A Faculty Guide to Barnard College
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I. Introduction

A. Purpose

The Faculty Guide is designed for officers of instruction of Barnard College as a convenient source of information about regulations, policies and procedures governing academic matters. It also describes available academic services and facilities, as well as other services of the College.

Errors and omissions in this edition of the Faculty Guide should be communicated to the Office of the Provost/Dean of the Faculty (x 42708, 110 Milbank Hall, provost@barnard.edu).

B. Prefatory Disclaimer

The Faculty Guide is an informal reference. Because it is subject to changes to keep its information current, it is not a vehicle for official announcements of College regulations and policy, nor is it a contract between a faculty member and the College. The Faculty Guide contains statements and information from official documents such as the College Statutes and the "Code of Academic Freedom and Tenure," but is not itself binding. Such official documents are available in the Office of the General Counsel, Human Resources or from the Provost/Dean of the Faculty. Should there be a disagreement between the Faculty Guide and these documents, the latter control decisions and actions. All policies and procedures are subject to change without prior notice.

II. The Faculty - Definition

A. Definition

"The Barnard Faculty consists of scholar-teachers who have long recognized that their teaching depends upon their scholarship and grows out of it. The range of the Barnard curriculum fairly reflects this understanding, both in its concentration upon the traditional disciplines of learning and in its innovative interdisciplinary programs. The scholarly commitment of the Barnard Faculty is constantly shown, too, in the variety and quality of its many research projects, its books and articles in learned journals, its participation in academic societies, its many different kinds of publications and performance. But its abiding achievement is a constant demonstration in the classroom of the binding ties of teaching and scholarship to each other which simply will not accept the possibility of any serious conflict between them. For in these central functions, Barnard's scholar-teachers honor the enduring values of their profession."

[Statement adopted by the Faculty and the Board of Trustees, 1978.]

B. Membership

The Faculty consists of the President of the College, the Provost/Dean of the Faculty, the Dean of the College, the Dean of Studies, and all Professors, Associate Professors, Assistant Professors, Lecturers, Associates, and full-time Instructors whose appointment is primarily at Barnard College. Visiting appointments generally do not carry with them voting membership in the Faculty. Other administrative officers may be made members of the Faculty by the Board of
Trustees upon the recommendation of the Faculty. To be eligible for voting membership in the Faculty, part-time faculty must satisfy one of the following requirements: (1) be teaching a two-thirds program; (2) have taught a two-thirds program or more in the past and be currently teaching in the College; (3) be teaching a one-third program and giving full-time service to the College; (4) have taught a one-third program for three years or more, and be teaching.

C. Powers and Duties

Subject to the reserve power retained by the Board of Trustees, it is the responsibility of the Faculty to:

- fix the requirements of admission to the College, the courses of study therein, and the conditions of graduation;
- establish rules for ascertaining the proficiency of students and for the assignment of honors;
- fix the times of examinations other than the final and deferred examinations;
- recommend to the President of the College and the President of the University those candidates who shall have satisfactorily fulfilled in Barnard College the requirements for the degree of Bachelor of Arts;
- prepare and publish from time to time a statement of the courses of study in the College, specifying the studies to be pursued in each year, and each of the departments of instruction;
- appoint all scholars or make provisions for their appointment; and
- make all such regulations of their own proceedings and for the better governance of the College as shall not contravene the Charter, the Statutes, or any action by the Board of Trustees.

No exercise of the powers conferred on the Faculty which involves a change in the educational policy of the College or the University in respect to the requirements of admission, the required course of study, or the conditions of graduation, shall take effect until the same has been approved by the Board of Trustees.

[REF: Statutes in "Charters, By-Laws, Statutes and Intercorporate Agreement with Amendments to January 1, 1975."]

D. Faculty Meetings

Faculty meetings are normally held on the first Monday of each month in which the College is in session. All full-time faculty members are expected to attend faculty meetings. Neither classes nor office hours should be scheduled to conflict with the time of the faculty meeting.

Meetings are usually held in the James Room on the 4th floor of Barnard Hall. Refreshments are served starting at 3:45 p.m. The official meeting begins at 4:15 p.m. and concludes at 6:00 p.m., unless business is concluded earlier or a decision is made by the Chair on a motion from the floor to extend the meeting.
Special meetings may be held at the call of the President or upon a formal request of five members of the Faculty.

Meetings are chaired by the Provost/Dean of the Faculty.

1. **Voting.** Only members of the Faculty have the right to vote. Unless otherwise decided by the Faculty, votes are by a simple majority. Faculty tellers are responsible for counting and reporting votes. A quorum consists of 50 faculty members present.

2. **Agenda.** Agendas for Faculty Meetings are set by the Faculty Governance and Procedures Committee and are emailed to the Faculty prior to the meeting. Items for the agenda can be submitted to the Provost/Dean of the Faculty or the members of the Faculty Governance and Procedure Committee.

3. **Minutes.** Minutes of Faculty meetings are taken by the Secretary to the Faculty and are appended to the agenda of the succeeding Faculty meeting for the Faculty's approval.

**E. Principal Elective Faculty Committees**

*Faculty members serve 2-year terms unless otherwise indicated.*

All members of the Barnard faculty are expected to participate in the governance of the College through service on its faculty and College committees. Tripartite committees are composed of faculty members, administrators, and students designated by the Student Government Association.

To assure comprehensive representation, elections (as well as some appointments) to committees are normally by the following faculty groups:

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Faculty in the Professional Practice series may be named to or elected to College committees in seats reserved for untenured faculty (i.e., Assistant Professors of Professional Practice) or tenured faculty (i.e., Associate Professors or Professors of Professional Practice), with the exception of the Advisory Committee on Appointments, Tenure and Promotion (ATP) and the Faculty Budget and Planning Committee (members of these two committees must be tenured, and in the case of the ATP, at least three must be full professors).

[Resolution passed by the Faculty on April 3, 2000.]

1. **Advisory Committee on Appointments, Tenure and Promotion (ATP):**
   Chair, Provost/Dean of the Faculty (3-year term). Meets weekly, usually Thursday at noon.
   Advises the President and Provost/Dean of the Faculty on academic qualifications of individuals for purposes of appointment, tenure, promotion and other matters relating to faculty evaluation, recognition and development. Membership is limited to tenured Full Professors, and to tenured Associate Professors who have held tenured status for at least two years. There are five members, one from each of the four faculty groups plus one at-large; all are elected by the full faculty. Elections or appointments to the committee must result in the presence of at least three tenured Full Professors among the five members.

2. **Faculty Budget and Planning Committee (FBPC):**
   [Faculty Resolution 11/26/01.]
   Chair, Provost/Dean of the Faculty (3-year term). Meets weekly on Wednesday from 12:00 to 2:00 p.m.
   Advises the President and Provost/Dean on staffing in the College's academic program. Its focus is on the size and composition of divisions, departments and programs. The FBPC appoints 2 representatives from among its faculty members from different faculty divisions, to work collaboratively with the President's Council during budget discussions. [Faculty Resolution 11/26/02] It is the responsibility of the FBPC to maintain the Faculty Planning Profile; schedule and analyze the results of academic program reviews; and coordinate departmental planning with respect to the assessment of student learning outcomes [Faculty Resolution 11/17/08]. Membership is limited to tenured faculty, one from each of the four faculty groups who are elected by that group and two faculty from different groups elected at-large.

3. **Committee on Instruction (COI):**
   Chair, Associate Provost, Provost/Dean of the Faculty ex officio (2-year term). Meets weekly on Monday at 4:10 p.m.
   Represents the Faculty and recommends action to the full Faculty on matters relating to the curriculum. The COI is the College's principal formulator of educational policy. Provides advice to the Office of Admissions on academic matters having to do with admissions policy and practice, including the development of recruitment strategies and priorities, the use of standardized test scores, and the evaluation of student outcomes. [Faculty Resolution 3/04/02] Authorizes and analyzes assessment activities associated with the learning goals of college-wide curricular requirements and the College’s Mission Statement [Faculty Resolution 11/17/08]. Membership of this tripartite committee includes one tenured and one non-tenured faculty member from each of the four voting groups, all of whom are elected by the full faculty.
4. **Faculty Representatives to the Board of Trustees:**
   *Faculty Resolution 3/04/02* (3-year term).
   Two faculty, with at least one being a tenured faculty member, elected by the full faculty. 
   *Faculty Resolution 12/04/00* Attend meetings of the Board of Trustees and the Trustee Educational Policy Committee; report to faculty at monthly Faculty meetings. Meets bi-monthly.

5. **Faculty Finance and Resource Committee (FFRC):**
   *Faculty resolution 3/04/02* (3-year term)
   Articulates and defends the Faculty's interests in the budgetary process. Participates in discussions within the administration on salary scales, fringe benefits, other forms of remuneration, and working conditions. Membership includes one tenured, one non-tenured and one off-ladder member of the faculty, each elected by that group, and a fourth who is elected at-large by the full faculty. Meets seasonally.

6. **Committee on Faculty Governance and Procedures (FGP):**
   Chair, One of the elected faculty members, to be elected by the faculty members of the Committee. (2-year term) Meets biweekly on Tuesday at noon.
   Responsible for issues of faculty governance and procedures including organizing and operating faculty meetings, including the preparation of the agenda and review of the minutes for the use of the Provost in chairing the faculty meeting; conducting elections of faculty to various elective committees and other elective positions; appointing faculty to non-elective committees and standing tripartite committees; advising, upon request of the President or the Provost/Dean of the Faculty, on the appointment of faculty members to special or ad hoc committees; reviewing periodically the structure, charge and composition of faculty committees and election procedures; serving in grievance proceedings as provided in the Code of Academic Freedom and Tenure; and serving as a forum for discussion of issues concerning faculty governance and procedures and referring issues as it deems appropriate to faculty committees and meetings for discussion and action. Membership includes one tenured and one non-tenured faculty member from each of the four voting groups, elected by the members of that group for two-year staggered terms.

7. **Faculty Representative to University Senate:**
   2 faculty members. Represent Barnard faculty at monthly meetings of Columbia University Senate and give reports at monthly Barnard Faculty meetings. Two faculty, one tenured and one non-tenured, elected by the full-faculty *Faculty Resolution 3/04/02*.

8. **Grants Committee:** Chair, Provost/Dean of the Faculty. 4 tenured faculty members, one from each of the four faculty groups, plus 2 full time faculty of any rank or division, on or off ladder, all elected by the full faculty. Makes recommendations to the President for the Presidential Research Awards. Reviews and makes recommendations on applications by faculty members for research grants and travel funds. Reviews nominees and makes recommendations for Gildersleeve Professorship. Meets three times a year *Faculty Resolution 11/17/08*.

9. **Off-Ladder Faculty Advisory Committee (OLFAC):**
   Chair: one of the elected faculty members, to be elected by the faculty members of the committee. Three year term. Meets once a semester and additionally as needed. Advises the Provost on matters pertaining to College faculty who have off-ladder titles as defined by the Code of Academic Freedom and Tenure. Membership is limited to full-time off-
ladder faculty who hold titles that are part of the department’s planning profile and who are eligible for promotion and renewal with limit (renewable/promotable faculty). Those with following off-ladder titles are eligible to serve: Professor of Professional Practice series; Associates and Lectures whose appointments make them eligible for promotion to senior statuses; Senior Associates and Senior Lectures. Member includes three faculty representing voting groups 1, 2, and 3 plus 4, elected by the renewable/promotable faculty in their own division, plus two renewable/promotable faculty at-large who are elected by all the full-time off-ladder faculty.

10. Faculty Advisory Council (FAC):
Consults and advises the President, as well as other members of the administration, and facilitates communication between the administration and faculty, on matters of significant concern to the College as a whole. Membership includes one member each from ATP, FBPC, FGP, FFRC, COI, and GRANTS, to be elected by faculty members of those committees, and to serve for a period coterminous with her or his service on those committees; two further faculty members elected by department chairs and program directors for staggered three-year terms; the Faculty Representative to the Board of Trustees, senior in term of office. Members may be re-elected. Meets at least two times each semester and on special occasions as necessary.

F. Standing Appointive Committees

*Faculty members serve 2-year terms unless otherwise indicated. (Includes tripartite administrative services and student life committees recently reorganized by the Student Government Association effective Autumn 2002).

- **Academic Support & Enrichment (new committee):** *Chair, Associate Dean of the College for Academic Support.* 6 faculty members including the Director of the Writing Program, the Director of the Inter-Collegiate Partnership (ICP), and the Faculty Coordinator for the Mellon Mays Undergraduate Fellowship Program, the remaining three faculty members to be appointed by the FGP, and a representative from the Admissions Office. Subcommittee of the Committee on Instruction will advise on the structure and function of various programs that provide academic support and enrichment to Barnard students, and to middle-school, high-school and community college students enrolled in special programs offered by the College.

- **Administrative Services (new tripartite committee):** *Chair, Vice President for Administration and Capital Planning.* 2 faculty members, 2 students to be appointed by the SGA, the Director of Facilities, the Director of Security, the General Counsel and one additional administrator to be appointed by the Vice President of Administration and Capital Planning. This tripartite committee considers the functions and issues that affect the campus community, including but not limited to facilities, office services, and government relations. This committee will also function as the student security advisory committee, providing advice on matters pertaining to the continuing improvement of campus security policies and procedures. At least one half of the committee must be female under New York State Law.

- **Advisory Committee on Socially Responsible Investing:** (staggered 3 year term) 2 faculty members.
The Board of Trustees authorizes the president to designate an Advisory Committee on
Socially Responsible Investing for the purpose of advising the Trustees on the social implications of Barnard's institutional investment program and to advise the Board's Committee on Investments on social and ethical issues that arise in the management of the College's endowment. The Advisory Committee on Socially Responsible Investing shall consist of six voting members drawn in equal numbers from students, faculty and alumnae. Additionally, the President of the College shall appoint one administrator who is familiar with the College's investments to sit as a non-voting member of the Committee. Student members of the Committee shall serve a period of two years; faculty and alumnae members shall serve a period of three years. Initially these terms shall be staggered to ensure continuity in the membership of the Committee and familiarity with investment issues. Representatives shall be nominated by the Student Governing Association (SGA), the Faculty Governance and Procedures Committee (FGP) and the Associated Alumnae of Barnard College (AABC) through each body's standard processes of selection. At least one of the faculty representatives to the Committee shall be tenured. The President of the College shall approve nominations to the Committee and designate a chair to serve during the Committee's first year. Thereafter, the members shall elect one of their own as chair annually.

- **Barnard Library and Academic Information Service Committee**: Chair, Provost or designee (currently Dean of Information Services). 1 faculty member from each of the four divisions, 3 students, Dean of the College or designee, Associate Provost, Director of Institutional Support, Dean of Information Services, Director of Academic Technologies, Director of Management Information and Network Services, Coordinator of Reference Services (Library). A tripartite committee to assist in the planning of issues relating to the Library, academic computing, and information technology. Meets monthly on Wednesday from 4:30-5:30.

- **C.U. Faculty Athletics Advisory Committee**: 2 faculty members. Represents Barnard on University athletics issues. Meets occasionally.

- **Career Services**: Chair, Associate Director of Career Services. 1 faculty member. A tripartite committee on matters pertaining to Career Services programming, including recruitment, internships and student enterprises. Meets semi-monthly.

- **Committee of Department Chairs and Program Directors**: Chairs and program directors meet once a month with the Provost to discuss matters of mutual interest. The meetings provide a forum for Chairs and directors to discuss with each other and with administrators information or concerns related to departmental practices and policies.

- **Committee on Faculty Diversity and Development**: Co-Chaired by Dean for Faculty Diversity and Development and a senior faculty member who will become the next dean (Staggered 3 year terms, up to 8 faculty members, with at least four senior members and at least one representative of each division). Addresses issues of faculty recruitment, retention and development. The Committee assists departments and programs in ensuring that faculty searches are fair and open, provides for new faculty orientation and mentoring, provides support to departments and chairs in preparing tenure cases, and works with offices across Barnard’s campus and at Columbia to increase faculty diversity and promote an open and welcoming campus climate for all faculty. The FDD also promotes faculty development efforts in support of research, teaching and engagement with various communities in the academy and the broader public.
• **Committee on Honors:** *Chair, Dean of Studies.* 5 faculty members. Reviews applications and interviews applicants and nominees for international, national, and College fellowships. Selects recipients of College fellowships. Meets on 5-6 Friday mornings each semester.

• **Dean’s Accommodations Committee (DAC):** *Chair, Dean of Studies.* Director of Disability Services and 3 faculty members appointed by the Faculty Governance and Procedures Committee (one faculty member shall be a member of CPAS, and initially, one faculty member shall have served on the Learning Disabilities Task Force). For students with diagnosed learning disabilities, this subcommittee of the Committee on Programs and Academic Standing will consider student’s requests for accommodations as well as the supporting documentation and the report of the independent consultant. Decides on the appropriate accommodations, which will be provided through the Office of Disability Services. [Faculty Resolution 3/2/1998]

• **Honor Board:** *Adviser, Dean of Studies. Chair, student selected by student members of Board.* 3 faculty members. A tripartite committee which meets to discuss matters of academic integrity at the College and also as needed to hear cases involving allegations of Honor Code violations. Meets monthly on Wednesday mornings at 8 a.m.

• **Institutional Review Board (IRB):** *Co-Chairs (Barnard General Counsel and one senior faculty member), 3-4 faculty members, and one community representative.* The committee reviews all research proposals from Barnard College faculty, staff, and students who plan to conduct research involving human subjects. The IRB meets monthly, or as needed to discuss proposals.

• **Judicial Council:** *Chair, an Administrator.* 6 faculty members, one from each of the four faculty groups plus two alternates. A tripartite committee which meets when needed to deal with matters of student misconduct or violations of College rules by students that are not appropriately dealt with by other disciplinary procedures. Meets as needed on Friday.

• **Medalist Committee:** *Chair, Cyndi Stivers ’78 (Trustee).* 4 faculty members, one from each of the four faculty groups (3 year term). Develops list for Trustees of potential nominees to receive Barnard Medal of Distinction at Commencement. Meets seasonally.

• **Parking Committee:** *Chair, Vice President for Administration and Capital Planning.* Provost, Director of Mail & Document Services, Director of Financial, HR Project Assistant, and 3 faculty members. Recommends policies and procedures for parking spaces. Meets occasionally.

• **Phi Beta Kappa Committee:** 4 faculty members who are members of the Phi Beta Kappa Society, a national organization that celebrates outstanding undergraduate scholarship in the liberal arts. Officers—president, vice-president, secretary, and treasurer—are elected to a 1 year term by Faculty members who are members of the Society. In both the fall and spring semesters, the Barnard Chapter oversees the election and initiation of seniors to Phi Beta Kappa.

• **Pre-Health Professions Committee:** *Chair, Pre-Health Professions Adviser.* One designated seat for a faculty member from the departments of Biological Sciences, Chemistry, and Psychology. One at large seat with preference for a faculty member from Physics & Astronomy. Each of the 4 faculty members serve a 2 year term on the committee. Committee members assist the Chair by writing 4 committee letters each. The letters will be assigned in consultation with the Committee Chair and faculty members. The committee meets annually to select recipients for the college's pre-med
honors/awards. The Pre-Health Professions Committee meets and conducts most of its work, during the spring semester, and may also meet once during the fall semester to discuss general issues and topics related to pre-health applicants. The Committee typically meets a minimum of 2 times during the spring semester. The Committee on Faculty Governance and Procedures is responsible for ensuring full membership for faculty members for each year. [staggered terms for the four faculty members is suggested]

- **Programs and Academic Standing:** *Chair, Dean of Studies.* 6 faculty members, one from each of the four faculty groups and two at-large. Reviews educational policy in matters of student programs, credit and academic standing; acts on student petitions for exceptions to academic policy. Meets twice a month on Thursdays at noon.

- **Senior Commencement:** *Chair, Senior Class Dean.* 1 faculty member. A tripartite committee which advises the President on all matters related to commencement planning. Meets twice a month.

- **Student Life (new tripartite committee):** *Chair, Dean of the College.* 2 faculty members, 3 administrators to be designated by the Dean of the College, and 4 students, one of whom shall be a member of the SGA executive board, the other 3 appointed by the SGA appointments committee and to include representation of at least two classes other than the senior class. A tripartite Committee which considers questions affecting quality of life and well being for students, including, but not limited to residential life, dining services, health and counseling services, and college activities. The faculty members of this committee shall also serve as the faculty members on the Board of Trustees Committee on Student Life.

- **Trustee Committee on Student Life:** (3 year term) 2 faculty members. Advises the President and the Board of Trustees, at its request, with respect to issues of concern to students and may, as it deems appropriate, report and make recommendations to the Board on such issues.

### III. Responsibilities of the Officers of Instruction

#### A. Courses

1. **Teaching Assignments and Class Meeting Times**
   Officers of instruction are assigned to courses, laboratory or studio offerings and their meeting times by the Department Chair or Program Director. Room assignments are made by the Registrar.

2. **Cancellation of Under-Registered Courses**
   A course may be cancelled if it enrolls fewer than five students. Instructors with fewer than seven students at the first meeting of a scheduled course should promptly inform the Department Chair, who will notify the Provost.

3. **New Courses**
   All new courses proposed must be submitted by the Department Chair or Program Director to the Committee on Instruction, following endorsement by the proposing department. The forms for such submissions and specific guidelines are available from the Provost/Dean of the Faculty's Office. You are urged to discuss these guidelines with
the Associate Provost before submitting a course proposal form. New courses recommended by the COI must be approved by a majority vote of the Faculty before they may be given or entered in the online catalogue. It is the responsibility of the department proposing the course to see that it is approved by the Columbia COI, as appropriate.

4. **Course Syllabi**
   Instructors are expected to prepare a course syllabus to be distributed at the first class which specifies required reading, course requirements (e.g., exams, papers, book reviews), and the relevant dates; the instructor's grading policy (i.e., how each course requirement is weighted in calculating the final grade); expectations regarding attendance and class participation; the instructor's office hours; and guidelines for papers, other assignments, and laboratory reports, including the degree to which collaboration is allowed, if at all. Inclusion or mention of the Honor Code at Barnard is recommended. (See III. B.1 below for full text.)

5. **Student Learning Outcomes**
   Instructors are required to include student learning outcomes on all syllabi. Student learning outcomes are student-centered measurable expectations of specific skills, knowledge, or attitudes of students who successfully complete the course. All new courses submitted to the Committee on Instruction for review must list the key student learning outcomes on the course syllabus.

6. **Use of Student Laptops in Classrooms**
   Instructors have the right to allow or to limit the use of electronic devices in their classrooms as they see fit as long as the practice is in accord with College policy on accommodations for disabled students. It is recommended that instructors include a statement of policy on laptops in their course syllabi. See B. II below and or www.barnard.edu/ods.

7. **Posting Grades**
   Please note that posting grades with social security numbers is legally inadvisable. If instructors do post grades, either on paper or online, they should use some other identifier. Both Barnard and Columbia students have computer system I.D. numbers (this is the number included on Barnard rosters and grade sheets), which do not pose the same legal problem. However, it is best not to post grades where students can see other students’ grades, even without names. If using Courseworks, for example, the instructor should choose the option: “Students only see their individual grades.”

8. **Structural Changes in Approved Courses**
   Any structural change in a course after it was approved by the Committee on Instruction and the Faculty must be resubmitted to the Committee. Such changes include altering the number of class hours, substituting on an emergency basis a doctoral student for an officer of instruction, meeting the class in other than the assigned classroom, changing the credit value assigned to the course, etc. Substantial alterations in course requirements must also be resubmitted to the Committee on Instruction. [REF: Minutes of the Faculty Meeting, September 26, 1977]
9. **Class Rosters**
Rosters for all courses are available on eBear; the online rosters list both Barnard and Columbia students, with additional information such as mailbox number and e-mail address, and are frequently updated. Rosters are also posted on Columbia’s SSOL and on Courseworks. At some times of year, there are discrepancies among the online rosters. For example, at the beginning of each semester, different rosters are updated at different times; also, when a student drops or withdraws from a course, there may be a delay in the adjustment of the roster.

10. **Class Attendance**
Students are expected to attend classes regularly and if the quality of a student’s work is affected by frequent or prolonged absence, the instructor may deny a student the privilege of making up work or taking the final examination. Maintaining a record of absences and lateness is recommended. Please notify the appropriate Class Dean about a delinquent student in a timely way so that s/he and the student’s adviser have an opportunity to discuss options with her and determine whether there are larger issues affecting her performance. For policy on religious holidays see below.

11. **Policy on Religious Holidays**
It is the policy of Barnard College to respect the religious beliefs of students and employees. In compliance with New York State law, each student who is absent from school because of her religious beliefs will be given an equivalent opportunity to register for classes or make up examination, study, or work requirements that she may have missed because of such absence on particular day or days. No student will be penalized for absence due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved.

Those responsible for scheduling of academic activities or essential services are expected to avoid conflict with major religious holidays as much as possible. If a suitable arrangement cannot be worked out between the student and the instructor involved, the instructor should consult the Dean of Studies. If an additional appeal is needed, it may be taken to the Provost.

For your information in planning your syllabus the major religious holidays during the school year are listed on the Provost’s Office website.

12. **Office Hours**
All officers of instruction are expected to schedule at least two hours per week as regular office hours and to observe them consistently. Office hours are normally extended during program planning periods. Faculty members should also be available to students at other times, by appointment if necessary.

13. **Students in Academic Difficulty**
All faculty members at Barnard and Columbia are asked to submit online reports to the appropriate deans’ offices regarding students in academic difficulty. Instructors should describe deficiencies frankly so that students and their advisers and Class Deans have an understanding of the magnitude of problems and are, thus, able to make informed
decisions about options. The report form is uploaded every semester and can be found at https://www.studentaffairs.columbia.edu/adr/. As an alternative to the form, phone calls from instructors to the appropriate deans are also appreciated. The Barnard Dean of Studies Office extension is 4-2024.

14. **Ordering Books for Courses**
Instructors are expected to order the books that students purchase from bookstores near the campus, among them:

**Columbia University Bookstore** (854-4265) Lerner Hall, Broadway at 115th Street

**Book Culture**, (865-1588) 536 W. 112th Street

Orders should be submitted at least one month before the beginning of the semester. Desk copies are available, subject to the policies of the individual bookstore.

15. **Barnard Library Reserve for Courses**
The Barnard Reserve Room is located on the first floor of the Library in Lehman Hall. Reserve request forms for all scheduled courses are sent to faculty well in advance of each semester. Faculty who wish to place material on reserve must return these forms - via e-mail, campus mail, or fax (x46233) - by the specified date. Only **required** readings should be requested for reserve. Lists are processed in the order in which they are received and can take from several days to several weeks to complete. New faculty should contact the Library as soon as possible after their arrival to set up their course reserve.

Faculty may consult the Librarian about current applications of the copyright law regarding photocopied materials.

16. **Auditors**
A student or alumna may audit a Barnard course with permission from the instructor. Instructors are under no obligation to grant permission, although it is a privilege regularly extended to Barnard alumnae. No credit is given for a course taken on an audit basis and no acknowledgment is made on a transcript. Auditors are silent participants in class and may join in discussion only at the discretion of the instructor.

Columbia University’s School of Continuing Education and Special Programs may also refer auditors to lecture courses through its Auditing Programs. No more than three auditors are permitted in courses with enrollments less than 30. No more than five are permitted in classes with enrollments greater than 30. Auditors are not permitted to attend seminars, limited enrollment courses, or courses above the 4000 level. If you have questions about auditors referred to your course by Columbia, or do not wish to admit these auditors to your class, contact the Assistant Dean for Academic Affairs, Continuing Education and Special Programs, Columbia University at 854-3771.

**B. Evaluation of Student Work**
1. **Honor System**
   
   Every student in registering at Barnard agrees to maintain the following Honor Code (established in 1912):

   We, the students of Barnard College, resolve to uphold the honor of the College by refraining from every form of dishonesty in our academic life. We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any papers or books not authorized by the instructor in examinations, or to present oral work or written work that is not entirely our own, unless otherwise approved by the instructor. We consider it dishonest to remove without authorization, alter, or deface library and other academic materials. We pledge to do all that is in our power to create a spirit of honesty and honor for its own sake.

   Barnard students reaffirm their acceptance of the Honor Code each semester as part of registration. Columbia students commit themselves to the Honor Code upon enrolling in a Barnard course.

   Instructors are expected to promote honesty in their courses and to report every incident of suspected cheating to the Dean of Studies. By so doing, instructors insure evenhanded treatment of all offenders and make it possible to take remedial action.

   **FROM FACULTY MEETING ON 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.

2. **Administering Coursework for Students with Disabilities**
   
   In accordance with federal law, it is the College's policy to provide reasonable accommodations to meet the needs of students with documented disabilities. Examples of accommodations which have customarily been requested and permitted may include exam accommodations such as extended time or modified formats, assistive technology, readers, notetakers, and the use of tape recorders. Students who anticipate needing disability-related test or classroom accommodations are required to register with the Office of Disability Services (ODS), then self-identify and meet with their instructors to discuss their needs at the beginning of each semester. All students with disabilities who are registered with ODS are provided a copy of the College's policy in this matter. Faculty members who wish to receive a copy, or who have any questions, should visit the ODS website at [http://www.barnard.edu/disabilityservices](http://www.barnard.edu/disabilityservices).
3. **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.

4. **Quizzes**
   Instructors should not give quizzes within ten days of final examinations or on major religious holidays. Instructors are expected to grade and return all quizzes to students in a timely fashion.

5. **Mid-Term Examinations**
   (a) **Scheduling**
       Although students who observe religious holidays while classes are in session are responsible for the work missed and all subsequent deadlines, instructors should avoid scheduling examinations on major religious holidays. Ordinarily, an instructor should arrange work in a course so that a test will yield a tentative grade for every student not later than the sixth or seventh week of a term. Instructors normally give mid-term examinations, but papers or other written assignments may serve this purpose at the discretion of the instructor. Instructors should return all written work to the students promptly with criticism and suggestions. The Dean of Studies requests reports on all students whose work is unsatisfactory after the mid-term. It is important that instructors submit these reports so that a student with multiple academic problems may receive the timely remedial action she needs.

   (b) **Make-Up Examinations During the Term**
       Instructors are not required to give make-up examinations to students absent from previously announced tests during the term. An instructor who is willing to give a make-up test may require acceptable evidence of illness or other extenuating circumstances.

6. **Final Examinations**
   (a) **Scheduling of Final Examinations of All Barnard Courses**
       All lecture courses are required to give in-class final examinations at the end of the semester, as scheduled by the Registrar. Instructors must strictly observe the examination schedule issued by the Office of the Registrar and give examinations only during the hours scheduled for them. A take-home examination may not be substituted for a scheduled three-hour final examination unless prior permission is granted by the Committee on Instruction. Class meetings may not be extended into the required reading period, as designated by the College Calendar.

       The final examination in any course for which a final examination is scheduled shall be no less than two hours in duration and no more than three hours.
All students begin work on the examinations at the same time; a student who is late may not have extra time. Students should sit in alternate seats wherever possible.

(b) **Proctoring of Final Examinations**
For regularly scheduled examinations, the instructors or their delegates (fellow instructors, laboratory or teaching assistants, but not undergraduate students) will take the roll at the beginning of the examination and remain in the assigned room for the duration of the examination.

(c) **Blue Books**
Instructors may obtain examination blue books for final examinations in their courses either from Purchasing or the Faculty Department/Program Administrators and Assistants. Students should be asked to use both sides of the page to minimize the number of books used.

(d) **Students Leaving Scheduled Examination Early**
Students who wish to leave the examination room before the end of the scheduled period should submit their blue books to the instructor. The time of departure should be noted on the blue book. The responsibility for submitting the examination books lies with the student.

(e) **Lost Blue Books**
The instructor should thoroughly investigate a student's claim that a blue book has been lost; unless the student is clearly not at fault, the instructor must give the examination the grade F.

(f) **Student Illness during the Final Examinations**
If a student becomes ill during the course of the final examination, the student must give the examination book directly to the instructor. The student then should be sent to the Health Services directly from the examination room. If an ill student remains in the examination for more than one hour in a three-hour examination, or more than forty minutes in a two-hour examination, she or he must be graded on the work completed; i.e., if she answered only a 30-point question and got a 27 on it, and if the exam is worth 100 points, she would received a grade based on 27/100 not 27/30. If less time has expired, the grade should be recorded DEF (deferred). Deferred examinations will be given at the beginning of the following semester for these students and for students absent from the examination (graded X) who receive approval for a deferred examination because of an illness or other emergency.

(g) **Deferred Final Examinations**
Deferred examinations, scheduled and administered by the Office of the Registrar at the beginning of each semester, are open only to those students who were absent from the regular final examinations because of illness or emergency and who had received authorization for a deferred examination from the course instructor and the Dean of Studies Office. The Office of the Registrar will verify whether the student has a medical or other clearance. The Office of the Registrar will request copies of deferred
examinations from instructors for courses in which a request for a deferred examination has been approved.

(h) Unexcused Absences from Final Examinations
A student who is absent from a final examination without excuse shall receive zero for the examination. The course grade will include that zero, averaged in with the rest of the work for the course. The same regulation applies to students who are absent from deferred final examinations without excuses.

(i) Conflicts of Scheduled Final Examinations
A student with a conflict of scheduled examinations may take an examination scheduled at an alternative time. The Office of the Registrar will verify the conflict on a form the student may take to the instructor to request an alternative exam time. Students who have four examinations within 48 hours or three examinations in a 24-hour period may also ask for a change of schedule. The Office of the Registrar will verify the hardship on a form the students then take to the instructor.

(j) Courses Exempt from Final Examinations
Courses that emphasize skills and performance, courses that meet as seminars or colloquia, and programs of independent work are exempt from the final-examination requirement. Requests for exemption for any other courses must have the approval of the Committee on Instruction before the course is offered in any given semester.

(k) Take-Home Final Examinations
All lecture courses are required to give in-class final examinations at the end of the semester, as scheduled by the Registrar. Requests for exceptions must be submitted, in advance, to the Committee on Instruction. Instructors who assign take-home examinations should consider very carefully the heavier burden that such an exercise places on students. The take-home examination should remain an exceptional alternative, bound by the following strict and explicit guidelines, established by the COI:

- Its format must be announced at the beginning of the semester along with other course requirements;
- Instructors who plan to administer a take-home examination must request permission of the COI within the first two weeks of the semester;
- A take-home examination must be assigned two weeks before it is due, have a limit of no more than 2,000 words, and be due on the day a scheduled final examination would have been given;
- Because a take-home examination should, like any final examination, be an integrating exercise, it must not require research beyond the required reading for the course;
- The preparation and writing time that the take-home examination involves should not exceed the time the student might be expected to spend in studying for and
taking a regularly scheduled final examination;

- Specific instructions (preferably in writing) should be given to all students in the class about the nature of collaboration or discussion about the examination that may or may not be permissible;

- The take-home examination must not be the only written assignment in the course.

The instructor must specify her or his understanding of these guidelines in the request to the Committee on Instruction.

C. Course Grades

1. Grading System

   Academic standing and eligibility for graduation are determined by both the total number of points for the courses completed and the grades for those courses. Grade point averages for Barnard students are computed using the numerical equivalent (given in parentheses below) of the letter grade.

   A+ (4.3)
   
   A (4) Excellent

   A- (3.7)

   B+ (3.3)

   B (3) Good

   B- (2.7)

   C+ (2.3)

   C (2) Satisfactory

   C- (1.7)

   D (1) Poor

   F (0) Failure

   P Passed without a specific grade on student's election of P/D/F option.

   P* Passed in a course for which only a grade of P or F is allowed.
I Incomplete (Assigned only on student's written request and instructor's written approval of extension of time to complete course work. See below.)

X Absence from final examination. See III. B. 6. f.

I/X Incomplete and absent from final examination

Y Grade suspended for completion of second term

W Official withdrawal

UW Unofficial withdrawal (i.e., no withdrawal slip filed)

DEF Early departure from examination for illness or emergency. Medical deferment for physical education. See III. B. 6. f.

2. Incompletes (I)
   Instructors may grant Incompletes (I) to permit an extension of time for a student to complete course work only for compelling reasons (i.e., illness, personal emergency, or the late realization of a project's extraordinary scope or difficulty). It is the instructor's prerogative to decline in any case.

   The Barnard student must arrange each Incomplete with her instructor by a written agreement on a special form available from the Office of the Registrar. The instructor retains one copy of the form; the student retains one copy; one copy is filed with the Registrar. The deadline for filing the application for an Incomplete (I) is the last day of the reading period.

   Barnard students have two Incomplete options. The "early Incomplete" requires submission of unfinished work to the Registrar soon after the end of the term by the date designated in the College Calendar, and results in the removal of the "I" notation from the transcript. The second option extends the deadline to the first day of classes for the next autumn term, but the "I" notation remains on the permanent transcript and is joined by the final letter grade. The regulations that apply to Incompletes are listed on the application, which is available from the Office of the Registrar. Students who have the permission of their instructors to take grades of Incomplete are required to use the form, which is a written statement of the terms set forth in it by the student and the instructor.

   If a student does not obtain an instructor's written permission for an extension by the deadline, the course grade will be computed with the missing work graded as zero.

   A student who has more than two Incompletes outstanding may not be allowed to register for a new term.

   The procedures for granting an extension for incomplete course work differ for Barnard and Columbia students. The Columbia student must be directed to the Office of the Dean of Student Affairs, 405 Lerner Hall, for permission. General Studies students must obtain
permission from their advising deans. All Colleges allow this extension only for compelling reasons.

3. **P/D/F [Pass/D/Fail] Option**
   A student may choose to take a course for P/D/F in accord with the following conditions:
   - A maximum of 23 points (for students entering as first-years and required to complete 122 points) or a maximum of 22 points (for students entering as transfers and required to complete 121 points) of course work may be taken for a grade of P, whether elected or mandatory;
   - A grade of P will be entered on the record only if the instructor submits a letter grade of A+ through C-. Instructors are not informed of P/D/F elections and must submit regular grades for all students;
   - First-Year English and courses required for the major or the minor may not be taken for the grade of P. Courses in the major field that do not fulfill the major requirement may be elected only with the written approval of the department chair;
   - Whereas P is not included in the grade point average, the F is computed as zero;
   - A student must file a P/D/F request for each course taken P/D/F, including the second semester of year courses;
   - A request for P/D/F is irreversible and must be filed by the deadline stipulated in the College Calendar;
   - A course may not be elected P/D/F retroactively;
   - Information on the letter grade assigned to a course taken P/D/F will not be released by the Office of the Registrar.

4. **Grading**
   Instructors grade all students (Barnard and Columbia) on eBear. Instructions are also available on eBear.

5. **Deadline for Reporting Grades**
   The Registrar sends to all instructors a summary of dates on which grades are due each semester. Instructors must abide by these dates. Otherwise, seniors may not be certified for graduation, honors may not be determined, action may not be taken on records at the academic review meetings of the Committee on Programs and Academic Standing, and transcripts sent to and on behalf of students may be incomplete. Failure to submit grades on time causes severe problems for the Registrar, students, deans, and advisers, and arouses anger in parents. **It is the responsibility of all instructors to abide by the deadlines set by the Registrar.**

   INSTRUCTORS SHOULD SUBMIT ALL GRADES ON EBEAR BEFORE LEAVING CAMPUS

6. **Finality of Course Grades**
   Course grades submitted at the end of each term (except I, X, Y, and DEF) are final. In most courses, equity requires that work done throughout the term be included along with the final examination in computing a course grade.
After a grade is officially recorded, no change may be made without authorization by the Committee on Programs and Academic Standing. Application for any change must be made to the Registrar in writing by the instructor, stating explicitly the reason for the request. The final course grade for an individual student may be changed if it is the result of a clerical or computational error on the part of the instructor. Otherwise, if the work of an individual student is reevaluated for purposes of reconsidering the grade assigned, the work of all students in the class must be similarly reevaluated.

The Dean of Studies coordinates the grievance procedure available to a student who, after consultation with her instructor, still feels she has been unfairly graded.

Barnard regulations about the finality of course grades differ from policies in effect in other schools of the University. The grading system and policies of the College in which students are matriculated are operative, not those of the University divisions offering the courses in which they may be enrolled.

7. **Preservation of Course Records**
   Instructors should retain final exams for one year. (After that, they may be thrown out but they should be shredded, not just put in the trash.) Students have the right to review their final exams, but not to take them away. That is, a student may look at her/his final exam, but only in the presence of the instructor, in the instructor's office. Exams should not be kept in a public or semi-public place, and a student should not be allowed to look at her/his exam unsupervised.

8. **Grade Grievance Procedures**
   Usually a student with a complaint about a grade consults her Class Dean in the Dean of Studies Office. The student is then informed that the steps listed below constitute the grievance process:

   (a) The student initiates the process by discussing her grievance with the instructor. If the student and the instructor cannot reach an agreement, and the student continues to feel aggrieved, she may submit to the Dean of Studies a written statement detailing the reasons for her complaint, and supply any pertinent graded materials.

   (b) The Dean of Studies submits a copy of the statement to the instructor and to anyone to whom a position is attributed in that statement and requests the instructor's written response.

   (c) If there appear to be disparities in matters of fact, copies of all relevant commentary are sent to the student for her reaction.

   (d) When both the student and the instructor have said all they care to say about the matter, the statements are reviewed and the case is adjudicated by a committee made up of the Dean of Studies, the Provost/Dean of the Faculty, and the Dean of the College.

D. Course Evaluations
The Barnard Faculty's commitment to monitoring teaching effectiveness was formalized in the following resolution:

**Resolved**, that beginning in 1989-90, all Departments will provide enrolled students an opportunity to make written evaluations of all undergraduate courses taught by Barnard faculty. [*REF: Faculty Meeting, Minutes 4/3/89.*]

Course evaluation forms are available through CourseWorks to all enrolled students in all undergraduate courses taught by Barnard faculty. Instructors are able to add up to ten of their own customized questions to the end of the standard form. Faculty do not need to direct students to fill out the online evaluations, but they are welcome to remind students in class of the importance of doing so. They system will generate reminder messages to the students during the evaluation period. A department may opt out and take responsibility for implementing its own system by petitioning to the ATP.

Departments are expected to utilize student course evaluations to improve the overall quality of department offerings; for advising individual faculty members (especially new ones) on how they might improve their teaching; for evaluating faculty for purposes of review, retention, and promotion; and, for recognizing teaching excellence by all faculty. Results of the evaluations will be available for each faculty member on CourseWorks until the next mandatory review or promotion, so they can be used in that assessment.

**E. Other Responsibilities of Officers of Instruction**

1. **Schedule Information**
   Schedules of class and office hours for all faculty are kept on file in the Office of the Provost/Dean of the Faculty. Each faculty member is asked to provide this information, along with current address, and home and local telephone numbers, at the beginning of each semester. Emergency messages are forwarded by means of this information. Home telephone numbers will remain confidential, as requested.

2. **Absences**
   (a) **Illnesses**
   If it is necessary to cancel a scheduled class without prior notice to students, whether because of illness or some other emergency, the instructor should telephone the Office of the Registrar x42011, reporting the course title, the time, and the place of meeting. A notice will be posted. As soon as possible thereafter, the Department Chair and Office of the Provost/Dean of the Faculty should be notified.

   (b) **Jury Duty**
   Teachers are not exempt from jury duty in New York City by virtue of their occupations, but deferment of duty to the summer months may be obtained on application to the New York County Clerk's Office.

   (c) **Other Absences**
   All other contemplated absences from or cancellation of a scheduled class by an
instructor must have the prior approval of the Department Chair and the Provost/Dean of the Faculty. Provisions for making up the time lost will be a condition for securing such approval.

3. Faculty Personnel Forms and Curriculum Vitae
Pertinent biographical and professional information about faculty, including receipt of fellowships, grants, and other awards and research contracts, as well as publications, is kept in the faculty member's personnel file. Forms for recording and updating this information are distributed each spring by the Provost/Dean of the Faculty, along with a request for a current CV. These records are used by the President, the Provost/Dean of the Faculty, and the ATP Committee at their discretion. Faculty personnel forms are generally not made available to the public. CVs are made available to other offices at Barnard for official purposes.

Banks, credit agencies, financial institutions, and prospective employers occasionally request salary information about current or past officers of instruction. It is the College's policy to verify such information, but not to volunteer it without prior authorization from the officer.

4. Letters of Recommendation for Students
Faculty who know the work of students sufficiently well to write appropriate letters of recommendation are expected to perform this service. Completed letters of recommendation for academic and employment purposes should be sent to the Dean of Studies Office, where a copy will be kept in the student's file. To avoid undermining a student's application, faculty members are asked to complete recommendations by the deadlines specified as long as the student has provided sufficient advance notice. While faculty members are not obligated to write a letter for every student who asks, agreeing to do so incurs the obligation to write and return the letter in a timely fashion.

In this connection, faculty are reminded that the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Buckley Amendment") requires that students be permitted access to their official educational records, including letters of recommendation and interdepartmental memoranda, unless they waive their right to access. Personal notes of faculty or administrative members are exempt from disclosure, as are medical records and the financial statements of students' parents.

The Act also prohibits the release of personally identifiable information without the written consent of the student. Records of all persons outside the College who examine or receive such information must be available to the student. Parents of College students may not receive information about their children without written consent unless they supply stipulated proof to the College of the legal financial dependency of their children.

Because students may forbid the release of their names to persons outside the College, the Registrar should be consulted before any such action is taken.
IV. Academic Services and Facilities

A. Academic Advising

The Dean of Studies Office is responsible for the academic advising of all students. To that end, it assigns an academic adviser to each entering student. Faculty members from all departments serve as advisers and provide guidance on the curriculum, degree requirements, and academic policies and procedures until the student selects a major adviser prior to or during the second term of her sophomore year. The Class Deans in the Dean of Studies Office are important resources for advisers, as are training sessions, announcements in the Faculty Newsletter, and a comprehensive handbook.

With the Registrar’s Office, the Dean of Studies Office is responsible for implementing College academic policies as determined by the Faculty, including honors, individual majors, academic standards, and exceptions to rules and procedures.

The mission of the Office is to provide service in support of the College's instructional programs for students and the Faculty. Thus, faculty members should not hesitate to contact the Office with questions focusing on the above areas and on undergraduate study at other institutions, tutoring, pre-professional preparation, academic honesty, and withdrawal from and readmission to the College.

B. Writing & Speaking Program

Writing Fellows
The Barnard Writing Fellows Program is designed to help students strengthen their writing in all disciplines. The Erica Mann Jong '63 Writing Center is a place where students enrolled in Barnard courses can talk about their writing with a staff of specially selected peer tutors. In addition to consulting the Writing Center staff about particular papers, students can address broader aspects of their writing including organization and structure, effective use of evidence, clarification of convoluted prose, and the challenges of English as a second language. Writing Fellows are also attached to courses across the curriculum in disciplines as diverse as Biology, Women's Studies, Economics, Spanish, Architecture, and Asian and Middle Eastern Cultures. These Fellows read and hold conferences with students on the first draft of each of three papers assigned in the course. Faculty interested in having Writing Fellows attached to their courses should contact the Director of the Writing Program. The Erica Mann Jong '63 Writing Center is located on the second floor of Barnard Hall, for more information call x48941.

Speaking Fellows
The Barnard Speaking Fellows are a select group of Barnard students who have applied for and been accepted into the program. Barnard Speaking Fellows work with groups of students in “speaking-intensive” courses to develop their presentation and leadership skills in workshops ranging in specialization.

C. Library and Academic Information Services  [Dean x42147]

The Barnard Library
1. Location, Scope and Hours
The Barnard College Library occupies the first three floors of Lehman Hall. The Archives is located on the lower level.

The Wollman Library offers all the resources and services essential to the mission of an exceptional liberal arts college, including a core collection of academic books, journals and media in both print and electronic forms. The library maintains significant print collections in women’s studies, dance, American and English literature, and art history. Faculty are encouraged to assist in the development of these collections by recommending appropriate additions and identifying new areas of curricular interest.

Library hours during the academic year are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:45am – 2:00am</td>
</tr>
<tr>
<td>Friday</td>
<td>8:45am – 8:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00am – 6:00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>10:00am – 2:00am</td>
</tr>
</tbody>
</table>

During the academic year, the Reserve Desk remains open until Midnight, Sunday-Thursday. During examination periods the library is open 24 hours, although service desk hours remain the same. Hours are reduced during breaks, holidays, and over the summer. Please consult the website for an updated schedule of hours.

2. Circulation Policy
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.

3. Research and Instructional Services / Personal Librarian program
[4-3953]
http://library.barnard.edu/contact/personal-librarians
http://library.barnard.edu/contact

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.

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.
Upon request, librarians will provide instructional sessions on course-related library research methods and resources incorporating both print and electronic materials as appropriate.

4. **Course Reserves** [Reserves Assistant x 4-3846]

All continuing faculty receive a reserve request mailing from the Library well in advance of each new semester. New faculty should contact the Library as soon as possible after their arrival for assistance in setting up their course reserve readings. Faculty can submit a request for reserve readings by emailing a syllabus or list of materials to resbar@barnard.edu or by completing the paper form available at the library circulation desk or the online form at https://www1.columbia.edu/sec/cu/lweb/reserves/. The Library will scan articles and parts of books you wish to have placed on e-reserve within the guidelines of Fair Use. The Library will also create links to articles available through full text e-journals and databases. Links to e-reserves will appear in CLIO (via the "Course Reserves" tab) and in CourseWorks/Sakai.

Reserves staff generally process lists as they come in; however, they will take assignment dates into consideration. Only required readings will be placed on reserve. It may take 3-6 weeks to recall or order some books. Remember, you can also put your own copy of an item on reserve, temporarily or for a full semester. More information is available on the library’s website.

5. **Media Collection** [Media and Performing Arts Librarian [x 4-7652]

The Library's collection of videocassettes, DVDs, CDs, and other audio and video materials, as well as the facilities and equipment for their use, are located on the third floor of the Wollman Library in Lehman Hall. As with the book and journal collections, faculty are encouraged to assist in the development of the collection by recommending appropriate additions and identifying new areas of curricular interest.

6. **Archives & Special Collections** [Archivist x44079]

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. Select records and collections are found in CLIO - however, many of our holdings have not been cataloged. We describe our newly processed materials via our catablog: http://www.bcedtech.com/barnardarchives/.

Additionally, the Archives staff oversees a growing Digital Image Collection; a Moving Image Collection; and over 30,000 archival photographic prints housed in our Photograph Collection, dating from the 1880s to the present. The Barnard College Special Collections includes rare books, manuscripts, and a collection of photographs of alumna Margaret Mead (class of 1923) by Kenneth Heyman.
The Special Collections also include personal papers of Barnard professors, trustees, and alumnae; framed artwork; and rare books.

The Barnard Rare Books Collection is a 477-volume collection of rare books and manuscripts that was placed on deposit at Columbia in the summer of 2010 and is presently housed in the Columbia Rare Book & Manuscript Library. Used in the past by faculty to support research and to inform curricula, the collection spans centuries and continents. It hosts the works of early-modern philosophers like Isaac Newton and Francis Bacon together with the works of contemporary poets such as Charles Bukowski and Serge Gavronsky. Taken as a whole, these volumes showcase the breadth and richness of Barnard’s rare book collection, which ranges widely from classical texts printed during the Renaissance to 21st-century artists’ books. Seven bibles form a centerpiece of the holdings: of particular note is the two-volume 1866 Sainte Bible, with illustrations by French artist Gustave Doré. The collection also includes several folio editions, including a 1755 edition of Samuel Johnson’s Dictionary of the English Language, and a number of miniatures—among them a 2-volume 1823 edition of the Divina Commedia of Dante Alighieri. Among Barnard’s other holdings are a generous selection of works in 18th century British drama, including scarce compilations by female dramatists such as Hannah More and Susanna Centlivre. Upon written request from the Dean of the Barnard College Library to the Director of the Rare Book & Manuscript Library, individual items may be temporarily withdrawn from the Collection for use by Barnard faculty on its premises.

The Overbury Collection, originally the personal collection of Bertha V. Overbury, consists of approximately two thousand volumes and about one thousand manuscripts and letters written by or about American women. The books are catalogued in CLIO and the manuscripts and letters are indexed in a card catalog that is located in the Archives.

Additionally, the Archives is home to a substantial portion of the records of the American Women's Association, an independent national women’s organization. The collection includes administrative and committee documents, correspondence, programs, brochures, and several hundred photographs created between 1911 and 1974.

Faculty are encouraged to use the primary source materials housed in the Barnard College Archives to conduct research and support curriculum. The archivists are happy to meet with faculty members to discuss instructional sessions on course-related archival research methods and primary sources available in the Barnard College Archives.

7. Columbia University Libraries

Barnard faculty members have full access to all of the Columbia University Libraries (CUL). Faculty must present a valid BC/CU ID card for admittance to these libraries and to borrow materials. Further information about the policies, procedures and organization of CUL is available on the Web or you can contact Lisa Norberg, Dean, and Academic Information Services (by email or at x 4-2147).

The spouse or domestic partners of a full-time, retired or deceased faculty member is eligible for reading or borrowing privileges at CUL. (Proof of marriage or domestic partnership is required.) The children of full-time and retired officers who are in junior high school or high school also
have library privileges at CUL. These family members can obtain a library card from the Library Information Office, 234 Butler. There is a $5.00 charge for the card. For more information, contact the Columbia’s Library Information Office at x 4-7309 or visit their website.

8. Other New York City libraries

The resources of the research collections of the New York Public Library (5th Avenue at 42nd Street) and New York University's Bobst Library (70 Washington Square South) are also available to Barnard faculty. For more information, see the Barnard Library website.

9. Other Research Libraries

Barnard faculty have access to the collections of major research libraries in the U.S. and abroad through the SHARES partnership program. SHARES partners include Cornell, Penn, Princeton, Rutgers, Stanford, the American Academy in Rome and many others. (A complete list of the partners is available on the OCLC website.) The holdings of all of the libraries in this consortium are included in the WorldCat database. Faculty may visit these libraries in person when traveling (a valid CUID is required) or request materials not available here through Interlibrary Loan.

The Interlibrary Loan and BorrowDirect services also allow faculty to request books not available to them in the Barnard or Columbia Libraries. Borrow Direct materials come directly from participating libraries (Brown, Cornell, Dartmouth, Penn, Princeton, Yale) using an online request form. For more information, please consult the library’s website.

Instructional Media and Technology Services (IMATS) [IMATS Director, x 4-9005]

1. Audio Visual Technology Services [Manager, AV Technology Services, x 4-3953]

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. Contact IMATS staff (x 4-2418) or the IMATS website for more information.

2. Instructional Media Services [Manager, Instructional Media Services, x 4-3953]

Instructional Media Services supports and assists 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.

3. CourseWorks
CourseWorks is the university-wide Course 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.

4. 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.

5. 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 Media Services, Library Research and Instructional Services, and Electronic Communications, as well as the CCNMTL (Columbia Center for New Media in Teaching and Learning.)

6. Other Educational Applications

IMS can also assist with incorporating applications such as Excel, GIS, Photoshop, nVivo/VITAL (image and video analysis,) SPSS, as well as other productivity software or educational programs into your course.

7. Columbia Center for New Media Teaching and Learning

Barnard faculty also have access to Columbia’s Center for New Media Teaching and Learning. CCNMTL partners with faculty to enhance their teaching and learning through the purposeful use of new media. The Center supports a range of efforts from basic course websites to advanced projects. Contact IMS for more information or visit the CCNMTL website.

D. Computing

Barnard College Information Technology (BCIT) provides computer support to Barnard faculty, students and administration, including management of campus computer labs. Faculty and staff users should direct computing and network questions or problems to the BCIT Service Desk by calling (212) 854-7172 (or extension 4-7172 from a campus phone) or sending email to help@barnard.edu. Students should contact Student Computing Services at (212) 851-2938 or send email to studentcomputing@barnard.edu.
A Barnard account is created for every faculty member in advance of the hire date. This account gives access to email and to eBear (see below). For new faculty, the username and temporary password is provided by the Provost’s Office. The account can usually be used immediately for email and within 2-3 days of the “date of hire” for eBear.

With Google Apps for Education (a.k.a. “gBear.”), Barnard faculty and staff receive an email account with 25GB of storage space. Email can be accessed by going directly to https://gbear.barnard.edu. Configuration details for desktop email clients (e.g., Thunderbird or Outlook) can be found on the BCIT website at http://www.barnard.edu/bcit/software-and-applications/gbear/mail under “SETTING UP EMAIL CLIENTS.”

eBear, the Barnard College intranet application, 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. Faculty members who require additional access, such as the ability to send mass email to segments of the Barnard community, should contact the BCIT Service Desk for assistance.

Barnard College provides space on a Novell file server called Artemis, where faculty can store their documents or share files with members of the department. Artemis is a separate account from your Barnard one. Though the username to log into Artemis is the same as the username for the Barnard account, the passwords to the two accounts may differ. Quota for the personal storage folder is 300MB; departmental quotas may vary. Everything stored on Artemis is backed up daily. To request access to a departmental share, a faculty member can contact the BCIT Service Desk with their Artemis username and the name of the specific file share in question.

In addition to the Barnard account, each faculty member is provided with a Columbia UNI. The UNI is an account granting access to many Columbia-provided online services, including a separate email account (“Cubmail”), CourseWorks, library database access from off-campus, use of the NINJas printing system, and the CUIT Help Desk’s online ticketing system. To activate the UNI, go to http://uni.columbia.edu. UNI problems should be referred to the CUIT Help Desk at x41919.

Faculty and administrative offices and many classrooms are wired for network access. Wireless service is available in the campus residence halls, specific classrooms, and most public spaces; see the BCIT website (http://www.barnard.edu/bcit/access/internet) for more information.

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 GIS, SPSS and Mathematica, can be installed upon request.

The main student computer lab, located in the Diana Center, houses 30 PCs, 4 Macintosh computers, two scanners and 3 laser printers. Additional computer labs are located in the residence halls: Plimpton, Sulzberger (2 labs), and 616. The residence hall labs are open 24 hours a day, seven days a week during the academic year. Student employees known as ACEs, or Academic Computing Experts, are available in the Diana Center to assist student users with hardware, software and network questions or problems.
Several classrooms have computer capability for the instructor; consult IMATS, x42418 or the Registrar, x42011. Many other classrooms have network connections which allow faculty to bring in a computer and plug into the network. IMATS staff can provide training and assistance in using the equipment in any of these rooms.

**Barnard Computer Use Policy**

Barnard College Information Technology (BCIT) implements College policies with regard to the use and security of their systems. All users are expected to be familiar with these policies. Violations of a College policy can lead to the suspension of computer account(s) pending an investigation of circumstances. Serious violations of the policy will be subject to Barnard's established disciplinary procedures or referred directly to outside authorities as appropriate. Unauthorized use of the College's computing facilities can be a criminal offense. The penalties may be as severe as suspension or dismissal from the College and/or criminal prosecution.

While all contents in storage on data and voice systems are generally regarded to be private, they are subject to the rules of Barnard College, including the College's ability under certain circumstances to access, restrict, monitor and regulate the systems which support and contain them. Employees of the College, whose use of the College's computing resources are provided for work-related purposes, may be directed to share certain files and information with others or make documents accessible to a supervisor to assure effective backup or execution of the work.

The College will exercise its right to monitor and access an individual’s use of the College’s data and voice systems only if there is a reasonable basis to believe that the individual may have violated a civil or criminal law, College policy, rule, or code of conduct. This determination can only be made upon the recommendation of an officer of the College, with the prior approval of the President in each instance. Note also that this provision does not supersede any grievance and due process rights that may be afforded to the affected employee or student by virtue of any relevant College policy or procedure. The College will comply with any lawful subpoena or other legally binding request for College records, including voice and data files, from government agencies or civil or law enforcement authorities.

**Ownership**

College-owned data, voice and broadcast systems are provided for authorized use by the members of the College community and certain others primarily for the business of the College. Personal use of these systems should be limited to infrequent incidental use. Under no circumstance may the College's systems be used for business purposes of other organizations.

Privately-owned computer systems, when attached to the campus data network and/or other campus resources, are subject to the same responsibilities and regulations as pertain to College-owned systems.

**Other Terms and Conditions**
• Unauthorized attempts to gain privileged access or access to any account not belonging to the user on any Barnard system are not permitted.
• Individual accounts cannot be transferred to or used by another individual.
• Sharing personal accounts or passwords is not permitted.
• Users are responsible for all matters pertaining to the proper use of their own account; this includes choosing safe passwords and ensuring that file protections are set correctly.
• No Barnard system may be used as a vehicle to gain unauthorized access to other systems.
• No Barnard system may be used through unauthorized dial-up access.
• No Barnard system may be used for unethical, illegal, or criminal or commercial purposes.
• Any user who finds a possible security lapse on any Barnard system is obliged to report it to the system administrators. Do not attempt to use the system under these conditions until the system administrator has investigated the problem.
• Please keep in mind that many people use the Barnard systems for daily work. Obstructing this work by consuming gratuitously large amounts of system resources (disk space, CPU time, print quotas) or by deliberately crashing the machine(s) will not be tolerated. Please cooperate by running large jobs and mass emails at off-peak hours.
• All users should be aware that the system administrators conduct periodic security checks of Barnard systems, including password checks. Any user found to have an easily guessed password will be required to choose a secure password during their next login sequence.
• Use of the Barnard facilities by outside individuals or organizations requires prior permission from Barnard and may require payment of fees to the College and to the appropriate software vendors where applicable.
• Use of Barnard systems for commercial uses, except by approved outside organizations, is strictly prohibited. Such prohibited uses include, but are not limited to, development of programs, data processing, or computations for commercial use and preparation and presentation of advertising material.
• Frivolous, disruptive or inconsiderate conduct in the computer labs or other public workstation areas is not permitted.
• No Barnard system may be used for sending nuisance messages such as chain letters and obscene or harassing messages.
• No Barnard system may be used for playing computer games.
• Copying, storing, displaying, or distributing copyrighted material using College systems or networks without the express permission of the copyright owner, except as otherwise allowed under the copyright law, is prohibited. Under the Federal Digital Millennium Copyright Act of 1998, repeat infringements of copyright by a user can result in termination of the user's access to College systems and networks.

E. Instructional Support

1. Faculty Department Assistants and Administrators
The Department/Program Assistants and Administrators provide administrative and secretarial support to the Department and Program Chairs and Directors and are responsible for the day-to-day administrative operations of their department(s).
Their 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, review and tenure dossiers, documents for 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. (For policy on Student Workers see: http://www.barnard.edu/provost/studentworkers.htm)

Other roles and responsibilities include preparing 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.

A list of the Faculty Department Assistants and Administrators can be found on the Provost’s website. Questions about the Faculty Department Assistants and Administrators should be directed to the Director of Academic Services, Office of the Provost, x47227.

Office and Instructional Supplies: Purchasing Procedures

(a) Requisition to Obtain a Purchase Order: All orders over $500 require the use of a purchase order and must be submitted on a Purchase Requisition, along with supporting documents such as quotes or contracts, to the Purchasing Department for approval before the order is placed with the vendor. “Confirming” orders are not acceptable except in an emergency situation. The Purchasing Director reserves the right to reject confirming orders and to hold the individual who submitted the order personally responsible for the costs of the goods or services.

When you are contemplating a purchase of $5,000 or more for your Department, please notify the Purchasing Department before contacting vendors so we may guide you through the bidding process. Purchasing staff is available to provide you with sample bidding documents and eligible vendor lists for certain commodities. For all purchases over $5,000, three (3) written bids, quotations and/or proposals are required. Copies of the bids or proposals must be submitted to Purchasing along with the Purchasing Requisition. For orders where you believe that there is only one qualified vendor, you must obtain the Purchasing Director’s approval on a Sole Source Justification Form before initiating the procurement or contract renewal process.
Orders under $500 may be charged to your department’s procurement card. P-Card reconciliations must be submitted to the Purchasing Department within 7 business days of receipt of the monthly statement. Repeated delinquency will result in loss of card privileges.

For a complete copy of the College’s Comprehensive Purchasing and Expenditure Policy, please visit the Purchasing Department’s website.

(b) **Food Services**: To order food from ARAMARK Dining Services, please submit your orders via their website.

*[For complete details go to: Purchasing Procedures]*

2. **Reproduction and Printing Services** [Director of Mail & Print Services x42087]

Faculty convenience copiers are available in various locations in Altschul, Barnard, The Diana, Lehman, and Milbank Halls.

The central copying and printing service is located in Room 13, Milbank Hall. "Turn-around time" in Print Services depends upon the amount and type of copying to be done. Print Services requests a 48-hour "turn-around time," but material is often copied in 24 hours. Print Services does not make copies from bound materials. Faculty must make the first "book" copy on a convenience copier and submit that to Print Services for the additional copies. Copyright clearances are required.

All print and copy services are charged against the ordering department's budget.

**H. Special Events and Speakers**

1. **Convocation and Commencement**

Faculty are encouraged to attend the Opening Convocation of the College. They are expected to attend the Barnard commencement in May and are invited to attend the University Commencement following the Barnard ceremony.

Regalia is worn at Convocation and the Barnard Commencement in May. Those who do not have their own regalia may order it. Order forms are distributed in advance of any events requiring regalia.

2. **Gildersleeve Professorships**

The Virginia C. Gildersleeve Fund was made possible by a gift fund from the Barnard Alumnae Association in 1957, on the occasion of Miss Gildersleeve's eightieth birthday. The fund is used to bring visiting scholars, preferably women from abroad, to the Barnard campus. Gildersleeve Professors may come to Barnard either for a full semester or, as has been more generally the case in recent years, for a single week in which they deliver a public lecture, attend a dinner in their honor given by the Provost/Dean of the Faculty,
and engage in other activities arranged by the hosting academic department. Selection is made by the Grants Committee. Nominations are solicited from faculty members by the Provost/Dean of the Faculty in the Autumn through an announcement in the Barnard Newsletter.

I. The Barnard Center for Research on Women

The Center provides a variety of programming aimed at furthering knowledge about women, feminism, gender and sexuality, publishes feminist reports and a webjournal based on programs and also maintains a periodical and ephemera collection. The Center strives to increase ties among diverse groups of women (especially between activists and scholars) and to reach out to students, faculty, administrators, alumnae and feminists in the community outside Barnard’s gates. Its resource collections, publications and programming are all open to members of the Barnard community and to the public.

Housed in 101 Barnard Hall, the Center contains an excellent collection of journals and ephemera on contemporary women around the world. The Center currently receives over 100 magazines and journals that focus on women's studies; in addition, the Center has an extensive collection of now-defunct small press magazines and newspapers, many from women's activist groups and not available elsewhere on campus, and some not easily available anywhere in the United States. Local, national, and international women's organizations are represented in the organizational files, a collection of newsletters from over 400 organizations. The Center also has over 100 document boxes of ephemeral material: pamphlets, flyers, leaflets, conference materials, and reports from both governmental and non-governmental organizations.

The collection is non-circulating, but photocopy facilities are available. The Center is happy to keep course materials on reserve in the Center.

Each semester, the Center publishes a newsletter and calendar of events. Programming includes the annual Reid Lectureship, the annual Scholar and Feminist Conference, and a number of other speakers, conferences, and films. A special Lunchtime Lecture Series highlights the works and works-in-progress of faculty whose work explores issues related to women, gender and sexuality.

These programs are also the focus of the Center's webjournal, The Scholar & Feminist Online, published triannually. Other BCRW publications include a comprehensive directory of New York City feminist organizations, an Internet exhibit of materials dating back to the early Second Wave of American women's movements, entitled "From the Collection," which is curated by our student research assistants, and the New Feminist Solutions report series, which aims to propel conversations forward on crucial issues of the day.

V. Other Services

A. Scheduling Rooms

Events Management (x4-8021)
Events Management coordinates the scheduling of on-campus events and provides event consultation for students, faculty, staff, and administrators.

The Events Management team schedules all event spaces on campus as well as classrooms for weekend activities. After the academic class schedule is set by the Registrar’s Office, Events Management is responsible for coordinating the scheduling of classrooms.

Physical Education is responsible for reserving the gym for classes, varsity sports, and intramurals. After the Physical Education schedule is set, Events Management is responsible for reserving pre-approved annual College events in the gym. Events Management will review other event requests on a case-by-case basis. Accommodations for these events will be made as a special exception.

Requests to reserve the following spaces should be directed to the following offices:

<table>
<thead>
<tr>
<th>RESERVATIONS</th>
<th>SPACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Registrar (x42011)</td>
<td>Classroom reservations may be made before and during the first two weeks of the term for the entire term.</td>
</tr>
<tr>
<td>Physical Education Office (x42085)</td>
<td>LeFrak Gymnasium</td>
</tr>
<tr>
<td>Events Management (x47005)</td>
<td>Reserves on-campus event spaces (i.e. Sulzberger Parlor, James Room, Helene L. Kaplan Tower Suite, Diana Center Event Oval) twelve months a year. Also reserves classrooms after the first 2 weeks of each semester, for weekend use during the academic year, and during the summer.</td>
</tr>
</tbody>
</table>

*N.B.* Events Management provides a range of events support services to the Barnard community. In addition to scheduling space they will help you design the set up for your event, plan audiovisual services and support, explore catering options, consider security needs, and arrange other logistical details.

*N.B.* During the summer contact Special Events with all of your classroom and events space reservation needs.
B. Communications

The Communications department works to highlight Barnard’s strengths, raise the College’s profile, and facilitate internal communications. For the faculty, in particular, the department publicizes faculty news and accomplishments and helps spread the word about lectures and related events. Together, the six-unit Communications team (Barnard Magazine; Design, Print and Production; Electronic Communications; Media Relations; Marketing and Events Promotion; Writing) develops and disseminates outgoing communications, serves as a resource for local, national, and international media, and manages Barnard’s Web and social networking presence. It also works with faculty to develop and plan lectures and panels for the greater Barnard community and produces print and online publications across the College. You can reach Communications at x42037. Additional information is available on their website.

C. Public Safety

The Public Safety Department is responsible for the protection of persons and the buildings, grounds and property of the College. All incidents that violate the safety and security of persons or property should be promptly reported either in person to 104 Barnard Hall or by telephone (x43362 or x46930, Emergency number x"88").

The safety of personal and College property will be improved if:

- Unoccupied offices are locked at all times;
- Handbags, cash, and other valuables are kept out of sight, preferably locked in desks or cabinets; (The College is insured for College property only. Credit cards, cash, books, laptops, etc. are left at your own risk.)
- Equipment is bolted down, or otherwise secured wherever possible, and a record of serial numbers kept; and
- Full reports of thefts are promptly made to Public Safety (Public Safety and the New York City police will require a detailed account of the loss).

1. Closing and Locking of Rooms
   After 6:00 p.m., the staff will close and lock any area not in approved use or for which authorization has not been arranged. The last person leaving a room or laboratory should turn out all lights.

2. Identification Cards
   New identification cards are processed on request by Public Safety, Room 104, Barnard Hall. Renewal of cards for continuing faculty is done at CU, 204 Kent Hall.

3. Personal Property
   The College is not responsible for personal property kept on campus. Books, laptops and other equipment, etc. are left at your own risk.

4. Keys
   Keys for offices and buildings are not issued automatically. Faculty members requiring
keys should submit a request with the written approval of the chair of their department to the Office of Facilities Services (Monday through Friday, 10:00-12:00 p.m., 2:00-4:00 p.m.).

5. **Lost and Found**
   For articles lost or found on campus, contact Public Safety, Room 104, Barnard Hall x43362.

**D. Dining Facilities for Faculty**

Faculty Dining will be available in the Nexus.

Java City in Altschul Atrium is open Monday-Thursday 8:00 a.m. to 12:00 a.m.; Friday 8:00 a.m. to 5:00 p.m.; and Sunday 5:00 p.m. to 12:00 a.m. during the regular academic year.

**E. Recreation**

LeFrak Gymnasium, Track, Pool, and Weight Room are available for use during selected hours. Information about dates, times and procedures for use, including Recreation, Intramural and FITbear Group Fitness Classes, Children’s Swim lessons, Massage Therapy, Alexander Technique and Personal Training private sessions, can be found at: [www.barnard.edu/fitbear](http://www.barnard.edu/fitbear) or x4-2085.

Columbia University facilities, which include a Pool, Track, Saunas, Locker rooms, Handball and Squash courts are open to Barnard personnel for a base membership of $110 per semester. Family memberships are also available for $95 per semester. Hours and procedures to obtain lockers and to sign up for courts are announced each semester at the Marcellus Hartley Dodge Physical Fitness Center. For details, contact x42546.

**F. Columbia Directory**

The *Columbia University Directory*, which includes listings for all individuals and offices of Barnard College, is available online. A request for information to be included is circulated annually.

**G. Mail & Print Services**

The mailing address for incoming mail is:

**Name**
**Department**
Barnard College
3009 Broadway
New York, New York 10027-6598

Mail Services is located on the 1st floor of Altschul. Window service hours are 11:00 a.m.-4:30 p.m.
Incoming mail arrives at the College by 9:45 a.m., Monday-Friday. Mail Services staff sort the mail by department and deliver to departmental assistants for distribution to individual faculty members. Departments have various methods for distributing to the faculty; check with your department chair or assistant.

Packages and incoming express letters from UPS, FedEx, and many other carriers are distributed by the Central Receiving staff (x47043).

Outgoing U.S. Postal Service mail is picked up from the departments during daily mail runs, or may be brought directly to Mail Services. USPS mail is metered until 3:30 p.m. Envelopes requiring postage must bear a department return address. Mail Services will also accept stamped personal mail. For information on rates and services, see our website.

Mail Services does not sell stamps. “Forever” stamps for personal use may be purchased at the Student Store in The Diana.

Other services provided include:
- FedEx express and ground shipping—contact your departmental assistant to get access to Barnard’s account for creation of shipping labels from your computer.
- Business reply, bulk mailings, and addressing services—contact the Director of Mail & Print Services at x48775.

Please see the Print Services website for more complete information on how to order printing, prepare and submit Acrobat files, and print to or get help for your networked Ricoh multi-function printer.

H. Telephone Service

Campus phones are located in Milbank, Barnard, Altschul, and Lehman Halls, and in the dormitories.

Office phones are on the IBM/ROLM system (an extension, with 854-, 853- or 851- prefix, becomes a direct telephone line). Internal calls only use the five-digit suffix. Barnard College cannot be charged for calls made while an officer of instruction is away from campus (third party calls are not possible). To report a phone out of order, call CUIT at x41919.

I. Fax Service

Faculty who do not have departmental fax machines can receive and send fax documents in 13 Milbank. The incoming fax number in Print Services is (212) 854-7491. Please ask the sender to specify your name, department and phone number on the cover sheet. Instructions for sending a fax and the charges involved are available in 13 Milbank.

J. Facilities Services

Request for service(s) should be submitted utilizing the electronic service request form located on eBear, under Online Form 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.) The office is open 8:00 a.m. to 5:00 p.m. Monday-Friday and located in Barnard 105M. For emergencies after-hours notify Security, x43362, to contact the on-duty mechanic.

**K. Primary Care Health Service**

1. **Students**
   A wide range of primary care health services is available to students through the Barnard Primary Care Health Service open Mondays-Thursdays from 8:30 a.m.-5:00 p.m and Fridays from 8:30am to 4:30pm. About 7000 visits are made each year. Visit the [website](#) for much more information.

   In the event of an urgent health problem with a student during the time the service is open, call x42091 for immediate advice. **If the problem appears to be life-threatening, contact Public Safety (x88 or x43362, for ambulance transport) AND Health Services simultaneously.** After hours, call **866-966-7788** for the clinician-on-call. **If the problem appears to be life-threatening, contact Public Safety for immediate ambulance transport and do not wait for the clinician-on-call to return your call.** Public Safety can also assist you by contacting the clinician-on-call if you are unable to wait with the student for the return call. A student must have authorization from a Barnard clinician on-call to facilitate coverage by the student health insurance that an emergency room visit will be covered by student health insurance (any family insurance is activated as the primary coverage).

2. **Faculty**
   Services are not available through the Primary Care Health Service to faculty and staff. Influenza vaccinations for staff and faculty are arranged by Barnard Human Resources Department.

   **In the event of a medical emergency involving faculty or staff, Public Safety should be notified at x88 or at x43362.** They will contact CU-EMS or NYC EMS if ambulance transport is needed. If there is no need for an ambulance, the person requiring assistance can be referred to the Emergency Department at St. Luke's Hospital, 113th Street and Amsterdam Avenue, (212) 523-3335; or to his/her own physician.

**VI. Faculty Support**

A. **Inventory of Faculty Support**

1. **All Faculty**

   **New Faculty Orientation** - year-long program organized by the Provost's Office.

   **Travel Funds** - support for travel to conferences of up to $2400 per full-time regular faculty member over a two-year period with an international supplement of up to $700 over two years for airfare only. Travel funds for term faculty are specified in appointment letters.
Internal Research Grants - full-time faculty not in their terminal year are eligible to apply for research support of up to $3000 in a given year, limited to $18,000 over a 7-year period. When convincing justification is provided and funds are available larger grants of up to $6,000 are available for research projects that require two years to complete. An automatic reimbursement of up to $200 in research expenses per year is also available.

Sponsored Research Proposals - The Office of Institutional Support provides notification of available grants and administrative support for preparation and submission of faculty grant proposals; and produces the Grants Handbook to aid faculty in their efforts to obtain funding support from government or private sources.

Institutional Grants - The Office of Institutional Support notifies faculty of potential funders, mobilizes eligible departments and faculty members, and, with appropriate consultation, prepares and submits institutional grant proposals.

Other - Leaves of absence and/or reduced teaching load for pregnancy, childbirth, and infant care (see relevant policies in this guide and in the Code of Academic Freedom and Tenure).

2. Assistant Professors (Non-Tenured Tenure-Track Faculty)

Purpose: To maximize opportunities for assistant professors aspiring to tenure to gain recognition in their field, to develop their scholarly projects in a timely manner, and to become fully integrated into the College and University communities. Eligibility: Newly hired full-time assistant professors who have been assigned a tenure line or for whom a department hopes to seek a tenure line (i.e. tenure eligible). Visiting professors and other term appointments with no expectations for tenure are not eligible for the enhanced benefits but remain eligible for support available to all Barnard faculty.

Professional Travel Awards - As of July 2002, newly hired assistant professors, like continuing faculty, will receive an award of up to $4,000 to allow them to travel to professional meetings and conferences over their first 3-years.

Reduced Teaching Load - Newly hired assistant professors will be assigned a reduced teaching load in their first year, so that humanities and social science faculty will teach 4 courses and math and science faculty will teach 3 courses. Following a successful third year review, assistant professors will have a "bank" of 2 additional course releases to which they are entitled, to be scheduled in consultation with the chair and generally used in separate years. Departments are expected to adjust their course schedules so that there are no or minimal replacement costs.

Research Assistance - As of July 2002, newly hired assistant professors who are not offered a specific start-up package for research assistance (e.g. lab renovation, scientific equipment) will be automatically eligible for grants of $3,000 in research assistance to be used over the course of clock years 1, 2 and/or 3. The grants will be approved after
receipt of a brief (~1 page) description of the project and budget proposal. Current limits as to approved budget categories will remain in force; however the award will not figure into the current restrictions regarding maximum mini-grant funding in a 7 year period. If additional funds are required beyond the initial $3,000, newly hired faculty may apply for grants up to the maximum of $3,000 in competition with all continuing faculty. Funding of these grants will take precedence over requests from tenured faculty in the research grants award program.

**Extra-departmental Mentoring** - Newly hired assistant professors will be assigned a mentor who is a tenured member of the faculty outside of the new hire’s department. The mentor will be expected to assist the new hire during clock years 1 through 3 by complementing and extending support offered by the department chair and departmental colleagues; such support may include helping to make appropriate professional and personal connections in the College and in the University, interpreting College tradition and expectations, and, where necessary, taking an advocacy role on behalf of the new hire if difficulties arise.

**Special Assistant Professor Leave** - Following completion of three years of service, and a positive third-year review, eligibility to apply for one semester leave at full salary or one year leave at half-salary.

**Clock-Stopping** - Provisions in the Code of Academic Freedom and Tenure permit the tenure clock to be stopped for one year for non-tenured tenure track faculty: (1) for officers who give birth or take leaves for pregnancy or infant care, one year may be waived for each occurrence, up to a maximum of two years; (2) for officers who take a leave for research purposes, whether the leave is for one-half year or more, whether funded or unfunded, one year may be waived. See the Code of Academic Freedom and Tenure for more information.

**Stipends for External Fellowships** – As of July 2008, the College provides funds that will help bridge the gap between fellowships stipends and the salary that would have been earned.

3. **Tenured Faculty**

**Sabbatical entitlement** - One year at half-salary or a half-year at full salary, due after completion of 12 semesters of service in the ladder professorial ranks.

**Senior Faculty Research Leave** - Tenured faculty are eligible to apply for a one semester leave at full salary to be taken in the fourth year following the first earned sabbatical leave. Although this is not an entitlement, it is designed to accommodate all tenured faculty who are otherwise eligible, and, with the approval of the department and the Provost, can be combined with a sabbatical entitlement, instead of being taken in the fourth year. An application is required, and is evaluated by the Advisory Committee on Appointments, Tenure and Promotion.

**Ann Whitney Olin Foundation Chairs** - Conferred on tenured faculty members for five
year term; includes research funds.

**Endowed Chairs** - Currently 17 endowed chairs (7 created since 2000); includes $4,000 annual research fund.

**Stipends for External Fellowships** – As of July 2008, the College provides funds that will help bridge the gap between fellowships stipends and the salary that would have been earned.

4. **Off-Ladder Faculty**

   **Professional Development Leave** - Full-time, senior, off-ladder faculty members with continuing appointments are eligible to apply for a leave of one semester at full pay or one year at half pay, after a minimum of 6 years of continuous full-time service to the College, with at least 3 years in the senior rank.

5. **Teaching Awards**

   **Gladys Brooks Faculty Excellence in Teaching Award** - Awarded annually to recognize individual achievements of assistant professors. Nomination by departments and selection by Advisory Committee on Appointments, Tenure and Promotion. Award includes a cash honorarium and recognition at the annual Commencement luncheon.

   **Teaching Excellence Award** - Recognizes a full-time faculty member who has made a difference in the teaching climate of the College. Nomination by departments and selection by Advisory Committee on Appointments, Tenure and Promotion. Award includes a cash honorarium and recognition at the annual Commencement luncheon.

   **Emily Gregory Award** - Honors an outstanding faculty member for excellence in teaching and for devotion and service to the students of Barnard College. Nomination by students and selection by Student/Faculty Committee of the Activities Council in conjunction with the Associate Alumnae of Barnard College and the Office of College Activities. A dinner is held in honor of the recipient.

B. **Faculty Grants**

1. **Internal Grants**

   The Faculty Grants Committee considers proposals to support Barnard faculty and administrators in academic and administrative research, writing, and participation in professional conferences. Several different grant sources are available to fund such projects. Some are very flexible in their application; others are more restricted. Grant proposals are considered by the Grants Committee three times a year. Proposal due dates are announced in the Newsletter.

   The following professional activities come within the purview of one or more grant funds administered by the College upon recommendation of the Faculty Grants Committee:
- Policies regarding Faculty travel to professional conferences when the faculty member is a participant. (See full Faculty Travel Fund Policy) The limit of support for travel to conferences is $2400 per full-time faculty member over a two-year period with an international supplement of up to $700 over two years for airfare only. Please note that there are maximum limits for airfare, ground transportation, hotel rates and per diem expenses.

- Faculty research, writing, and publication, including pilot projects that are expected to result in major sponsored research grant proposals;

- Small scholarly projects that would not qualify for external grants either because of their size or subject matter;

- and Special Assistant Professor Leave applications for writing and research from eligible assistant professors after their third-year review who are demonstrably excellent undergraduate teachers in addition to showing promise of development as scholars of university stature.

Any of the above may include funding of costs incurred in research and publication (for travel, supplies, copying, typing, purchase or rental of equipment in unusual cases, computer time, page costs, publication subventions, etc.).

Tenure-track or tenure-eligible assistant professors who have used all of their allotted conference travel funding may submit a minigrant request to the Grants Committee for additional conference travel if the Chair and the Provost agree that attendance at the meeting will enhance the faculty member’s career in a meaningful way.

**As of July 2007 start-up, minigrants and conference travel grants may also cover expenses related to childcare while performing research or presenting at a conference.**

Please note that Barnard is a tax exempt organization. Purchases for goods and services that might incur a sales tax must be requisitioned through Barnard’s Purchasing Departments. Payments to outside consultants, research assistants, indexers, babysitters, rent payments, etc. must be paid directly by Barnard.

- Some funds are available through the Spivack fund: "to members of the Faculty or Administration for academic or administrative research or for the exploration or development of a totally new approach or new idea in any useful field on campus or off in the broadest possible limits or for any activity except matters of health of the applicant or the College."

Should any funded proposal result in a project from which a faculty member derives significant income, the Committee believes that the faculty member would be under an obligation to repay Barnard College so that funds continue to be available to others who have no possibility of profiting from their research. **Any equipment purchased with**
Barnard College funds is the property of the College and must revert to the College upon the project's completion or in the event that the recipient leaves the College.

Before completing a Barnard grant application, proposers should consult with the Office of the Provost/Dean of the Faculty to discuss their project's fundability, its most effective presentation to the Faculty Grants Committee, and the relationship between in-house funding and possible external grants. For further information, call x42297.

2. **External Grants and Sponsored Research**

The Barnard College Office of Institutional Support, located in 224 Milbank Hall, is responsible for working with faculty and departments to secure grants from foundations, corporations, and government agencies for the operating and capital needs of the college. This office also assists faculty in identifying funding sources and preparing and submitting applications for research and curriculum development projects.

The Office of Institutional Support can both introduce faculty members to a number of funding databases and also conduct searches on their behalf. Staff regularly announces grant opportunities in the *Barnard Newsletter*, on the Barnard website, and through email directly to the faculty. The staff is also available for advice and assistance in the preparation of grant proposals, including budgets.

Regardless of the level of assistance faculty may need, in order to ensure compliance with funder and College requirements, all faculty sponsored research and curriculum development proposals must be submitted to the Office of Institutional Support, the Office of the Provost, and other appropriate College officials, before submission to the funder.

Department staff serve as liaison among faculty, Barnard administrative departments, foundations and government agencies. Among its services are: 1) alerting College administrators of pending proposals so that they can then respond knowledgeably to potential funders; 2) tracking the value of grant/fellowship proposals, a function required to assess the quality of the College’s faculty and fundraising efforts; 3) collaborating with others in Barnard’s fundraising departments to identify additional sources of funding for faculty research; 4) tracking faculty initiative and productivity.

For further information about procedures, consult Curtis Harris, Manager of Faculty Sponsored Research Grants (charris@barnard.edu) or visit the office’s website.

C. College Paid Leaves: Types, Eligibility & Policy

**Special Assistant Professor Leave** - Following completion of three years of service, and a positive third-year review, Assistant Professors are eligible to apply for one semester leave at full salary or one year leave at half-salary.

**Sabbatical entitlement** - Tenured Faculty are entitled to one year at half-salary or a half-year at full salary, due after completion of 12 semesters of service in the ladder professorial ranks.
**Senior Faculty Research Leave** - Tenured faculty are eligible to apply for a one semester leave at full salary to be taken in the fourth year following the first earned sabbatical leave. Although this is not an entitlement, it is designed to accommodate all tenured faculty who are otherwise eligible, and, with the approval of the department and the Provost, can be combined with a sabbatical entitlement, instead of being taken in the fourth year. An application is required, and is evaluated by the Advisory Committee on Appointments, Tenure and Promotion.

**Professional Development Leave** - Full-time, senior, off-ladder faculty members with continuing appointments are eligible to apply for a leave of one semester at full pay or one year at half pay, after a minimum of 6 years of continuous full-time service to the College, with at least 3 years in the senior rank.

**Note:** Faculty members on College-paid leave are expected to return to the College for at least one year when the leave ends. Failure to do so obligates the faculty member to repay the College for the cost of the paid leave, including salary and benefits.

**D. Course Buy-Out Policy**

Faculty members may request funds from external agencies and foundations, e.g. NIH and NSF, to “buy out” some of their time and reduce their teaching load in order to concentrate their efforts on their grant-supported research. The rate at which a course is “bought” depends on a person’s teaching load, and is computed as follows:

The first course bought off is billed at the salary and benefit equivalent of half of the FTE of the course in question, i.e. a course for someone on a four course load is bought off from a grant at .125 FTE of salary and benefits (half of 0.25); a course for someone on a five course load is bought off from a grant at .10 FTE of salary and benefits (half of 0.2). Any course buy-out above the first one is bought at the full fractional FTE, i.e. .25 or .20. So, to buy out two courses on a four course load, .375 FTE of salary and benefits should be budgeted.

A course that is being bought off privately (self-funding) would be at the full fractional FTE.

For further information about procedures, consult the Grants Handbook and the Grants Manager.
VII. Faculty Benefits

A. Medical Care Benefits

**Oxford Health Plans**

Barnard College offers a point-of-service managed care plan that combines a traditional insurance plan and a Health Maintenance Organization (HMO). Eligible faculty may choose between two benefit plans. A prescription drug plan is included with each. Coverage begins on the first of the month following one month of employment.

The following levels of coverage are available in both plans:

- Individual
- Plus 1 dependent (partner, spouse or child)
- Plus 2 or more dependents

The employee cost of the coverage depends on the benefit plan, level of coverage chosen, and salary. Employee cost by salary band is available on the Human Resources website.

B. Dental/Optical Benefits

Barnard College offers the Aetna Dental Plan, Dental Maintenance Organization. Employee cost: $15 per month for individual and $40.50 per month for family. The plan allows employees to switch monthly from the DMO to the PPO - Preferred Provider Organization plan.

**Faculty members going on an unpaid leave of absence should contact the Manager of Benefit Programs in Human Resources to make payment arrangements for their medical and dental deductions while on leave, x47345 or x42551.**

C. Life Insurance

**CIGNA Life Insurance Company**

The College provides coverage equal to one times basic annual salary rounded to the next higher multiple of $1,000, if not already an exact multiple. Coverage begins on the first of the month following one month of employment.

D. Accidental Death & Dismemberment

**CIGNA Life Insurance Company**

This coverage provides an additional one times basic annual salary if an employee dies as the direct result of an injury. This benefit is effective on the first of the month following one month of employment.
E. Long-Term Disability

The Hartford

Long-term disability coverage is an additional College provided benefit. Participation begins after one year of service. This waiting period will be waived upon certification of coverage under a group long-term total disability plan with a prior employer, if coverage was in effect within 30 days of the Barnard hire date. The plan provides a monthly benefit equal to 60% of salary or $5,000, whichever is the lesser amount (offset by Worker's Compensation, Social Security, other group disability and employer contributory retirement plans).

F. Retirement Plans

Barnard College contributes to either TIAA/CREF or Fidelity Investments an amount equal to 10% or 15% of the base salary of all eligible officers of instruction. Full professors receive a contribution of 15%, eligible officers below that rank receive a contribution of 10%. Participation dates vary according to eligibility determined by rank and participation at a prior institution.

In addition, faculty may elect to make tax-deferred contributions to a TIAA/CREF or Fidelity Investment Supplemental Retirement Annuity.

G. Flexible Spending Account

CIGNA

The Barnard College Flexible Spending Account is a benefit program which can help to reduce taxes by allowing payment of unreimbursed health and/or dependent care expenses with pretax income.

H. College Tuition Aid for Children

Full tuition for a son or daughter at Columbia University or Barnard College is available for a maximum of eight undergraduate semesters within a six-year period. [Semesters will not be prorated. Full-time faculty hired after February 15, 1990 are eligible for tuition assistance for their children after one year of employment.] If a son or daughter of a Barnard employee hired after January 1, 1984 attends another institution, Barnard will pay 25% of its own tuition, or up to 100% of the other institution's tuition, whichever is lower.

I. Worker's Compensation

Chubb

Income protection, medical and survivor benefits are provided for job-related illness or injuries. Any job-related injury or illness should be reported immediately to a supervisor, department chair or director and to Human Resources.
J. Home Purchase Assistance for Tenured Faculty

The use of the funds described below is to assist tenured faculty members in the "first-time" purchase of a primary residence. The "first-time" rule may be waived in cases where the newly recruited employee is relocating to the NY area.

1. The College will issue loans in an amount of up to $10,000, with a maximum repayment period of 6 years and with interest at or below the then current market rate. The maximum amount of the cumulative outstanding principal of all loans under this program shall not exceed $100,000.

2. The College will provide miscellaneous mortgage and home buying assistance such as the payment of some or all closing costs, points, and other associated fees, and payments to reduce the interest rate and monthly payment. The maximum amount of payment under this provision on behalf of a faculty member is $10,000.

3. The maximum amount of assistance provided under provisions 1 and 2 above, to any single faculty member, shall not exceed $15,000. Faculty may apply for a loan and/or mortgage and home buying assistance; the amounts and proportion of loan to mortgage and home buying assistance awarded are at the discretion of the Provost and Chief Operating Officer.

The above is only an outline of the benefits and programs available at Barnard. More detailed information regarding these benefits is contained in the summary plan descriptions. Questions about benefits should be directed to Human Resources, Manager, Benefit Programs, Room 6 Milbank, x4-7345.

VIII. Policies Related to Employment

A. Non-Discrimination

In accordance with its own values and with Federal, State, and City statutes and regulations, Barnard does not discriminate in admissions, employment, programs, or services on the basis of race, color, creed, national origin, sexual orientation, or disability.

B. Policy on Leaves of Absence for Reasons of Pregnancy, Childbirth, and Infant Care of Officers of Instruction

1. **Eligibility**

   These benefits are available only to full-time Professors, Associate Professors, Assistant Professors, Instructors, Senior Lecturers, Lecturers, Senior Associates and Associates who have worked for the College for at least 12 months, which can be non-consecutive, and who have worked full-time within the last year prior to the start of leave. Paragraph 4(e) below outlines special provisions for eligible part-time officers of instruction.
2. **Pregnancy and Childbirth**
   a) A pregnant eligible officer of instruction may use available disability benefits for the period of actual disability due to pregnancy or childbirth in the same manner as for periods of disability due to other causes. The duration of actual disability due to pregnancy or childbirth is that certified by an officer of instruction's doctor. The College may request a second opinion concerning the disability.

   b) A pregnant eligible officer of instruction, upon prior written notice, may elect, in lieu of the normal disability benefits referenced above, to take a leave of absence for the half-year period (i.e., July through December or January through June) in which childbirth is expected, at full salary and full benefits.

3. **Infant Care**
   a) **Unpaid Leave of Absence**
      Upon prior written notice, an eligible officer of instruction is entitled to leave without salary for reasons of infant care for up to two half-year periods (as defined above). Non-salary related benefits will continue during the leave period.

      i) In the case when an officer of instruction gives birth to a child, two half-years of infant care leave may be taken in addition to a disability leave or a paid leave taken for reasons of pregnancy and childbirth (as defined in 2. a. & b. above), as long as the infant care leave is completed within 18 months after the birth.

      ii.) In the case of the birth of a natural child, or an adopted, foster or step-child, such leave must be completed within 12 months after the child joins the family of the eligible officer of instruction on a full-time basis.

   b) **Reduced Teaching Load Option**
      An eligible officer of instruction who is a single parent or who is one of two parents, both of whom work outside the home or engage in formal program of study at least two-thirds time, may elect a reduced teaching option in lieu of leave without salary as provided above. Upon prior written notice such officer may take up to one course release from teaching responsibilities, without reduction of salary and benefits, for up to two half-year periods. The exact arrangements for an officer electing this option must be approved by the Department Chairman and the Provost/Dean of the Faculty based on the staffing needs of the College.

      i) In the case when an officer of instruction gives birth to a child, two half-years of reduced teaching option may be taken in addition to a disability leave or leave taken for reasons of pregnancy and childbirth (as defined in 2. a. & b. above), as long as the reduced teaching option is completed within 18 months after the birth.

      ii.) In the case of the birth of a natural child, or an adopted, foster or step-child, the reduced teaching option must be completed within 12 months after the child joins the family of the eligible officer of instruction on a full-time basis.
4. **General Provisions**

a) In order to facilitate planning for the absence of an officer of instruction, prior written notice of intent to take available disability benefits or a leave of absence due to pregnancy and childbirth, or an infant care unpaid leave, or to elect the reduced teaching option, should be given as early as possible, normally at least 30 days in advance. An anticipated date of return from leave or the end of the reduced teaching load option is to be included in the notice.

b) Section III.A. of the Barnard College Code of Academic Freedom and Tenure specifies the conditions under which the eight-consecutive–year rule may be waived for officers of instruction for reasons of pregnancy, childbirth and infant care.

c) Recognizing that the College may have to make advance commitments to other persons to replace officers of instruction taking leaves under this policy, once arrangements therefore have been completed, an officer of instruction who elects to take such leave may be required to do so, in the College’s discretion, regardless of a change in his or her circumstances.

d) Upon completion of a leave under this policy an officer of instruction will be entitled to return to his or her position held before commencement of the leave, subject to paragraph f, below.

e) Part-time Professors, Associate Professors, Assistant Professors, Instructors, Senior Lecturers, Lecturers, Senior Associates, and Associates who have, in consecutive appointments, the equivalent of one and one-half years of full-time service are entitled to leave without salary for reasons of pregnancy, childbirth or infant care for up to two one-half year periods. All other conditions of an infant care leave without salary provided for full-time officers of instruction are applicable to this provision for part-time officers of instruction. A part-time officer of instruction need not resign for purposes of such leave, but will be entitled to return to the position he or she held before commencement of the leave, subject to paragraph f, below.

f) This policy does not entitle the employee to any greater right to continued employment, reinstatement, or other benefits then he or she would have been entitled to had he or she not taken leave under this policy. For example, a person may take a leave of absence under this policy in the terminal year of appointment, but such leave will not serve to extend the officer of instruction’s appointment beyond the terminal year. As a further example, if a part-time officer of instruction's position is discontinued while he or she is on leave, the part-time officer of instruction will not be reappointed.

g) All leave taken under this policy shall be considered leave under the Federal Family and Medical Leave Act.

Revised July 2004
C. Disability
The Director of Disability Services (x44634), is the officer designated to oversee compliance
with federal, state and city statutes, which prohibit discrimination in employment or education on
the basis of disability.

Under the supervision of the Director of the Primary Care Health Service, the Director
coordinates all services for students with disabilities and works with faculty and staff to assure
the full participation of admitted students with disabilities in the life of the College.

The Office of Disability Services (ODS) maintains an extensive Resource Collection which
includes print and non-print materials on a variety of disability and diversity-related topics.
Officers of instruction are encouraged to contact ODS with any issues, concerns, or suggestions
for improving policy development and service delivery.

D. Statement on Racial, Religious and Ethnic Discriminatory Harassment in Student
Academic and Campus Life

Click here for more information.

E. Policy Against Sexual Harassment

Resolved, that the Faculty of Barnard College discourages in the strongest possible terms all
sexual relationships* between students and faculty members as being incompatible with
standards of professional behavior.

*"Consensual" sexual relationships can change into non-consensual or coercive relationships,
and can be subject to discipline under the College's sexual harassment policy.
[Resolution passed by the Faculty, May 3, 1999]

Barnard College policy prohibits sexual harassment against any member of the College
community and provides for disciplinary action up to and including termination against anyone
who violates this policy. Sexual harassment may involve either women or men being harassed by
persons of the opposite sex, harassment between persons of the same sex, and harassment
because of sexual orientation.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of
a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an
individual's employment or admission to or participation in an academic program or College-
sponsored activity;

2. submission or rejection of such conduct is used as the basis for decisions affecting an
individual's employment status or academic standing; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's performance on the job or in the classroom or creating an intimidating, hostile, or offensive work or study environment.

[Click here for more information]

F. Smoking Policy

Smoking is prohibited in all college-owned student residences and all academic and administrative buildings. Outdoor smoking is not permitted within the confines of the campus.

G. Policy on Prevention of Drug and Alcohol Abuse

Policy Statement
Barnard College is committed to creating for its students, faculty and staff an environment that is free of drug and alcohol abuse. Barnard strongly supports educational and treatment programs as the most effective means to help reduce and prevent alcohol and drug abuse. At the same time, the College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students, faculty members, or staff members while on College property or while participating in College sponsored activities or conducting College business off-premises.

[A more detailed statement on disciplinary and criminal sanctions, and available support services for help in dealing with drug or alcohol abuse, is available on the Human Resources website.]

H. Employment of Family Members
It is the policy of the College that no employee may work in a supervisory relationship with any person to whom the employee is related either by birth or marriage. No employee may be hired, promoted, or transferred into a job that would result in the employee being supervised by or supervising a relative. Family members may be employed in any position at the College not involving a direct or indirect supervisory relationship with another employee.

IX. Other Relevant College Policies

A. Emergency Response Tree
B. Religious Holidays
C. Snow Emergency Info
D. Guidelines for the Use of Student Workers in Academic Offices
E. Retention Guidelines for Search Documents
F. Policy for Barnard College Research Grants
G. Faculty Travel Fund Policy
H. Barnard College Policy on Intellectual Property and Copyright
I. Barnard College Policy on Conflict of Interest and Commitment