

## 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](http://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](mailto: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**

Faculty scholarship and creative activity, faculty development, and curricular development are supported by start-up funds for new faculty, professional development funds for endowed professorships, and internal travel and project grants from the Provost.

Equipment, supplies, books, and musical instruments purchased with university funds become the sole property of the university. Any faculty member who leaves the university

must arrange with the department chair and library director for the disposition of items purchased with university funds. Books may be given to department colleagues or to the library for its collection, and departing faculty members may be gifted books or other items deemed not of use to the university.

### ***Start-Up Funds***

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.

Start-up funds may be used for equipment, supplies, instruments, and books, as well as professional memberships, travel to professional meetings, and research activities. Start-up funds are expended for these purposes prior to other internal funding available through the Provost. Start-up funds are not used for stipends for faculty or students, although student research assistant stipends may be added to and paid through the start-up account for accounting purposes.

A plan for the use of start-up funds should be discussed with the Provost prior to expenditure. Requests for payment or reimbursement must use the standard financial forms, include original purchase orders and receipts, and be sent to the Provost's Office for approval. Building administrative assistants can help with this process.

### ***Endowed Professorships***

Endowed professorships include a set amount of professional development funds each year and a limit on the amount that can be carried from one year to the next. These funds can be used for research materials and activities, memberships in professional societies, and travel for research, curricular development, or other professional activities. Holders of endowed professorships are expected to use their professional development funds for these purposes prior to requesting internal grants from the Provost.

A plan for the use of professional development funds should be discussed with the Provost prior to expenditure. Requests for payment or reimbursement must use the standard financial forms, include original purchase orders and receipts, and be sent to the Provost's Office for approval.

### ***Internal Grants from the Provost***

The Provost has limited funds to support faculty travel to professional meetings or workshops; scholarly, creative, or curricular projects; and summer student research assistants. Faculty members are invited to apply for these grants each academic year and should submit their applications to the Provost's Office by the requested dates; requests submitted at other times will be considered based on exceptional circumstances and

available funds. To maximize the benefit of these funds, any faculty member who has external or other internal funds (start-up, endowed professorship, etc.) to support these activities is expected to use those funds in lieu of or prior to applying for an internal grant from the Provost.

Grant information and application forms are on the Faculty website, and these forms should be used for all internal grant requests. Requests for payment or reimbursement must use the standard financial forms, include original purchase orders and receipts, and be sent to the Provost's Office for approval. Building administrative assistants can help with this process.

At the end of the summer or academic year in which funded projects occur, grant recipients must submit to the Provost's Office a full report on expenditure of their grant(s) and what was accomplished. Disregarding this responsibility may result in suspension of further funding for a period of time determined by the Provost.

Information and application forms can be found at:

[www.lawrence.edu/faculty/grant\\_support/finding-a-funder/internal\\_funding](http://www.lawrence.edu/faculty/grant_support/finding-a-funder/internal_funding)

### **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.