



OFFICE OF THE PROVOST

HAVERFORD COLLEGE NEW FACULTY MEMBER QUICK GUIDE

Need Help?

- If you have any questions or need assistance in any way, please check out the Provost website for a guide to the roles and responsibilities of the Provost Office and feel free to contact us with questions or concerns.

☒ http://www.haverford.edu/provost/contact/need_help.php

Payroll and Benefits

- You must meet with HR before receiving your first paycheck, receiving a link to your Haverford College email, and completion of your Title IX training.
- Contact Joanne Gullifer in Human Resources to schedule a meeting and enroll in benefits.
- Information on health care, retirement, and other benefits can be found on the Human Resources website as well as the Provost Work/Life webpage.

☒ <http://www.haverford.edu/humanresources/benefits/>
• <http://www.haverford.edu/provost/work-life/resources/>
☒ jgullifer@haverford.edu x1219

Haverford OneCard (ID), Email

- Stop by Safety and Security on the ground floor of the Gardner Integrated Athletic Center to get your Haverford OneCard ID.
- Your Haverford OneCard is needed for Library privileges, Fitness Center access, using copiers/printers, and making purchases from the Bookstore, Coop, Dining Center, and more. To put “Campus Cash” on your OneCard, go to <https://get.cbord.com/bico/full/login.php>.
- For questions regarding your email, please contact the ProDesk. Haverford uses Gmail for email and calendars. You also have the option to access Google Drive for storing creating and storing documents.
- Please fill out the form at <http://hav.to/photo> to schedule a photo shoot. Once the photos are processed, your photo will be added to your departmental website.

☒ Security Phones on campus, or x1111
☒ <http://www.haverford.edu/safety/>
☒ Tom King, Director of Safety and Security, x1111
☒ ProDesk, prodesk@haverford.edu, x1480

Title IX Training

- You must complete your Title IX training before classes begin. You will receive a link to the training video via your Haverford email account. Please contact Rose Marie Moses in Human Resources with any questions or concerns.

☒ rmoses@haverford.edu x6124

Commuting, Parking and Campus Housing

- Contact Human Resources if you are interested in the pre-tax purchase of public transit tickets.
- Stop by Safety and Security on the ground floor of the Gardner Integrated Athletic Center to receive a parking pass.
- Any questions regarding your housing lease or the housing lottery, contact Susan Penn in the Provost's Office.
- For routine maintenance to campus housing, please submit a work order request to facilities@haverford.edu.
- For emergencies regarding campus housing, please call 610-896-1096 during regular business hours and security at 610-896-1111 for after hours.

☒ facilities@haverford.edu, x1096

☒ <http://www.haverford.edu/facilities/>

☒ <http://www.haverford.edu/facilities/workorders/>

☒ spenn@haverford.edu, x1016

Mail, Bookstore, Coop: The Whitehead Campus Center

- To order textbooks, please fill out the online form and email to Lydia Whitelaw.
- For on-campus/off-campus mail and shipping needs please contact Central Services.
- At the Bookstore, employees of Haverford College receive a 10% discount (with ID) on purchase of \$10 or more on a daily basis, excluding textbooks. On the first working day of each month, please stop in and enjoy a 20% discount on your purchase of \$10 or more.
- The second floor of the Campus Center is the Coop Café, a popular spot on campus for both faculty and students for a casual lunch.

<http://www.haverford.edu/central-services>

• hc-centralservices@haverford.edu, x1036

☒ <http://haverfordbookstore.com/SiteText.aspx?id=9923>,

☒ lwhitela@haverford.edu, x1177

Faculty Events

- Faculty Events are regularly posted on the homepage of the Provost website.
- Faculty meetings are regularly scheduled for the 3rd Thursday of the month.
- Faculty lunches happen on a biweekly basis (either Thursday or Friday) in the faculty dining room of the Haverford Dining Center.

☒ http://www.haverford.edu/provost/faculty_meeting/

Campus Tour, Directory, and Public Events

- The Haverford Master Calendar lists all events on campus.
- Go to the contacts page to find a person at Haverford or update your contact information with your Haverford username and password.
- For Campus Tours, please contact Admissions.

- ☐ <https://ems-web.quaker.haverford.edu/mastercalendar/>
- ☐ <http://www.haverford.edu/contacts/>
- ☐ <http://www.haverford.edu/admission/visits.php>, x1350

Office, Computer, and Telephone

- Susan Penn (Provost's Office) will contact you about picking up your office key, and will assist you with any **office furniture** needs.
- For phone or computer issues, please contact the IITS ProDesk.
- If you are a visiting faculty member and you are interested in a **loaner laptop** please fill out the online form.

- ☐ spenn@haverford.edu or x1016
- ☐ prodesk@haverford.edu or x1480
- <http://iits.haverford.edu/software-hardware/computer-loans/>

Identifying administrative support

- Supplies for your office and classroom can be ordered through your administrative assistant. The purchasing office helps with office supplies, equipment, furniture, and other specialty items.
- Your administrative assistant can help you with Kuali, our online accounting and financial system and EMS, our online scheduling system for non-academic events.
- Additional information on Kuali can be found on the Kuali homepage.

- ☐ <http://www.haverford.edu/eKuality/>
- ☐ Purchasing Office, Nikki Millas, nmillas@haverford.edu, x1032

Classroom and Lab Support

- IITS can answer all questions about classroom computer, projection, and multimedia needs.
- Each classroom has different technology resources. A table of resources is available here.
- The Registrar, Jim Keane, handles all room assignments for courses.
- Joe Cammisa in the KINSC supports computer labs, high-performance LINUX and associated tools for research/pedagogical needs.

- ☐ AV Requests (Roger Hill), avreq@haverford.edu

- ☞ <http://www.haverford.edu/registrar/contact/>
- ☞ Jim Keane, jkeane@haverford.edu, x1023
- ☞ Joe Cammisa, jcammisa@haverford.edu, x4239

Teaching and Pedagogy

- Please visit the extensive list of resources and initiatives maintained on the Provost's Office website.
- The Libraries support a wide array of pedagogical needs, from help with Moodle and Reserves, to subject specialists for student research projects.
- IITS maintains a suite of software and hardware for classroom use, and also supports the Teaching with Technology initiative.
- The Office of Academic Resources (OAR) supports students with programs on organization, study skills, oral presentations, and other matters.
- Writing Center offers peer and professional help students with assignments in any discipline, and at any level of study.
- The Office of Access and Disabilities Services (ADS) provides accommodations and resources for students with disabilities.
- The Teaching and Learning Institute (TLI) pairs tenure-line and continuing faculty with specially-trained staff and students to explore new ways of facilitating discussion, designing effective assignments, and other enhancements to the liberal arts classroom.
- Bionic is our enrollment management system. Final Grades are submitted here (but current assignments grades can be tracked in Moodle).

- ☞ See the relevant section of the New Faculty Orientation Dossier for more information on each of these.
- ☞ http://www.haverford.edu/provost/teaching_resources/

Research, Travel and Visitors

- The Provost's Office maintains a complete list of internal resources available to support Faculty Research, including Travel and Research Funds, Student Research Assistants, and so on. See the web noted site below for more detail.
- Rob Manning, the Director of Faculty Research Grants, can offer advice regarding grant proposals, and connect you with the various staff specialists who are ready to help prepare your proposals for external support.
- The College Library system is ready to support your research projects with materials and subject specialists.
- The Distinguished Visitors Program provides support to bring a diverse portfolio of distinguished statesmen, scientists, artists and other scholars to the Haverford community.
- The academic centers (CPGC, HCAH, KINSC) provide funding, support, and resources for both students and faculty.

- ☞ Provost Research: http://www.haverford.edu/provost/grants_and_research_support
- ☞ Distinguished Visitors: <http://www.haverford.edu/distinguishedvisitors/>
- ☞ KINSC: <http://www.haverford.edu/kinsc/>

- ☐ CPGC: <http://www.haverford.edu/cpgc/>
- ☐ HCAH: <http://www.haverford.edu/HCAH/>
- ☐ Library: <http://library.haverford.edu/>

Advising and Student Concerns

- The Office of the Dean of the College coordinates many academic support and student services at Haverford and is generally responsible for student life on campus.
- The coordinator for the Office of Access and Disability Services (OADS) is Sherrie Borowsky. Please contact Sherrie with any disability concerns in your classroom.
- The Office of Academic Resources (OAR) offers peer tutoring, training, workshops, and events to support student learning.
- The Honor Code governs student conduct in all aspects of academic life, and is run by the students through the Honor Council.
- Haverford provides a guide to faculty managing conflicts between academics and athletics.

- ☐ *See the relevant section of the New Faculty Orientation Dossier for more information on each of these areas regarding student concerns*
- ☐ <http://www.haverford.edu/deans/>
- ☐ <http://www.haverford.edu/oar>
- <http://honorcouncil.haverford.edu/the-code/>
- <http://honorcouncil.haverford.edu/faculty-faq/>
- ☐ https://www.haverford.edu/sites/default/files/Office/Provost/AthlAcadFacultyGuide_0.pdf
- ☐ OADS: Sherrie Borowsky, sborowsky@haverford.edu, x1324

Faculty Governance, Committees and Faculty Meeting

- The Faculty Handbook describes in detail the main administrative responsibilities of the Faculty with respect to curriculum, appointments, and promotion. A PDF can be found on the Provost website.
- The Faculty Affairs and Policies Committee (FAPC) is an elected body of five representatives (including two Faculty Representatives to the Board of Managers). FAPC sets its own agenda based on issues of concern to the Faculty at large.
- The Educational Policy Committee (EPC) is responsible for the review and approval of programs of study (majors, minors) and individual courses. They also make recommendations to the President and Provost concerning new appointments.
- Academic Council is an elected body of five representatives, who are collectively responsible for evaluating faculty personnel cases for re-appointment, promotion, and tenure.

- ☐ *Faculty Handbook: <http://www.haverford.edu/provost/handbook/>*
- ☐ *See in particular the section of the New Faculty Orientation Dossier on the conduct of the monthly Faculty Meeting*

