

Chapter VI

ACADEMIC SUPPORT AND PROFESSIONAL DEVELOPMENT

The University provides a variety of services designed to enable faculty members to carry out their teaching and scholarly responsibilities and to enrich the performance of those responsibilities.

The Seeley G. Mudd Library

Introduction

The Seeley G. Mudd Library is dedicated to supporting the teaching and learning mission of the University. Detailed information about the Library, its collection, and its services can be found at the Library's website (www.lawrence.edu/library). Questions about library policies, holdings, or services should be directed to the library staff.

Checking out Library materials

The circulation desk, located on the library's first floor, is where library materials are checked out. Your Lawrence ID card serves as your library card and must be presented to check out materials. Books, scores, audio and video recordings, and a variety of equipment can be checked out.

Reference Services and Research Instruction

The Reference Desk is located on the main floor to your right as you enter the library. It is staffed by librarians who aid users with their research and help them make the best use of the library's facilities. The reference librarians offer guidance in any subject using print, electronic and media resources available at Lawrence, off campus or on the Web. The librarians also welcome the opportunity to work with the faculty in developing students' research skills through course-related assignments and instruction. Contact a reference librarian for more information. Conservatory requests for library instruction should be directed to the Music Librarian.

Finding books, articles, etc.

The library catalog and electronic resources on a variety of topics are available through the Library's website. See <http://guides.lib.lawrence.edu/elecres>

Ordering Books

Lawrence faculty have the responsibility for recommending the purchase of books, periodicals, and other library materials appropriate to the broad areas in which they teach. Departments, which annually receive an allocation for such purchases, coordinate their selection. Faculty should check with department chairs about departmental procedures.

To place an order, a request in any form should be sent to the Technical Services office in the Library. Requests from the Conservatory faculty should be sent to the Music Librarian. Since the addition of a periodical entails a long-term financial commitment, a departmental recommendation is required.

Reserves

To place materials on library reserve for class use, faculty members must submit reserve request cards to the Circulation Desk. If faculty members bring the materials to be placed on reserve to the Circulation Desk, those materials will usually be available within 24 hours. As library staff can collect library materials and place them in the reserve area only as time permits, those materials may not be available as quickly.

Interlibrary Loan

Interlibrary Loan is a service that provides access to materials needed for academic research that are NOT owned by the Seeley G. Mudd Library. This service is available to all current students, staff and faculty of the Lawrence University community at no charge. See the Library's website for request forms and more information.

Technology Services

Overview

Through its Office of Information Technology Services (ITS), Lawrence provides desktop and laptop computers for all faculty and staff, connectivity to the campus network and the public Internet; general-purpose network services including directory services, file storage, e-mail, and Web; and specialized services supporting computing in academic departments and the library.

Detailed information about information technology services and policies at Lawrence can be found at the ITS Web site (<http://www.lawrence.edu/dept/its/>).

Help Desk

ITS operates a helpdesk which serves as a single point of contact for reporting computing and network problems, for requesting training or support, and for posing questions of a general nature about networking, computing, and other information technology issues. The helpdesk is staffed during normal business hours and is available by telephone (at extension 6570) or by e-mail (helpdesk@lawrence.edu).

Instructional Technology

Support for the application of information technology to teaching and learning is provided by the Office of Instructional Technology. Working closely with the Provost and Dean of the

Faculty, the Director of Instructional Technology and the Instructional Technologist provide one-on-one consultation with faculty, teach technology workshops, and help faculty develop instructional projects for their courses.

Administrative Systems

Lawrence has adopted Banner as its campus-wide administrative information system. Faculty and students interact with Banner through Lawrence Voyager, a Web-delivered self-service facility that supports faculty with information related to teaching, advising, and registration, as well as payroll and HR functions.

Software Use

Use of any proprietary software on any campus equipment is strictly governed by its licensing agreement. In general, faculty may use the software packages available on any university computer for educational purposes. Use for other purposes, such as for-profit enterprises, must be arranged in advance with ITS.

The University is required to abide by federal and state laws that govern the ownership of intellectual property. Because of these laws and the respect for intellectual property in the university community, unauthorized copying of software, including programs, applications, databases, and code, is illegal and will not be endorsed or condoned by Information Technology Services or the University. Copyright law protects software authors and publishers just as patent law protects inventors. As a result of unauthorized copying of software by individuals, the institution may incur a legal liability. Moreover, the University may find it more difficult to negotiate agreements that make software more widely and less expensively available to students, faculty, and staff. Unauthorized copying of software can also deprive developers of a fair return for their work, increase prices, reduce the levels of future support and enhancement, and inhibit the development of new software products.

Lawrence University generally endorses the following statement from the brochure "Using Software, a Guide to Ethical and Legal Use of Software for Members of the Academic Community," by EDUCOM (reprinted with permission):

Software and Intellectual Rights

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Software Assistance

ITS supports and provides user assistance for many software packages on various computer platforms. Assistance is available through the helpdesk during normal business hours. In accordance with software licensing agreements, ITS reserves the right to ask for proof of ownership before providing software support.

Equipment Use

In order to protect University investments, faculty should ensure that food and drink not come in contact with any portion of the machine. Faculty are encouraged to use the University's central network file services for current and archival storage of their electronic documents. Regular data backups and off-site storage of backup media help ensure that damaged or lost documents can be restored. If a user stores documents and other data on a machine's local hard drive or other local device, backup is the user's responsibility.

Lending of Notebook Computers

Information Technology Services has both Macintosh and Windows notebook computers available to be borrowed by faculty members on a short-term basis for approved purposes when these systems are not otherwise needed for staff travel or for technical support. These systems have only minimal software installed. The User Support Manager in Information Technology Services can arrange assistance on the key differences between a familiar desktop computer and an unfamiliar notebook computer, and faculty members who wish to apply to borrow this equipment should first seek such assistance. *Remote telephone consultation during the use of the equipment cannot be provided.* Systems must be returned to Information Technology Services on time and in original condition, including software configuration.

Institutional Liability

Faculty, staff, and students should be aware that misuse or misappropriation of computer facilities will result in administrative action or legal proceedings under Wisconsin statutes (section 943.70), as appropriate to the circumstances. Lawrence University, its employees, or its officers are not responsible for any fines or legal fees that may be incurred by employees from the use or misuse of University computing facilities.

Financial Support for Professional and Curricular Development

The office of the Provost is able to provide small internal grants to support faculty professional development. These funds may be used for professional travel, curricular development, scholarship or creative activity, and new initiatives of a particularly exciting nature. Because these funds are limited, we try to use them carefully. For budgeting purposes, there are maximum amounts that can be awarded in most categories and other procedures designed to help make these funds go as far as possible. Generally, we ask for

reason and prudence when considering expenses related to any project. We want to maximize the benefit of these funds for all members of the faculty.

Procedures and Policies

Faculty members will be solicited to apply for grants at the beginning of each term and should have their applications to the Provost by a pre-determined date each term. Requests submitted outside of the specified dates will be considered based on available funds and/or exceptional circumstances. If you have other funds available, either internal or external to use for your research and development purposes, those funds should be considered prior to submitting a grant application.

All requests should be on the appropriate application forms found on the Provost and Dean of the Faculty home page. If your request is approved, you should use the standard university financial forms to expend funds. The business office or your building administrative assistants can provide you with these forms. Should you need assistance, they will help you complete purchase orders and requests for advances or reimbursements. The appropriate forms must be used or the request will be returned.

Equipment, supplies, books, and musical instruments purchased with any funds awarded by the Provost office becomes the sole property of the University. Any faculty member leaving the employment of the University should arrange the return of any items purchased with University funds with their department chair. Books purchased with university funds will generally be given to the library for its collection. Faculty shall consult with the library director regarding such items. In some instances, departing faculty members have been gifted books that were not of use to the department or the Library.

At the end of the summer or academic year in which funded projects occur, grant recipients will submit to the Provost and Dean of the Faculty a full report on expenditure of their grant(s) and on what was accomplished with the support of the grant(s). This can be submitted separately or included in their annual report. Disregarding this responsibility may result in suspension of further funding for a period of time determined by the Provost.

Faculty members should forward all reimbursement requests through department, program chairs, or the Provost and Dean of the Faculty who must sign the appropriate forms for requisition/disbursement. All receipts and purchase orders must accompany requests for payment or reimbursement.

Faculty Travel Grants

Purpose

Faculty are encouraged to attend and participate in professional meetings, conferences or comparable events. Faculty members may apply for support to attend professional meetings or for other activities directly related to professional development. The primary purpose of attendance and participation is the development of professional expertise that

will enhance the quality of the faculty member's teaching, scholarship or creative activities. Active participation in conference programs is especially encouraged. Faculty are urged to be thoughtful in planning trips and expenses.

Eligibility

Any full-time faculty member or any faculty member who has taught at Lawrence for half-time or more for at least three consecutive years is eligible to apply for funds through the Office of the Provost and Dean of the Faculty.

- The annual limit for support will be \$1,500 for domestic travel.
- The annual limit for support will be \$1,800 for overseas travel. (Where a faculty member's support includes both domestic and overseas travel, the annual limit will be prorated.)
- In extraordinary cases, such as unusual, one-time opportunities or travel to unusually expensive destinations, the limit may be raised to \$2,000 for the year.

Reimbursement is for actual expenses only. Individual receipts must accompany an Expense Report for reimbursement to be made. Please note that the Financial Services Office has established guidelines for the timely submission of reports.

Expenses NOT covered:

- Rental car (allowed if least expensive mode of transportation)
- Student travel (support may be available through other funds)
- Extraordinary expenses (valet parking, room service, limousine service, etc.)

In all cases, these grants are to be used for the purposes for which they are allocated. Changes of destination or activity should be reported well in advance to the Provost and Dean of the Faculty; if additional funding is sought to accommodate such changes, a faculty member must submit a new application, the response to which will depend on both the quality of the application and the availability of funds. Faculty members who have received a grant but find themselves unable to travel as planned should notify the Provost and Dean of the Faculty as soon as possible so that funds can be re-distributed appropriately. Non-refundable airline tickets may sometimes be exchanged for new tickets for the same individuals in cases where faculty members have changed their plans. When a fee is required to make the exchange, it is to be paid by the faculty member except in cases of illness or other emergency.

Research or Creative Activity Support Grant

Purpose

Lawrence makes available research funds to encourage the scholarly and creative endeavors of its faculty. In most instances, these funds are granted with the expectation that the project will culminate in a publication, presentation, or improved artistic performance.

Eligibility

Support will be for specific projects undertaken by full-time members of the faculty. A discussion with the Provost prior to applying is recommended. Faculty members who have non-renewable appointments of less than two years are not eligible to apply.

Evaluation of Proposals

Requests will be evaluated according to the faculty member's previous records in research and publication or performance. Preference in the awarding of grants will be given to those who are qualified and untenured and who have not received research funds in the past, or for which applications for outside funding have been denied.

Expenses covered for a maximum of \$4000/year. Exceptions may be made under unusual circumstances. Grant must be expended in the current fiscal year unless applying for multi-year grant. Expenses covered include:

- Transportation to and from destination
 - Economy airfare, university van rental, or personal vehicle mileage
 - Taxi and/or rental car allowable up to \$200
- Accommodations/short-term living expenses
 - Hotel up to \$125/day for a maximum of 14 days or; short-term living expenses for a maximum allowance of \$1700
- Student summer wages – maximum hourly wage is determined by the University policy on student wages. Total is not to exceed \$3,800/student per year. *(See section below on research assistance.)*
- Photocopying
- Small equipment, lab supplies, project software, transcripts, and other budgeted and approved research materials

Expenses NOT covered:

- Meals
- Room service
- Wages to a Lawrence employee for clerical support to assist in the production of a book, manuscript, CD, or other publishing project for a faculty member (due to conflict of interest policy).
- Computers (unless specialized computer is part of equipment package)
- Faculty salaries
- Purchase of reprints of faculty publications
- Publication of page costs, except in disciplines where no publication possibilities exist without payment of page costs
- Research or other work toward completion of a doctoral dissertation

Faculty members may apply for support for the publication of scholarly books or articles, the creation of CD's or DVD's or other materials resulting from scholarly or creative activity, if insufficient support is provided by the publisher.

- If a faculty member receives royalties for publishing a book or articles, the faculty member is expected to reimburse the Office of the Provost for publication support that has been provided. Royalties that exceed the amount of support provided may be retained by the faculty member.

Funding is disbursed during the fiscal year that the grant is approved. Multi-year grant funds are disbursed according to the projected budget summary. A multi-year project is a project that spans more than one fiscal year. The university's fiscal year begins July 1 and ends June 30. For instance, if a faculty member planned to apply for student research assistance for a project that was to begin in June and end in August, the faculty member would apply for a "multi-year" grant because during that time frame one fiscal year would close out and a new fiscal year would begin. Applicants for multi-year grants should provide a total cost of the project along with a yearly breakout of the budget requested. Applicant should not exceed each fiscal year's approved expenses. Additional funds may be available through endowed program and project funds for projects that qualify.

Research Assistance

A grant statement must be completed for each student prior to employment. Faculty members should contact the Briggs Hall Administrative Assistant with questions or for help completing the form. Grant statement forms can be found on the Provost and Dean of the Faculty home page.

At the end of the summer or academic year in which funded projects occur, grant recipients will submit to the Provost and Dean of the Faculty a full report on expenditure of their grant(s) and on what was accomplished with the support of the grant(s). This can be submitted separately or included in their annual report. Disregarding this responsibility may result in suspension of further funding for a period of time determined by the Provost.

Curricular Development Grants and Workshop Grants

Purpose

To support faculty members' planning for significant revision or innovation of a set of courses, a new curricular program, or a new course that will involve more than one faculty member. These funds are not intended to support individual course revisions or development of single courses taught by individual faculty members because these activities fall within the normal professional responsibilities of each faculty member.

Curricular Development Grants may subsidize the work of individual faculty members who will undertake new teaching assignments beyond the normal range of their curricular expertise. Curricular Development Workshop Grants, to which most of the available funds will be devoted, will have as their primary purpose support of broader curricular revision and innovation.

Examples of the projects such workshops might undertake include:

- devising curricular connections with other departments or programs
- revising the organization or array of courses in a department or program
- suggesting new components for the department's or program's curriculum
- two or more faculty members to devise proposals for team-taught or collaborative courses, within a discipline or across disciplinary lines
- groups of faculty who want to devise thematic connections for their courses across disciplinary lines, or to develop proposals to revise the University's General Education Requirements, or to develop proposals for new Interdisciplinary Areas or interdisciplinary majors.

Expenses covered for a maximum of \$2500/summer or year:

- Books and other materials
- Office supplies

- Catering
- Modest stipends for organizers and participants in workshops

Expenses NOT covered:

- These funds are not intended to support individual course revisions or development of single courses taught by individual faculty members because these activities fall within the normal professional responsibilities of each faculty member.
- Neither Curricular Development Grants nor Curricular Development Workshop Grants provide salary for faculty members.

At the end of the summer or academic year in which funded projects occur, grant recipients will submit to the Provost and Dean of the Faculty a full report on expenditure of their grant(s) and on what was accomplished with the support of the grant(s). This can be submitted separately or included in their annual report. Disregarding this responsibility may result in suspension of further funding for a period of time determined by the Provost.

Faculty Start-Up Funds (individual spending accounts)

Purpose

Start-up funds provide support for research and development activities for new faculty members. Amount of support and duration of these funds are determined at the time of initial appointment and may vary from one faculty member to the next. Each new faculty member receiving start-up funds will have their own account number set up to access these funds.

Accessing Funds

A plan for the use of your start-up funds should be discussed with the Provost prior to expenditure. These funds should be considered prior to submitting other internal grant applications. Appropriate accounting forms must be used to make a purchase or request reimbursement. See your building administrative assistants for help completing the appropriate advance/reimbursement forms. The Provost and Dean of Faculty must approve and sign for these expenses.

Expenses covered for start-up:

- Equipment
- Supplies
- Musical instruments

- Books
- Computers
- Professional memberships
- Travel to professional meetings
- Research activities

Expenses NOT recommended for start-up (*may apply for other grant funding*):

- Student research assistance
- Faculty stipends

Travel for Recruiting

On occasion, faculty members will attend a conference or other event for the purpose of recruiting candidates on behalf of the University and at the University's expense. No regular travel or per diem allowance schedule is followed in making reimbursement for these expenses. Reasonableness is expected. A convenient way to test reasonableness is to ask if the same cost would have been involved if personal funds were used.

The chair of the search committee should discuss a budgetary proposal with members of the committee. Expenses related to advertising, airfare, lodging, catering, meals and entertainment, should be estimated and submitted to the Provost and Dean of the faculty for consideration.

The Provost and Dean of the Faculty will give the search chair budgetary guidelines based on their proposal; expenditures that are likely to exceed these guidelines should be discussed with the Provost in advance.

Travel on University Business by Committee Members

For faculty members participating on ACM committees or other committees affiliated with the University, the Provost's Office supports travel to attend a committee meeting where such expenses are not covered by the ACM or other source. No regular travel or per diem allowance schedule is followed in making reimbursement for these expenses. A proposed budget should be submitted to the Provost and Dean of the Faculty, noting which expenses are covered by another source.