual life of several groups or interests on campus.

Guidelines: Nominations for the 2013-14 Gildersleeve Professorship and/or Conference should be submitted to the Provost and Dean of the Faculty by Friday, February 8, 2013. Relevant c.v.(s), press clippings, etc. are needed for consideration. Please call the Provost’s Office, x42708 if you have questions. For more information, visit the Provost website.

CHANGE OF ADDRESS
If you have moved over the summer, be sure to change your address on eBear. Visit eBear, click on the tab that says 'My HR' and then on 'HR forms'. You will see 'Change of Address' on the left bar, be sure to check off ‘faculty’.

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HONOR CODE
From Faculty Meeting, May 1, 2006: III. Report, that at the request of Faculty members on the Honor Board, the Committee on Instruction strongly endorses the recommendation that faculty include information about the Honor Code on their course syllabi and on specific assignments. This information should indicate how the Honor Code is applicable to the particular course and its assignments. Rationale: while students are aware of the Honor Code, seeing this commitment demonstrated by Faculty in ways that are specific to each course and assignment will ensure that students receive a consistent, clear message about the importance of the Honor Code throughout their careers at Barnard. This will also ensure that Columbia College students who take Barnard classes are aware of Barnard’s Honor Code. Additional information on the Honor Code can be found at barnard.edu/dos/honor-code.

KEY REMINDERS FOR HIRING
All Barnard and Columbia undergraduate students are hired through the office of Career Development. All other non-faculty hires, including Research Assistants, are handled through Human Resources. All faculty hires – including new and continuing Part-Time Faculty, Teaching Assistants, Lab Associates, Graders and Readers – are handled by the Provost’s Office.

Career Development, Human Resources or the Provost’s Office should be notified when positions become available and before employees begin working; this is essential so that issues regarding titles, salary and employment eligibility can be confirmed and so that employees are paid on time. Check Request forms (the multi-part green forms) should not be used to pay employees. Instead, new hires, including temporary employees, should be handled by the appropriate office above.

A more complete set of hiring procedures is available on eBear at MyHR.

RELIGIOUS HOLIDAYS
When planning your syllabi for the 2012-2013 school year, please note religious holidays. The policy on religious holidays, as well as a list of the major religious holidays during the school year, is available on the Provost’s website and attached to this newsletter. Faculty who will be absent from work due to their religious beliefs should consult with their department chair as soon as possible.

TERM PAPERS
The deadline for term papers in a course with a final examination is two weeks before the beginning of the final examination period. Under no conditions should papers in such courses be accepted during the examination period. This regulation is intended to relieve the instructor of the necessity of reading papers while preparing course grades. Undue leniency and other abuses of this regulation place a severe burden on the student as well as the instructor. If necessary, a student may request an extension of time for incomplete course work, though such extensions are granted only for compelling reasons. In a course without a final examination, the deadline for term papers is the last day on which the class meets.

From Communications

PROFESSIONAL PORTRAIT SHOTS OF FACULTY
Barnard Communications will be bringing in a photographer on Wednesday, September 19 and Thursday, September 20, to take professional portrait shots of faculty. Slots are limited, and priority will be given to those who have not taken advantage of this opportunity in previous years.
Please check this Google doc for availability then email mediarelations@barnard.edu with your requested times. The sessions will be held in the Judith Shapiro Faculty Dining Room on the 2nd floor of the Diana Center.

You will be able to use the photo file for both professional and personal needs, and you or your department administrator may upload these shots for your web profiles. If you have questions, contact mediarelations@barnard.edu.

From the Dean of the College

POSTING POLICY
The College has established a Posting Policy for the 2012-13 academic year. The complete policy is available on the Barnard website: barnard.edu/provost/resources/policies.

REQUIRED COMPLIANCE/TITLE IX TRAINING
All faculty members are required to attend a mandatory workshop on Compliance, including Title IX. If you did not attend a training during the spring semester 2012, you must attend one of the following fall offerings.

The workshops will be held on:
Date: Monday, October 1
Time: 4:30-5:30 pm
Location: James Room

Date: Wednesday, October 10
Time: 10:00-11:00 am
Location: Sulzberger Parlor

The training workshops will take about 40 minutes and will be followed by a question and answer session. Please make every effort to attend one of these workshops; if you cannot attend either date, please contact Ms. Zavadil at azavadil@barnard.edu to make other arrangements.

From the Office of Institutional Support

Welcome back to our returning faculty and a special welcome to our new faculty. We look forward to working with you this coming year. For more information about our office and what we do, please call Curtis Harris, Manager of Faculty Sponsored Research, at 212-854-7705 and we would be happy to meet with you. You can also visit our website: http://barnard.edu/grants/

UPDATES
The National Endowment for the Humanities has announced that the deadline for the 2012 Summer Stipend Award is September 27, 2012. To be eligible for this award, Faculty must be nominated by the College. To be selected as a nominee, prospective faculty applicants must submit preliminary applications
to Curtis Harris, Manager of Faculty Sponsored Research in the Office of Institutional Support no later than 5:00 P.M. on Wednesday, September 19, 2012. Each institution may nominate two prospective applicants. Before submitting your preliminary application to the Office of Institutional Support, please review the award guidelines (http://www.neh.gov/grants/research/summer-stipends) for eligibility criteria and advice on preparing your materials.

Planning for the Fall Faculty Sponsored Research Workshops is underway. We are going to host three workshops this fall. Each will focus on a different department of the College that may be involved in your grant. We have asked Purchasing, General Counsel and Human Resources and Career Development to join us. The tentative dates are:

Wednesday, October 24, 12:00 to 1:30, “Hiring Employees for your Research Project” with representatives from Human Resources, Career Development and the Provost’s Office

Wednesday, November 7, 12:00 to 1:30, “Purchasing and your Research Project” with representatives from the Purchasing Department

Wednesday, November 14, 12:00 to 1:30, “Legal issues, Conflicts of Interest and Subcontracts” with representatives from the General Counsel’s Office

Please mark your calendars for these informative workshops.

IRIS Grants Database is now GrantForward. Barnard Faculty can access the database at http://www.grantforward.com.

ARTICLE OF INTEREST
Undergraduate Research in Chemistry Guide - What is research at the undergraduate level? http://portal.acs.org/portal/acs/corg/content?_nfpb=true&_pageLabel=PP_SUPERARTICLE&node_id=2215&use_sec=false&sec_url_var=region1&__uuid=74986540-4e44-4d12-bb2d-8ad1de3554aa © 2012 American Chemical Society

GRANT TIP OF THE MONTH
Please take a few minutes to review the updated Barnard Financial Conflict of Interest Policy, available on our web page at: http://barnard.edu/grants/important-forms/. If you have any questions, please let us know.

FACULTY GRANTS
Upcoming grant deadlines

General Interest:
THE INSTITUTE FOR ADVANCED STUDY (IAS) Visiting Member Awards.
Deadline: November 1, 2012
http://www.sss.ias.edu/applications/

Humanities:
THE JOHN SIMON GUGGENHEIM MEMORIAL FOUNDATION
Unrestricted grant money to selected individuals who demonstrate advanced professional standing in natural sciences, social sciences, humanities, and creative arts (excluding performing arts).
Deadline: September 19, 2012
http://www.gf.org/applicants/the-united-states-canadian-competition/

Sciences
THE SIMONS FOUNDATION, Division for Mathematics and the Physical Sciences invites applications for the Simons Fellows Programs in both Mathematics and Theoretical Physics.
Deadline: September 26, 2012.
https://simonsfoundation.org/simons-fellows-program

THE EPPLEY FOUNDATION FOR RESEARCH
Deadline: October 15, 2012
Website: http://foundationcenter.org/grantmaker/eppley/#priorities

For more new grant opportunities, please visit our Faculty Grants website.

From the Library

ANNOUNCEMENTS

ARCHIVES
Archives Associate Director of Research & Instruction http://library.barnard.edu/headlines/new-archivist-shannon-oneill
Shannon O'Neill comes to the Barnard College Archives by way of the Atlantic City Free Public Library, where she served as a reference librarian and archivist, and the Los Angeles Public Library, where she acted as the photo archivist for the Herald Examiner collection. She is committed to issues of literacy and access in archives, and she hopes to offer new ways to connect with the Barnard College Archives – digitally and physically. Shannon's professional interests include community-based archiving, underrepresented voices in archives, and the use of primary resource materials in education. She received her MLIS, with a concentration in archives, at UCLA in 2008, and holds a BA in British and American Literature from NYU. She is very pleased to become a part of the Barnard community and is looking forward to fostering new relationships with its students, faculty, staff, and alumnae.

IMATS
New CourseWorks http://library.barnard.edu/imats/courseworks
All Fall 2012 classes are in New CourseWorks. All kinds of helpful information on New CourseWorks, including a QuickStart Guide, Workshop Schedules, and how to migrate content from old to New CourseWorks, can be found on our New CourseWorks web page. Contact IMATS (imats@barnard.edu or 854-2418) or your Personal Librarian for support and questions.

CLASSROOM TECHNOLOGY
Over the summer the audiovisual technology in five rooms in Barnard Hall (fourth floor) was completely renovated. In addition, new computers were installed in a dozen classrooms, and every podium computer was upgraded from Windows XP to Windows 7. Please schedule an orientation with IMATS (imats@barnard.edu or 854-2418) if you are using AV in a classroom that is new to you.

LIBRARY
Empirical Reasoning Lab http://library.barnard.edu/erl
In continuing its mission to support research and instructional goals at Barnard College, the library has established the Empirical Reasoning Lab. We offer support to faculty who would like to create data-driven assignments in their courses by helping in assignment design and by providing additional instruction to students to help them develop the skills necessary to complete the assignments. We also offer support to students working on research projects by helping them identify reliable data sources and by providing guidance in the use of statistical and data presentation tools. The overall goal is to help students develop confidence in understanding the narrative of data including where it comes from and understanding what it actually means, not only for success in their coursework, but also for success in their future careers and for the betterment of their lives. More information can be found on the website (still a work in process) or by contacting the Data Librarian & Manager of the Empirical Reasoning Lab, Heather Van Volkinburg.

**Media Desk** [http://library.barnard.edu/find-books/media](http://library.barnard.edu/find-books/media)

Media and print circulation and reserves have been merged into one checkout desk, located on the first floor of the library, in what used to be known as the Reading Room. The first floor now houses media workstations, as well as regular internet-connected computers for research, reading spaces, a printer, scanners, photocopiers, the BLAIS digital training lab, and the zine collection, in addition to circulation and reserves. Email acclib@barnard.edu to reserve videos for in-class viewing at least three days before the class.

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**From BCIT**

**TAKING CARE OF BARNARD**

BCIT has kicked off the Colleague Optimization Project, known as TCB (Taking Care of Barnard). This is a multi-year project that requires the involvement of many specially skilled individuals and impacts every single area of Barnard College.

The TCB project will improve and consolidate the College’s information technology systems and redesign business processes to improve the flow of information and increase transparency among the College’s functional areas. This summer we established a Project Management Office, migrated the College’s core database to an updated platform, and started developing detailed plans for upgrades in each of the administrative areas.

The upgraded, modernized system will provide Barnard students, faculty, and staff with relevant information quickly and easily. In addition, it will increase the efficiency of the school’s administrative processes. We will provide updates about the project throughout the year.

**SERVICENOW: GETTING IT HELP, QUICKLY & EFFICIENTLY**

Over the summer, BCIT replaced its ticketing system, WebHelpDesk, with ServiceNow: a flexible service management platform that reflects current best practices in IT support. You may continue to submit and respond to requests by emailing help@barnard.edu; the email notifications you will receive from the ServiceNow system will look different, but will contain the information you need, and you can continue to update tickets by replying to those notifications. Our new system offers a simple and familiar browser-based interface for you to request services, report incidents, and update your open tickets. Please visit [http://barnard.service-now.com](http://barnard.service-now.com) and log in with your Barnard Account (i.e., gBear/eBear) username and password.
GOOGLE DRIVE: SHARING YOUR GBEAR DOCS
Google is rolling out Google Drive, a new way to access and share your files and folders. Since gBear is Barnard’s implementation of Google Apps for Education, Google Drive will replace the Documents List as the way for you to access and organize your gBear files, folders, and documents via a web browser and the Google Drive mobile app. Other changes include:

- “Collections” are now called “folders”
- the “Home” view has been removed
- “My Drive” has been added to the left navigation pane

You can learn more about the benefits of Google Drive at http://support.google.com/drive/bin/answer.py?hl=en&answer=2374855&topic=2375074&ctx=topic.

USE GBEAR CALENDAR TO SCHEDULE OFFICE HOURS
gBear, Barnard’s implementation of Google Apps for Education, includes a calendaring feature that enables you to set time slots on your calendar for students to reserve. For instructions on how to use “Appointment slots,” please visit http://www.google.com/support/calendar/bin/answer.py?answer=190998.

RESET YOUR PASSWORD (GBEAR, EBEAR, BARNARD SECURE WIRELESS)
Please set up your security questions so that you may change or recover your password easily and at your convenience. You no longer have to contact the BCIT Service Desk (during office hours and with your Barnard ID card) to reset your password. The instructions (“SELF-SERVICE PASSWORD RESET FOR YOUR BARNARD ACCOUNT”) are located at http://www.barnard.edu/bcit/access/passwords. Note that security questions must be set up in advance - before using them for password recovery.

IMPROVED WIRELESS COMPUTING
This year, as part of our ongoing commitment to reliable, pervasive wireless, BCIT has implemented the following:

- Secure wireless access to your shared drives on Barnard's servers.
- Coverage in the following locations:
  - All residential buildings on campus (Sulzberger, Reid, Hewitt, Brooks, 600, 616, 620, Plimpton, Elliott)
  - Diana Center
  - Lehman Hall
  - Barnard Hall
- Increased security controls, such as blocking outside access to our wireless (and dormitory residence) networks to protect your computers and devices from threats and attacks.

While Barnard has implemented the “Barnard Guest” wireless network for visitors to our campus, faculty are encouraged to use the “Barnard Secure” network, which offers security in sending data. Before using Barnard Secure for the first time, you must activate your wireless access by simply logging into eBear. This activation does not have to be done from your wireless device.

For a list of locations having wireless coverage and for instructions on how to join Barnard’s wireless network, please visit http://www.barnard.edu/bcit/access/internet.

SOFTWARE AVAILABLE FOR HOME, OFFICE, AND LAB COMPUTERS
The software titles listed in the table below are available for your home computer, Barnard-issued computer, and department computer lab. To request a license, please submit a Service Desk ticket at http://barnard.service-now.com.

<table>
<thead>
<tr>
<th>Software Title</th>
<th>Operating System</th>
<th>Available For...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Creative Suite 5.5 Design Premium (includes Acrobat X Pro, Photoshop CS5 Extended)</td>
<td>Windows and Mac</td>
<td>● Home</td>
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<tr>
<td></td>
<td></td>
<td>● Barnard-issued computer</td>
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<td></td>
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<td>● Department Lab</td>
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<tr>
<td>Microsoft Office 2011</td>
<td>Mac</td>
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<td>Microsoft Office 2007</td>
<td>Windows</td>
<td>● Home</td>
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</tbody>
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HOW TO CONTACT BCIT FOR COMPUTING AND NETWORK ASSISTANCE
- Submit a Service Desk ticket at http://barnard.service-now.com
- Send an email to: help@barnard.edu
- Call 212-854-7172 (or extension 4-7172 from a campus phone)
- Visit BCIT on the first floor of Lehman Hall

From the Pre-College Program

BARNARD PRE-COLLEGE TEACHING APPLICATIONS AVAILABLE IN OCTOBER
Looking for a new teaching opportunity for next summer? Adapt existing undergraduate courses or create and teach an exciting new course for our high school summer program! Applications will be available in October. To learn more about teaching in the Pre-College Program and for application guidelines, visit our website at http://barnard.edu/precollege/summerprograms/facultyandstaff/apply or contact Kate Matzkin at kmatzkin@barnard.edu or 212-854-8866.

Newsbriefs

Policy for NEWSBRIEFS

Faculty Newsbriefs announcing the publications, awards, appearances, and other scholarly achievements of Barnard faculty members will begin with the October issue. Newsbrief items should be submitted electronically AFTER the events occur. They should refer to completed accomplishments, e.g., notices of a book or article should appear at the time of publication, rather than when a manuscript is accepted. Also, please note that announcements of new publications should contain complete bibliographical information, cited in standard format. Send newsbriefs by e-mail to the Provost’s Office: naddoyobo@barnard.edu.
Policy Statement for Barnard College Newsletter

The Barnard Newsletter is a Barnard College publication issued by the Office of the Provost. Its purpose is to facilitate regular communications among the faculty and the administration and to disseminate announcements of policy and procedures, summaries of reports, invitations to meetings and events, and other statements pertaining to the purposes and operations of the College.

The deadline for Newsletter submissions is 4:00pm on the Friday before the publication date. The Board of Trustees and its committees submit items through the President; Committee chairs and other faculty members submit items through the Provost; Vice Presidents and other administrative officers reporting directly to the President submit items to the Provost’s Office; other administrative officers submit items through the Vice President to whom they report.

Important Links

2012-2013 Academic Calendar
Schedule of Meeting Dates (also see attached)
New Barnard Faculty
Faculty on Leave 2012-2013
Department Chairs and Program Directors
Department Assistants & Administrators
Policy on Religious Holidays
Emergency Response Information
Classes during Snow & Weather Emergencies