Faculty Department
Assistants and Administrators Handbook

2012-2013

As of December 2013

The most up-to-date version is available at:

barnard.edu/provost/resources/publications/assistant-handbook
# Faculty Department Assistants and Administrators Handbook
## 2012-2013

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I. Introduction

This handbook is designed for Faculty Department/Program Assistants and Administrators as a convenient and informal resource of information about processes, policies and procedures at Barnard College. Faculty Department Assistants and Administrators work closely with many offices throughout the campus and this guide strives to bring together, in one place, resources for the many different responsibilities of the position. Whenever possible, the handbook links directly to the source, with the expectation that it is the location for the most accurate and up-to-date information. If you have any questions or need clarification of any information on a website, please call the department directly.

For detailed information on official College policies, see the Human Resources website. For any other questions you may have, Catherine Geddis is the Assistant Vice President, x4-2660, Tracy Mazza is the Senior Human Resource Generalist responsible for Benefit Programs, x4-7345 and Robin Beltzer is the Senior Human Resource Generalist for Academic Programs, x4-7227.

Disclaimer: The College reserves the right to amend the handbook at any time, without notice. For any suggestions or comments please contact the Office of the Provost/Dean of the Faculty (ext. 4-2708, 110 Milbank Hall).

A. Basics about Barnard College

Barnard College is a liberal arts college for women. While affiliated with Columbia University, Barnard has its own campus, faculty, administration, trustees, operating budget, and endowment. You can learn more about Barnard by visiting the Barnard website.

B. Role of the Faculty Department Assistants and Administrators

The Faculty Department/Program Assistants and Administrators provide administrative support to the Department and Program Chairs and Directors and are responsible for the day-to-day administrative operations of their department(s).

Your responsibilities include, but are not limited to, the following:

- Support the Chairs by preparing materials that are needed by Barnard administrators and the department, including catalogue information, appointment forms, tenure dossiers, departmental searches and course evaluations.
- Assist the Chair with reconciliation of the department budget, bills and expense reports.
- Maintain files and supplies, update websites, respond to student inquiries and office support.
- Perform general office responsibilities such as photocopying, errands, mail distribution and answering the departmental phone.
- In consultation with the Chair, hire, train and assign work to student assistants. (Be sure to read the policy on Student Workers.)

Other roles and responsibilities include: prepare materials directly related to instruction; maintain classroom and office services; act as liaison with cognate departments at Columbia; and assist faculty with the planning, organizing and coordination of departmental meetings, symposia, workshops, roundtables and other events when required. The Provost’s Office maintains the
Department Chair’s Timeline which lists all the Chair’s administrative duties and due dates. This is an excellent resource for department assistants and administrators.

C. Current Department Assistants, Administrators and Chairs

Faculty Department Assistants and Administrators
Department and Program Chairs

II. Provost

Provost Linda Bell started on October 1, 2012. The Provost is responsible for the development and administration of all instructional programs and academic activities and policies of the College. The Provost’s Office oversees over forty academic departments and programs, BLAIS, Athena Center, and the Barnard Center for Research on Women. The Provost recommends to the President all nominations for appointment to the Faculty, develops and implements the academic budget, is the academic liaison with appropriate counterparts at Columbia University, and oversees and implements policies and programs related to faculty and curricular support.

As a faculty department assistant or administrator, you will be working with the Provost’s Office on a regular basis. For an overview of the staff and responsibilities see the Provost’s Office website.

A. Faculty Searches & Appointments

The hiring process for faculty, graduate students who serve as TA’s, Graders, Readers, and Lab Associates, begins with the department, in consultation with the Provost’s Office. During the search, the role of the department assistants and administrators is to support the Chair, which includes booking overnight stays and all other travel arrangements.

1. Travel and Overnight Stays

The Provost’s Office reimburses the travel and accommodation expenses for all full-time faculty job candidates invited to the campus for interviews.

The preferred accommodations for Barnard guests are the Landmark Guest Rooms at Union Theological Seminary, 121st Street and Broadway, 212-280-1313 and Teachers College Guest House, 517 West 121st Street, 212-678-3333.

Other possible locations are:
- Buckingham Hotel: 101 West 57th Street, at 6th Avenue
- Hotel Beacon: 2130 Broadway, at 75th Street
- Hotel Belleclaire: 250 West 77th Street
- International House: 500 Riverside Drive
- Lucerne Hotel: 201 West 79th Street
- Milburn Hotel: 242 West 76th Street
- Newton Hotel: 2528 Broadway, at 94th Street
- On the Ave. Hotel: 2178 Broadway, at 77th St
- The Ellington Hotel: 610 West 111th Street
The Kimberly Hotel: 145 East 50th Street

In addition to making travel arrangements, you will also be asked to assist in the important task of storing confidential search materials and keeping track of applicant information. If you or your Chair have any questions about the process, please call the Provost’s Office at x4-2708.

For questions about the maintenance of search documents see the Retention Guidelines for Search Documents.

2. Travel Reimbursement

To reimburse a candidate, collect all receipts, fill out a check request form and submit to the Provost’s Office.

3. Appointment

Faculty, full-time and part-time, and TA’s, graders, and readers are hired by completing an appointment form, filled out by the department assistant or administrator, signed by the Chair, then submitted to the Provost’s Office.

For new appointments, a current and dated CV must be included with the appointment form. The complete appointment form includes the individual’s personal information as well as the courses to which s/he are assigned. Appointment forms are used to make sure faculty are on payroll, receive benefits, and have access to Barnard email and network accounts. For general information on appointment forms see Appendix A of the Chairs’ Manual. Contact the Provost Office with any questions.

If you are hiring a current Barnard student to work in your office or do research for a professor you must contact Career Development.

4. Change of Status

Change of Status forms are used for terminations, changes in rank and full-time equivalencies. Appointment and Change of Status forms are located on the Provost’s Office website. For general information on appointment forms see Appendix A of the Chairs’ Manual. Contact Robin Beltzer, Senior Human Resource Generalist for Academic Programs, x4-7227, with any questions.

5. Appointment and Change of Status Forms FAQs

- **How do I use the Appointment or Change of Status Form?**
  The Appointment or Change of Status form is the official record of employment for all faculty used by the Provost’s Office, the Budget Director, the Payroll Officer and Human Resources. It is important that the form be filled out completely.

- **What is a New Appointment?**
  A new appointment denotes no previous faculty appointment with any department at Barnard and faculty who have been off payroll a year or more. It is especially
important to fill in the social security number and birth date of a newly appointed faculty member. A curriculum vitae must be attached to the appointment form, so that the appropriate rank can be determined and the appointment can be processed.

- **What is a Continuing Appointment?**
  A continuing appointment is anyone who has been on the faculty payroll within the previous academic year (full-time) or previous semester (part-time).

- **What is a Change of Status?**
  A change of status is a change in rank or title, which may result in a change in salary and FTE, or termination of employment.

- **When is the Grant option used?**
  When the position is paid through grant funds and/or stipend payments are made from grant funds, check this option.

- **How do I determine the Budget Code?**
  The Department Chair will provide this information.

- **How do I fill out the Pay Installments line?**
  Two options: For fall semester appointments 4 (September – December)
  For spring semester appointments 5 (January – May)

- **What is a FTE?**
  FTE stands for full-time equivalent (1.0). Each rank has a specific FTE designation per course. As a reminder .20 FTE or .25 FTE is for professorial ranks and .167 FTE for all other faculty ranks.

- **What Additional Information does the Provost’s Office need regarding courses for faculty appointments?**
  Important additional information to note would be duties (i.e. TA teaches one section and grades) and special circumstances (i.e. replacing another faculty member on leave). If you have any questions, consult your Department Chair.

**B. New Full-Time Faculty**

When your department has a new full-time faculty member they will be looking to you to help them navigate settling in at Barnard. This includes filling out paperwork, furniture for their offices, setting up a phone, purchasing computers, ordering keys, and helping them obtain their ID and access to their emails.

1. **Becoming Official**

   An appointment form must be filled out for all new full-time faculty before they arrive. Once they have arrived, ask them to contact the Provost Office at provost@barnard.edu for an appointment to fill out their paperwork. Filling out their paperwork not only makes them official employees of Barnard College, but also enters them into the payroll system.
2. Offices/Furniture

It is the responsibility of each department to identify appropriate office space for new faculty within their area. The College makes every effort to use existing furniture. If it determined that new furniture is necessary it must go through Purchasing. Please contact Director Doug Maget (x4-5204) or Purchasing Department Administrator Christina Johnson (x4-5205) who will obtain the necessary approvals.

3. Phone

Contact CUIT Help Desk at x41919 to set up a new phone. Phone service is provided by the Columbia ROLM system (or the Columbia VoIP system, in the Diana Center).

4. New Computers

Computer and printer budgets have been negotiated between the faculty member and the Provost. As this can be different for each new faculty member contact Jane Holmes, x42297, before the new faculty member has arrived on campus to get the process started. See the academic computer policy.

5. Replacement Computers

The following is a checklist of what to do when you need to replace a computer in most academic departments. If your department has its own computer budget line, please review the procedure outline in section VII: J in this manual.

☐ Create a help desk ticket and ask them to come and evaluate the computer.

☐ If the help desk determines that the computer needs to be replaced request a quote.

☐ Forward the help desk ticket with the quote to Jane Holmes for approval.

☐ You will receive an email back approving or denying the purchase. If the quote is approved prepare a purchase requisition. Be sure to attach both the computer quote and the email approving the purchase.

☐ Call the Provost Office to schedule a time to stop by so she can sign the form.

☐ Once the form is signed make a copy for the Provost’s Office and bring the original to Purchasing.

Be sure to review the Academic Department Computer Purchases before putting in a request for a replacement computer.

Prior to submitting the department's annual budget request, please contact and work with BCIT to survey faculty and staff about their computer needs. Replacements for academic computers over 4 should be included in the department's annual budget request.
6. **Keys**

You will need to order a set of keys for your new faculty. Your Department Chair must sign off on a written request to Facilities. See the Facilities section for more details.

7. **Email Accounts, UNIs and IDs**

Once faculty have filled out their paperwork in the Provost’s Office, they will be given their email and network login ID and a temporary password.

Once this has been completed the new faculty member can take their appointment form or letter to Security, Barnard Hall, 1st floor. They will then send you to 204 Kent on Columbia’s campus for your picture I.D.

Please refer to the section on BCIT in this document for information on obtaining an e-mail account and UNI.

C. **Grants and Expense Reports**

1. **Travel Grants**

The Provost’s Office supports travel to professional meetings or conferences in which the faculty member is a participant.

Department assistants and administrators assist faculty in filling out the travel grant application and expense report. In order to receive a travel grant a faculty member must submit an [application](#) to the Provost’s Office preceding the professional meeting. The application must include a letter of invitation or a printed program and must be signed by the Department Chair. Jane Holmes (x4-2297) will review the application and contact the faculty member directly.

2. **Expense Reports**

When a faculty member returns from the conference an expense report, including all receipts, must be submitted to the Provost’s Office for reimbursement. The expense report is located on the [Provost’s Office website](#).

3. **Minigrants/SAPL**

The application and guidelines for a Minigrant and/or SAPL (Special Assistant Professor Leave) are located on the [Provost’s Office website](#). For questions about the application or approval process contact Jane Holmes, x4-2297. In some cases, the department assistant or administrator may act as a budget coordinator for the grant. For permission, the faculty member must contact the Controller’s Office by sending an email to Jackie Greene requesting that you be given access to view the account on eBear. This will allow you to view the account, including reimbursement, and therefore manage as required.
Reimbursements for minigrants and SAPLs, which in most cases are “1” funds or higher, are sent directly to the Controller’s Office. But if the account is a “0” fund, other than your department, then most likely it comes to the Provost’s Office.

Please note: When submitting check requests which use “0” funds, make sure your name is listed as the contact, so that any questions the Controller’s Office may have will come directly to you.

D. Course Information

1. Online Catalogue

The Barnard Catalogue includes course listings, departmental information, links to departmental websites, information on the curriculum, admissions, academic policies and procedures, academic advising, student life and services, etc. As the department assistant or administrator, you are responsible for updating the courses and departmental information.

Twice a year, in October and February, the courses must be updated for the following semester. Updating the course listings involves adding approved new courses; publishing courses that are not being offered currently, but will be offered again; and un-publishing or deleting courses which will not be offered in the next few years. In April, the departments provide updated departmental information for the coming year. This usually involves updating the current catalogue copy by noting personnel changes, anticipated leaves and approved changes in requirements.

The online system for course entry is called UNIFY. For permission to access or training on the system and trouble-shooting the catalogue, contact Jane Holmes at x4-2297.

2. Directory of Classes

For information on the Directory of Classes see the Registrar’s section.

3. Committee on Instruction

The Committee on Instruction represents the faculty and recommends actions to the full faculty on matters relating to the curriculum. This includes approval of new courses, designation of the courses for general education requirements*, and changes in the department’s major and/or minor requirements. Hilary Link, Vice Provost, chairs the Committee. Questions can also be directed to Jane Holmes at x4-2297.

A new course is submitted to the COI using the form located on the Provost’s Office website.

Instructions and guidelines for submitting courses for general education requirement designations are on the Provost’s Office website. Courses already approved for a general education requirement are also available online.

*Barnard’s general education program (known as the GERs) requires that students take courses fulfilling the 9 Ways of Knowing: Reason and Value, Social Analysis, Cultures in Comparison, Language, Laboratory Science, Quantitative and Deductive Reasoning, Historical Studies, Literature, and Visual and Performing Arts.
4. Course Evaluations

Course evaluation forms must be provided to all enrolled students in all undergraduate courses taught by Barnard faculty. While in some cases departments have developed their own formats, the College-wide online course evaluation forms are preferred. These evaluation forms can be accessed through New CourseWorks@Barnard. Course evaluations provide important feedback and are a requirement for tenure dossiers and for the review and promotion materials of all faculty members.

For departments using the college-wide online form, both the forms themselves and their summary statistical data are available to the department online. These are confidential forms and their handling and storage should be done carefully.

For more information on Course Evaluations visit the IMAT’s webpage on Course evaluation.

III. Registrar

The Office of the Registrar, located in 107 Milbank, maintains student records; issues official transcripts; maintains course listings for all semesters; assigns classrooms; processes academic registration; maintains eBear rosters and grade sheets; schedules examinations; certifies students for graduation; verifies enrollment and graduation; evaluates transfer, study leave, summer school, and advanced placement credit; and supplies statistics and major lists. The Office of the Registrar also prepares the Academic Calendar. Constance Brown is the Registrar and can be reached at x4-2011.

A. Directory of Classes

The Directory of Classes is maintained by the Columbia Registrar and lists all courses given at Barnard and Columbia. You will also hear and see it called ‘The Pencil Book’. The Directory of Classes consists of course times, locations, instructors, and textbook information. It is searchable by subject or department.

Once every semester (the same time the department updates the course catalogue), in October and February, the departments update course times for the following semester:

- The Barnard Registrar sends to each department a print-out of courses, on which changes are made.
- Room assignments will be made after all the course times have been submitted and updated.
- The list will include Barnard taught courses.
- It will include graduate courses if the Registrar has received that information from Columbia.
- If someone in your department is teaching a graduate course not listed, add it, and indicate whether the classroom is at Barnard or Columbia.

NOTE: Instructors appear in the online Directory of Classes, and obtain Courseworks access, only after the Registrar has been notified. She sends the information to the Columbia Registrar, which then posts it, and then the instructor can access Courseworks.
B. Reserving Classrooms

Marybeth Kemm, the Associate Registrar, x4-2011, reserves classroom space for use during the semester Monday through Friday, and during reading periods and final exams. For all other periods, most classroom space is reserved through Events Management.

C. Graduation Materials

Degrees are awarded three times a year: October, February, and May. Before each graduation date, the Registrar’s Office mails a packet to Chairs; often the department assistant or administrator helps with the graduation materials. The packet includes the following materials that the Chair must certify:

(a) An alphabetical listing of candidates.
(b) A set of candidates' transcripts.
(c) Nomination forms for departmental honors.
(d) Senior requirement grade sheets.

For more information on graduation materials see the Chairs Manual.

IV. Finance and Planning Division

The Chief Operating Officer, Greg Brown, has responsibility for all of the financial operations of the College (including Bursar, Accounts Payable, Payroll, and Purchasing); the preparation and monitoring of the College’s budget; and investment and stewardship of the College’s endowment. The office also provides students, faculty, and senior administrative staff with analyses and information that support major planning initiatives at the College.

A. Budget Director

The Budget Director is responsible for overseeing the preparation and monitoring of the annual operating budget. Budget reports can be accessed through eBear and allow the Department/Program Chair the ability to monitor budgets versus actual expenses. If your Chair would like you to be involved in this process, s/he must send an email request to Jackie Greene in the Controller’s Office granting you access. Once that is done, to view the budget reports, users should log-in, click on the Report tab, and select Budget Report.

1. Chart of Accounts

In order to understand the budget reports in eBear, and to monitor your departmental expense budget, you must first understand the structure of the College’s account codes. Each department or major activity of the College is assigned an eleven digit account code for expenditures:

X – XXXXXX – XXXX
Fund      Unit           Object Code

“Fund” designates the source of funding:
0 = Unrestricted     1 = Restricted    2 = Endowment

“Unit” designates the functional area and department.

“Object Code” designates the type of expenditure for budgeting and classification purposes. The proper use of object code assists you in managing your departmental budget and allows the College to analyze its expenditures across departments in a consistent manner. In order to issue a purchase order or expense request, you must first verify that there are sufficient funds in the specific object code before initiating a transaction. A complete list of valid object codes may be found online.

2. Budget Transfers
If you do not have sufficient funds to complete a proposed transaction, or if a new line needs to be added, you may be asked to transfer funds among budget lines in your department. For questions about initiating or processing a budget transfer, please see the Budget Transfer Guidelines.

3. Budget Timeline
Departmental Assistants are often asked by their Department Chair to prepare data for consideration for an upcoming budget year. Use the College’s annual budget calendar as a timeline and for related deadlines.

B. Controller’s Office

The Controller’s Office supports the financial operations of the College. Eileen M. DiBenedetto is Associate Vice President for Finance – Controller. She can be reached at x4-7732. The Controller oversees Accounts Payable, the Bursar’s Office, Endowment Accounting, Financial Reporting, General Accounting, Grant Accounting, Payroll, and Purchasing. Associate Controller-Bursar Denis Riker (x4-2026) oversees the Bursar’s Office, Associate Controller-Financial Compliance and Reporting Nancy Hirshan (x4-7734) is responsible for Financial Reporting and Grant Accounting; Purchasing Director Doug Maget (x4-5204) manages the Purchasing function and the Procurement Card Program for the College. For more information about policies and procedures of the Controller’s Office see the Finance and Operations website.

1. Accounts Payable

Accounts Payable is responsible for processing all vendor payments, reimbursements, and check requests. The staff includes Denise Augustin (x4-7438) and Nieves Lorenzo (x4-2010). Please send approved check requests and vendor invoices to accounts payable via interoffice mail or deliver them in person to the Bursar’s Office window at 15 Milbank between 10:00am and 4:00pm. Please note that all reimbursements for Departments Chairs must be submitted to Eileen DiBenedetto for approval.
2. Bursar

The primary responsibility of the Bursar’s Office is student billings and collections. In addition the Bursar’s Office staff processes departmental deposits. The Bursar’s Office is open Monday-Friday from 10:00 am to 4:00 pm. For questions regarding the Bursar’s Office please call them at x4-2026.

3. Endowment Accounting

All requests to charge vendor or payroll payments to an endowment account (accounts with a first digit of “2”) must be approved by Eileen DiBenedetto (x4-7732).

4. Grants Accounting

Associate Controller-Financial Reporting Nancy Hirshan’s responsibilities include the administration of all accounting, payment activity and financial reporting associated with federal, state and foundation grants and contracts. All payments and purchase orders charged to grants or contracts (“1” funds) must be approved by Nancy Hirshan. She can be reached at x4-7734.

5. Payroll

The Payroll Office is responsible for the review and processing of all of the payrolls for the College’s faculty, staff and students. Faculty and administrative staff are paid monthly; members of Local 2110 are paid biweekly. For questions regarding payroll, contact the Payroll Manager Sumerita Persaud at x4-7630.

6. Purchasing

The Purchasing Department is responsible for all procurement policies, practices and transactions at the College. The Purchasing website includes detailed information about the College’s purchasing procedures, including: general purchasing; methods of payments; required approvals, the P card; and computer and peripheral purchases. For questions regarding Purchasing contact Director Doug Maget (x4-5204) or Purchasing Department Administrator Christina Johnson (x4-5205).

7. The following are some Purchasing & Accounts Payable –FAQs:

- What are my options if I want to make a purchase on behalf of the College?
  You can use a purchase order, Purchasing Card (P-card) or a check request.

- How do I use a purchase order?
  1. Check that your budget line has sufficient funds for the purchase.
  2. If not, contact the Office of Finance and Planning for a budget transfer.
  3. If the budget transfer is approved, complete a two-part purchasing requisition form and submit it to Purchasing.
  4. Upon receipt Purchasing creates a purchase order and sends it to the vendor.
5. When you receive the shipment, if it is complete, sign and date the receiving copy of the Purchase Order (the yellow copy) and return the yellow copy and the vendor invoice to Accounts Payable.

- **What is a P-card?**
  A P-card is short for the Barnard College Citizens Bank Purchasing Card. It is similar to a credit card, and the charges are paid directly by Barnard.

- **What if my purchase is over $500?**
  All purchases over $500 should be made using purchase orders via the Purchasing Department.

- **What if my purchase is over $500 and I don’t have time to use a purchase order?**
  You need to get special permission from the Director of Purchasing or the Assistant V.P. for Finance - Controller

- **What about purchases under $500?**
  You can use the P-card for purchases under $500.

- **What types of goods and services should I charge to the P-card?**
  Subscriptions, registrations, books, brochures, catalogs and price lists, promotional supplies, dues & membership fees, and travel (if allowable)

- **How do I reconcile the P card?** See [http://barnard.edu/purchasing/procedures-and-forms/purchasing-card](http://barnard.edu/purchasing/procedures-and-forms/purchasing-card)

- **Are there any P-card limits?**
  $500 per transaction. $1,500 aggregate transaction limit per month unless otherwise approved by the Director of Purchasing. Some cards are also restricted from booking travel and accommodations. Cardholders cannot split transactions into smaller amounts to avoid dollar limits placed on the P-card. If this is done the P-card will be terminated.

- **What can I NOT use the P-card for?**
  It cannot be used for personal purchases, cash advances or cash awards including honorariums, construction or remodeling, employee benefits (entertainment, tuition), fines, late fees, penalties (including parking tickets), gifts, service contracts, special services, independent contractors, performers, consultants, speakers, student tuition, scholarships and stipends.

- **I lost my P-card! What do I do?**
  Immediately call the customer service number, afterwards notify Purchasing. The card will be replaced as soon as possible. Citizens Bank Customer Service is 888-356-8378.

- **When do I use check request?**
  You can use a check request when the amount is under $500 or for employee reimbursements excluding equipment.
• **What documentation do I need to attach to my Check Request?**
  Attach the actual invoice or actual receipt to a completed and approved check request. The actual invoice or receipt must be provided, copies are not accepted. In a rare case where an actual receipt is not available, a copy of the receipt or credit card statement will be accepted. Include the business purpose of the expenditure.

• **How do I know who authorizes which Check Request?**
  See the chart on Approval Procedures.

• **Once I submit a Check Request, how long until I receive the reimbursement?**
  Check requests take an average of two weeks to be processed and reimbursed.

• **What about sales tax?**
  It is your responsibility to make sure that no NYS sales tax is charged by the vendor. The College is exempt from New York Sales and Use Tax. Please contact the Purchasing Department for a copy of the tax exempt number (which is good for a calendar year, not the fiscal year). A new tax exempt document will be available in early January.

• **What if my purchase order shipment isn’t complete?**
  Make a photocopy of the receiving report of the Purchase Order. Circle and date each item received. Sign and date in the applicable “partial shipment” box. Submit this photocopy to Accounts Payable along with the vendor invoice. When the final shipment is received, circle and date on the original yellow form the final items that were received; sign and date in the “completed shipment” box and submit the original to Accounts Payable.

• **What if my purchases are damaged?**
  Contact Purchasing immediately.

• **What should I keep as records?**
  Copies of approved P-card statement, copies of the transaction log, and all receipts and invoices. Records should be kept for 7 years.

• **What if the Provost Office is paying for a charge on the P-card?**
  Contact the Provost Office for approval. They will also provide the account number to charge for the monthly reconciliation.

**C. Planning and Institutional Research**

There is currently a search for a Director of Institutional Research and Assessment. Reporting to the President of the College, the Director of Institutional Research and Assessment will have College-wide responsibilities for institutional research and assessment. The Director will also coordinates reporting to outside agencies, such as the College's accreditation associations. For examples of data and recent institutional studies see the Finance and Operations website.

**V. Mail & Document Services**
Mail & Print Services, comprises Print Services located in 13 Milbank (x4-2807), Administrative and Faculty Mail Services (x4-2019), and Student Mail Services (x4-2095) located in the basement of Altschul. Alan Anderson is the Director and can be reached at x4-8775. Aaron Kinard, x4-5226, is the Print Services Manager, and Olive Conteh, x4-7823, is the Mail Services Manager.

A. Print Services

Handles color and black and white digital printing and copying, color large format printing, folding, cutting, bindery services, fax services, and Adobe Acrobat file conversion.

B. Administrative and Faculty Mail Services

Handles incoming and outgoing USPS mail, outgoing UPS and FedEx, and mail list addressing.

- All express and ground package deliveries that require a signature are handled by Central Receiving, x4-7043, 108 Altschul. This includes FedEx, DHL, UPS, USPS, and other carriers. They also provide packing for the mail services previously mentioned.
- Mail Services distributes certified and registered USPS mail.
- When a package is received by Central Receiving you will receive an email notification.
- Requisition for Addressing and Mailing Services
- Be aware that the Postage Rates have recently increased and postage is no longer based solely on weight. Also check the USPS website for rates.
- FedEx

For more information see http://barnard.edu/mail-print-services/mail.

VI. Facilities

The Office of Facilities Services, x4-2041, is charged with the responsibility for the maintenance and operation of the College’s facilities and creating a physical environment that is conducive to the learning process. Facilities Services is located in Barnard Hall Room 105M and their hours of operation are Monday-Friday from 8am-5pm. After 5pm and on the weekends, contact Security (x4-3362) to get in touch with the on-duty mechanic. Facilities Services mechanics are on duty 24 hours / 7 days a week, to monitor our operating equipment and to respond to emergencies & service calls. Julio Vazquez is the Director of Facilities, x4-6937, Daniel Davis is the Associate Director, x4-6939, Carol Wynne is the Manager of Custodial Services, x4-6986, and Tom Zwicke is the Manager of Maintenance, x4-6985.

A. Facilities FAQ’s

- How do I request service from Facilities?

Request for service(s) should be submitted utilizing Megamation, the electronic service request form located on eBear. Once you sign into eBear, select Online Form under the Community tab then select Facilities Work Order. The Service Request form should list the requester, department, location and a brief, but clear description of the service being requested. The Request order should also note any special conditions (i.e. deadline, dangerous materials, limited
hours for access, etc.) In case of an emergency after normal work hours contact Public Safety x4-3362.

- **I put in a work order request three days ago and nothing has happened. What do I do now?**
  The new work order system will give you the name of a supervisor, follow-up with this person.

- **How do I obtain keys?**
  Keys may be requested by members of the Barnard Community utilizing a written request signed by the Department Chair or Administrative Head. The Department Chair or Administrative Head is the only individual authorized to approve the issuance of a key(s) for an area within their control. Facilities will notify the staff member requesting a key when the key is available and will require that they sign a signature card acknowledging receipt of the key.

  *College staff members are responsible for all keys issued for their use and must surrender their college issued key whenever departed from the College’s employment.*

- **What happens if a key is lost?**
  It is requested that in the event of the loss of a key, the department or administrative head immediately notify the Office of Campus Safety. The Office of Facilities Services will in such cases either issue new keys or change the core as needed. A fee for new keys ($5.00) or re-coring ($25.00) a space will be charged.

- **A faculty member just retired and handed me their key, a new faculty member is taking their office in a month. Do I need to return the key?**
  No, you can hold on to the key and give it to the new faculty member. However, you must then notify Facilities, via email, so they can update their database.

**VII. Information Technology (BCIT)**

**A. Service Desk**

BCIT provides computer support to Barnard staff, faculty, and students. Faculty and staff should direct computing and network questions or problems to the BCIT Service Desk by calling x47172 or sending email to help@barnard.edu. Issues and service requests can also be submitted online (and ticket status checked) via WebHelpDesk, at http://webhelpdesk.barnard.edu. Your first step should always be to contact the Service Desk. If there is an issue requiring escalation, ask for Christopher Bean, Associate Director of the BCIT Service Desk.

**B. Barnard Account**

A Barnard account is created for every faculty and staff member in advance of their start date. This account gives access to gBear and to eBear (see below). This username and temporary password are provided by the Provost's Office (for faculty) or by Human Resources (for staff.) The account can usually be used immediately for email, and within 2-3 days after start of hire for eBear.
C. Email

gBear is Barnard’s term for its Google Apps for Education-provided environment, which gives access to an email account “@barnard.edu”, shared and personal calendars, and much more. The full suite of Google Account services is available, and all members of the Barnard community are encouraged to explore them, but BCIT only provides support for the core applications: Mail, Calendar, Groups, Contacts, Chat, Docs, and Sites.

D. eBear

The Barnard College intranet is located at http://ebear.barnard.edu. eBear provides access to services such as the online grading system, Facilities Work Orders, and HR and purchasing forms. Those faculty members requiring additional access, such as the ability to send mass email to segments of the Barnard community, should contact the BCIT Service Desk for assistance.

E. Artemis

Barnard College provides space on a Novell file server, called Artemis, where faculty and staff can store their documents or share files with members of the department. The username to log into Artemis is the same as the username for the Barnard account, but it is a separate account and the password may not be the same. Quota for the personal storage folder is 300MB; departmental quotas may vary. Both folders are backed up daily. To request access to a departmental share, please contact the BCIT Service Desk with the Artemis username requiring access and the name of the specific file share in question.

F. College Provided Computers

All College-provided computers include a standard software package with Microsoft Office, several web browsers and email clients, anti-virus and anti-malware applications, and the Novell client to access the Artemis file server. Other software, such as SPSS and Mathematica, can be installed upon request.

G. UNI: Columbia University's network ID; Columbia email account

In addition to the Barnard account, each member of the Barnard community is also provided with a Columbia UNI. The UNI is an account providing access to many online services at Barnard and Columbia, including a separate email account, New CourseWorks@Barnard, library database access from off-campus, use of the NINJa printing system, and requesting help from the CUIT Help Desk. To activate the UNI, go to http://uni.columbia.edu. UNI problems should be referred to the CUIT Help Desk at x41919.

H. Phones

Phone service in administrative offices is provided by the Columbia ROLM system (or the Columbia VoIP system, in the Diana Center). All phone issues should be directed to the CUIT Help Desk at x4-1919.
I. Network

Faculty and administrative offices and many classrooms are wired for network access. Problems with network jacks should be referred to the BCIT Service Desk.

Wireless service is available in the campus residence halls, specific classrooms and most public spaces; see the BCIT website for more information.

J. Purchase of Computer Equipment

In general, the College purchases Dell computers for staff and faculty, under a special pricing arrangement with Dell. An overview of the purchasing process is available on the BCIT website. The computer purchase policy is available on the Provost’s website. Please read it carefully before purchasing a computer.

Upon request, the Service Desk will provide a quote to the department, who is then responsible for creating a purchase requisition and sending that to the Purchasing Department for processing.

Purchasing will handle creating the official College Purchase Order, tracking delivery of the equipment from the vendor, notification of user when the computer arrives on campus, and payment of vendor. The computer will then be delivered to the BCIT Service Desk for configuration and scheduling of installation.

VIII. Barnard Library & Academic Information Services (BLAIS)

The Barnard Library and Academic Information Services (BLAIS) unit consists of Wollman Library Collection Services, Research and Instructional Services, the Barnard Archives, and Instructional Media and Technology Services (IMATS). The Dean of BLAIS is Lisa Norberg, x4-2147 (lnorberg@barnard.edu).

A. Collection Services [Michael Elmore, Director, melmore@barnard.edu]

The Barnard Library offer a wide range of services to support faculty’s teaching and research needs. Faculty can schedule individual research consultations for help in navigating the Barnard and Columbia Library systems. Librarians also partner with faculty members to design library instruction sessions tailored to the needs of a specific course or a particular research assignment. For more information, consult the library’s website.

1. Reserves

Faculty wishing to put books, book chapters, journal articles, or videos on reserve can submit their course reserve lists in person or by campus mail, email (reserves@barnard.edu), or fax (x4-3766). Detailed information about placing material on reserve, including electronic reserve, is available online http://library.barnard.edu/access/course-reserves.

2. Circulating Book Collection
Books are loaned for the semester and may be renewed up to 10 times unless someone else has requested them. All books are subject to recall by another reader after two weeks. Failure to return recalled items will result in the temporary suspension of borrowing privileges. Both renewals and recalls can be done online through the “My Library Account” link located on the Library’s home page. You will be asked to login using your UNI and password. A valid BC/CUID card must be presented for admittance to the Library and to check out books and other materials. Faculty and students are encouraged to assist in the development of these collections by recommending appropriate additions and identifying new areas of curricular interest.

3. Media Collection

The media and print collections (circulation and reserves) are newly 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 viewing stations, 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. For more on the Media Collection visit http://library.barnard.edu/find-books/media

B. Research & Instructional Services [Jenna Freedman, Director, jfreedma@barnard.edu]

1. Personal Librarians

Each academic department, as well as individual faculty member is assigned a Personal Librarian to serve as the point person for all Barnard Library & Academic Information Services (BLAIS), including referrals for course reserves and media materials. A list of Personal Librarians and their associated departments is available online: http://library.barnard.edu/personal-librarians.

2. Research Services

During the academic year, the Research Desk on the 1st floor is staffed seven days a week during day and evening hours to provide assistance in finding information through both print and electronic resources. Students and faculty can also request an individual research consultation.

3. Instructional Services

Upon request, librarians will provide instructional sessions on course-related library research methods and resources incorporating both print and electronic materials as appropriate. Please contact Lois Coleman, Research & Instruction Librarian and Coordinator of Instructional Services, at lcoleman@barnard.edu, for more information.

4. Empirical Reasoning Lab

The recently created Empirical Reasoning Lab is designed to provide infrastructural support for empirical reasoning across the curriculum. Empirical reasoning focuses on critical thinking about numerical data and quantitative literacy. For students, faculty, and staff, consultations are offered to help formulate empirical questions, find appropriate data sets, or offer guidance and training with analysis software. If you would like to learn about the services we offer, please
contact the Manager of the Empirical Reasoning Lab, Heather Van Volkinburg at x19692 or mailto:hvanvolk@barnard.edu.

5. Barnard Archives

Located on the ground level of Lehman Hall in Room 19, The Barnard College Archives serves as a repository for the permanent historical records of Barnard College from its founding in 1889 to the present day. Its primary purpose is to document the history of the College and to provide source material to administrators, alumnae, students, faculty, and other members of the Barnard College community; as well as to scholars, authors, and outside researchers. The Archives is an educational resource that encourages scholarly research in its collections. Faculty can review a brief description of our holdings from our Collections & Records page: http://barnard.edu/archives/collections. Please contact Shannon O'Neill, Archivist, archives@barnard.edu for more information.

C. Instructional Media & Technology Services [Robert Kahn, Director, rkahn@barnard.edu]

IMATS, on the third floor of the Wollman Library, provides educational technology services and resources for teaching and learning and supports the audiovisual needs of the College through two units, Audiovisual Technology Services and Instructional Media Services.

1. Audio Visual Technology Services

Audio Visual Technology Services (AVTS) provides audio visual support and services associated with College courses, special events, and performances, including but not limited to audio and video recording and video and teleconferencing. They support the Sloate Media Center which offers a fully-equipped media classroom with videoconferencing capability, as well as a professional level editing and production studio. The department also supports the many media equipped classrooms and event spaces throughout the campus. Please contact Harvey Cohen, Manager of Audio Visual Technology Services, at hcohen@barnard.edu for more information.

2. Instructional Media Services

Instructional Media Services (IMS) assists and supports faculty in evaluating and effectively using technology tools in pedagogically sound ways in support of teaching and teaching-related activities. By instructor's request, Instructional Media staff will provide specialized training for students doing course projects. Please contact Alexis Seeley, Manager of Instructional Media Services, at aseeley@barnard.edu for more information.

   a. New CourseWorks@Barnard

New CourseWorks@Barnard is the university-wide Learning Management System for faculty and students. It is a web-based publishing environment that allows you to quickly post course materials. It does not require any programming skills and serves as a single point of entry for students for course information and content. It is also the delivery system for online course evaluations. Contact IMS for an orientation, to discuss suitability and best practices, and for help getting started.
b. Wikis, Blogs, & Collaborative Projects

A wiki is useful for group projects and presentations, and for collaborating on documents and websites. Blogs can be a great way to deepen ongoing discussions inside and outside of the classroom, and all of your students can participate. For collaborative writing, other applications such as Google Docs may be more appropriate. Contact IMS for an orientation, to discuss suitability and best practices, and for help getting started.

c. Rich media

Instructional Media Services provides assistance with or an orientation to Columbia iTunes, where podcasts or short videos can be made accessible to just your class or to the public. Finding, creating, and using rich media as part of a course or project can be challenging. To meet your needs in this area, we coordinate on projects and support services with other Barnard departments such as Research and Instructional Services, Electronic Communication, and CCNMTL (Columbia Center for New Media in Teaching and Learning.)

IX. Events Management

Events Management is dedicated to the success of Barnard’s numerous events and activities. They coordinate the scheduling of on-campus events and provide event consultation for students, faculty, staff, and administrators.

Their team helps event organizers determine the best spaces and set-ups for events; works with Facilities Services, Public Safety, and Instructional Media and Technology Services to arrange the necessary logistical support; and assists in finding appropriate resources such as publicity and catering.

Events Management coordinates the scheduling of all event spaces on campus as well as classrooms for weekend activities. After the academic class schedule is set, Events Management is responsible for coordinating the scheduling of classrooms.

To make an event request, please reference the Events Management webpage. Please note that requests must be submitted a minimum of two weeks prior to the proposed event.

From simply locating the best room to managing the most complex conference, the Events Management staff is there to help!

Events Management
212-854-8021
Fax: 212-854-5845
006 Milbank

Tiffany Dugan, Director
Amanda Gates-Elston, Events Manager
Anthony Otero, Reservation and Scheduling Manager
Kaley Goodwin, Administrative Assistant
X. Catering

A. Aramark

Aramark x4-6601, is the vendor for the College’s dining service and they also provide catering for meetings and special events. Goldi Juer, the Director of Operations and Catering can be reached at x4-6601. To submit an order, visit the Catertrax website at www.Barnardcatering.catertrax.com. Be sure to include what you are requesting, your account number, contact name, and the date, location and time of the event.

B. Outside Catering

There is a list of approved caterers for special events on the Purchasing website. If you choose to self-cater, please keep in mind you are then responsible for set-up and clean-up. You will also need to supply your own tablecloths.

XI. Barnard Career Development (BCD)

A. Career Development

Career Development’s primary mission is to prepare students for their future careers by providing individual counseling, career education programming, and skills-development workshops. Their website has a link for employers to post jobs and lists on- and off-campus positions, internships, and community service opportunities for students.

1. Student Employment - FAQs

- **What is the difference between a Federal Work-Study (FWS) and Barnard College Job (BCJ) Award?**
  BCJ awards can only be used on-campus, FWS can be used on-campus and select off-campus sites. BCJ awards use the object code 4050, and FWS use 4051. For more details see the Timesheet X website.

- **Who is eligible for work as a student employee?**
  All students working at Barnard for the first time must complete their I-9, W-4, and WTPA forms. Returning students may need to renew their W-4 and WTPA forms each year. The student will need to take a US Passport or Social Security Card (no photocopies for ID’s) to Career Development during Contract Hours to complete their I-9. Students without a BCJ or FWS award will need to wait two weeks at the beginning of the fall semester to be hired.

- **My department needs to hire two students for the upcoming year. What do I do?**
  To post online jobs see NACElink website.

- **How much should my student workers be paid?**
  Career Development has a listing of wage guidelines.
What can a student worker do? What can’t they do?
It is important to be aware that many things you do are confidential. Therefore it may be helpful to sit down with your students when they first arrive and go over what they can and can’t help you with. For more information see the guidelines on confidentiality.

Questions about student payroll?
See the Timesheet X website.

If you have any questions or concerns, including if you are unhappy with a student worker, contact Alicia Morrissey, Student Employment Assistant (x4-7774), or Won Kang, Senior Associate Director (x4-7745).

XII. Public Safety

The Barnard College Public Safety is located just opposite the Main Gate at 117th Street and Broadway, in Barnard Hall, Room 104. It is open 24 hours a day, seven days a week, including holidays. Security guards are College employees who are licensed by the State of New York and receive training beyond State requirements to ensure a safe and secure Campus conducive to learning

Reminder: anyone remaining in their office past normal business hours (9:00-5:00 p.m.) should routinely call Public Safety so that they can provide additional safety patrols in the area

Members of the community may report crimes or emergencies at any time, day or night, by calling Public Safety at x88 or x4-3362.