

Business Department, Economics Department
Policies and Procedures
July 2008

For new faculty: Welcome to the Departments of Economics and Business! The following paragraphs are intended to answer a few of your questions and get you started in your transition.

For current faculty: These guidelines are intended to codify as much as possible the administrative procedures in the office and will serve as a general department reference.

Academic regalia: You will wear formal academic regalia three times annually: during opening convocation, honors convocation, and commencement. The college can provide a cap, gown, and hood if you do not have your own. Go to the Campus Events Office (FAC 114) in the Fine Arts Center for assistance. Keep the regalia in your office or at home.

Account Numbers. Most services—audio visual, transportation, physical plant, campus store, etc.—require an account number to which charges may be posted. The Economics Department account number is 1-1-01090-xxxxx and the Business Department account number is 1-1-01037-xxxxx.

The 1-1 indicates that it is a "regular" account and is included in the college's annual budget. A 2-1 is a restricted account for grants. There are others, too, but these numbers are used most often. The xxxxx digits indicate the expense category and are the same in all departments. For example, 50310 is for the campus store; 50315 is for printing services, etc. When you make a charge on campus, you will only need to provide the 1-1-01090 or 1-1-01037 because the person recording the charge will know the appropriate extension.

Advising:

Academic: Academic advising recess is a two-day period during the fall and spring semesters. Students schedule appointments with their academic advisor, assigned by the Registrars' office, to review their schedule. Freshman, sophomores, juniors, and first-term seniors must have their proposed schedule reviewed and "signed-off" by their academic advisor before they can register. Registration is handled electronically on KnightVision. First year faculty are not expected to advise, but after that will have students assigned to them by the Registrar. There is an orientation session for advisors the morning that advising begins.

Passport: Passport is academic advising and orientation for new students. Three sessions are scheduled during July and August, with a final session for transfer students scheduled in late August right before classes start. First year faculty are not expected to advise, but after that will have students assigned to them by the Registrar.

Arrival on campus for new faculty: New faculty should plan on arriving on campus in time to get settled in your office, complete final preparation for your courses, check out the classrooms, and attend the new faculty orientation meetings scheduled by the college. Please notify the department chairperson of your arrival date. You will be contacted by the department chair and/or the Provost's Office about new faculty orientation.

Book ordering. Texts, library, personal

Library: Each department has a budget for ordering books. On a regular basis we receive a selection of title cards to review and see if they should be ordered for the library collection. If you run across a title that should be ordered for the library, let the administrative assistant know the title and/or author and an order request will be completed.

Personal books: The department does not have a budget for purchasing books for your personal research or course preparation. Generally, the department will only purchase books for your class preparation if you intend to assign readings from the book.

Textbooks: If you'll teach a section of a course which uses the same textbook across sections, ask the department chair to provide you with a textbook or if a textbook is unavailable, note the title, edition, ISBN, and publisher. The administrative assistant (616-526-7191) can then assist you by contacting the publisher for a free desk copy.

If you're responsible for a single course section, contact the department chair or your faculty mentor about textbook options. After you have made your textbook selection, contact Keith Johnson (616-526-6379 or kjhnsn@calvin.edu) at the Campus Bookstore immediately so that he will have the appropriate number of textbooks available for your students, or contact the administrative assistant for assistance.

Borrowing books and reference materials. You can borrow books from the Hekman Library for six months, but you will receive reminders and an occasional scolding, if you keep them longer. You often can take reference materials out of the library, with permission, for a few hours.

Cayvan Services oversees the library's audio and audio visual collections. Course materials that student can check out can be reserved in the Cayvan Room of the library. Specify the length of time that the item(s) may be checked out by the student(s) and how long the item(s) will be available for your class.

You can also have material placed on reserve at the library. See the administrative assistant.

Copy cards for photocopying material on the library photocopiers are available by contacting the administrative assistant.

Business cards: Business cards are ordered online. Log into KnightVision, click on the Resources tab, and scroll down to the Publishing Services header. You then click on ordering business cards/stationary and follow the instructions. The first time you go to the website to order you will have to register. It takes about 24 hours for a password to be assigned to you. It is suggested you print a copy of your login and password to save for future orders.

Campus Store: Need something from the campus bookstore? If its course or department related, charge it to the department (the cashier will ask you for the account number). You will need your employee ID card. For most personal items (except candy and a few others), your Calvin employee ID card gets you a 15% discount.

Chapel: Chapel services are Monday through Friday from 10:00-10:20 a.m. during the academic year. A schedule of topics is posted on the Chapel website. Faculty members are asked to refrain from scheduling activities during the Chapel period to allow students to attend.

Class policies: The best source for class policies, which include faculty and student attendance, grading, exams, scheduling, and more, is the Instructional and Related Policies section of the *Handbook for Teaching Faculty* accessed on the Provost's Office website under Handbook on the sidebar. (http://www.calvin.edu/admin/provost/fac_hb)

Classroom doors: Classroom doors are generally locked at night and unlocked each morning by the custodial staff. Your department master key will unlock all classroom doors, including the Computer Lab (NH 180).

Classroom locations: Most Econ-Bus classes are in North Hall. To learn the location of your classes and labs, go to KnightVision, click on the KV courses tab, and choose the appropriate course. You can also go to My Resources, and choose Course Enrollment.

Classrooms: All classrooms usually assigned to the department are equipped with a computer, projector, DVD and VHS player, and an overhead transparency projector. If you need assistance in operating any of this equipment, contact the administrative assistant, or call the Help Desk at 68555.

Coffee: Coffee and tea are available in the department office. Cost is .20 for each cup of coffee and .10 per cup of tea. A chart is posted near the coffee machine for you to mark what you take and you will be billed each month.

The Fish House, located adjacent to Johnny's, has a nice selection of specialty coffees, fair-trade coffee, lattes, cappuccinos, and other items.

College credit card: This credit card is for department business only. Each faculty member may request a personalized corporate credit card issued by American Express. If you will be traveling overseas to places where American Express is not accepted, you may order a personalized MasterCard. Contact the administrative assistant for the credit card request form.

Committee appointments, College and Department:

Computer and Telephone accounts: As soon as possible after your appointment has been approved, but before your arrival on campus, the department will request new account set-ups. IT will assign you an e-mail address, log-in and temporary password. You can reset the password at any time. The log-in and password will give you access to the college network server through most computers on campus.

Computer and Telephone: Both your computer and telephone will be located in your office. Unless other arrangements have been made, the computer will be a standard-issue desktop (you need to specifically request and justify a laptop during the annual budget process). Most faculty members use a PC, but you may request a Mac if you wish. Calvin uses the Microsoft Office suite of programs: Word, Excel, PowerPoint, Access, Publisher, etc. If you require specialized software or hardware, please consult with the department chair and assistant. Except in unusual circumstances, such requests are considered only during the

annual IT budget process. The department printer is located in the department office. A personal printer for your office is not provided by the college.

Telephone bills for your office number will be sent to you by e-mail each month so that you can peruse the bill for reasonable accuracy (a call to Europe, in one instance, did not hang up properly, resulting in charges for a call of several hours). Ask the administrative assistant how to reimburse the department for personal long distance calls.

Computer grading: You can use Scantron answer sheets for computer grading of tests. These answer sheets are located in the office. To have them graded, give them to the administrative assistant with the proper answer key and appropriate cover sheet. Or you can take them to IT to have the tests graded by IT staff.

Convocation: All faculty members are expected to attend opening convocation in full academic regalia on the first day of fall classes. There is a revised class schedule for that day which can be found on the Calvin homepage under Calendars and then choose Academic Calendars on the sidebar. If you need academic regalia, the OCCE has loaners. The opening convocation for the spring semester is a less formal affair, but there is an adjusted class schedule that day.

Copy center: See *Printing Services*.

Copying: A new multi-function photocopy machine is located in the department office. It will print and copy in color and black and white, scan, and fax. Instructions for basic operations are posted on the wall by the machine. It is still more cost effective to use the College's printing services for most jobs, especially large printing jobs like tests, syllabi, course packs or articles. Your computer will be configured to allow you to send copying to Printing Services for large jobs.

Department meetings: Department meetings are usually scheduled on Mondays from 3:30-5:00 p.m. in NH160 (Business) or NH 163 (Economics) during the academic year. Department meetings may consist of a full department meeting, department seminars and colloquia, and committee meetings. A schedule of meetings is prepared and distributed by the chair at the beginning of the academic year. The department chair will confirm the dates and times of the meetings in advance.

Dining on-campus: A faculty/staff dining room with a flat-rate salad bar and selection of entrees is located on the second floor of the Commons Annex. It is open Monday through Friday from 11:30 a.m. - 1:30 p.m. Prices are inexpensive--this facility is a real perk. It's also a great place to mingle with your colleagues.

Located on the main floor of the Commons, Johnny's is a coffee shop with an array of hot foods, prepared salads, chips, ice cream, beverages, etc. It is frequented by students and is open much of the day and into the evening.

The Spoelhof Café (Spoelhof Center first floor) has a salad bar (you pay by the ounce) and also has a hot lunch special every day and an assortment of sandwiches. It is smaller than Johnny's with fewer selections.

You can use your Calvin ID as a debit card at most eateries on campus. You can pre-pay a minimum of \$25 to set up an account. Or just have your card swiped and you will be billed for the amount.

Meal tickets for lunch meetings with students and/or visiting guests are available from the administrative assistant, by request.

The department maintains a refrigerator and microwave.

The Student Activities Office sponsors a "Take a Prof to Lunch" program where students can get a free lunch for themselves and a free lunch for you. The student picks up the tickets in the Student Activities Office (available until the program money runs out).

Ecosystem Preserve and Interpretive Center. There is an ecosystem preserve on campus with a well-maintained trail system as well as an interpretive center. The preserve is located east of the East Beltline and north of the DeVos Communication Center and Prince Conference Center. The trails are open until dusk nearly everyday; there is a website for the center hours, programs, and other information (<http://www.calvin.edu/academic/bunker/>).

Emergency: In an emergency, call the Campus Safety emergency extension (x3-3333); Campus Safety will call for the appropriate assistance. You can also call 911, and Campus Safety will automatically be notified.

Emergency Response Team and emergency procedures: The College is developing and refining its Emergency Response Plan. When fully implemented, the plan will have policies and procedures for dealing with emergency situations, including building evacuation, building lock-down, weather emergency and more. All faculty members need to be familiar with their responsibilities during an emergency situation. For more information on the emergency response plan, see the Campus Safety webpage or talk to your department's emergency response liaison.

Employee ID card: The Student Life office in Spoelhof Center (SC364) will issue your photo ID card. You must have your employee ID number to do this. This card serves as your after-hours access card, your access card to the computer lab, and your library card. You can also have a debit account set up to allow you to use the card for food in the Staff Dining Room, Johnnie's, and the Spoelhof Café.

Employee ID number: Once your appointment has been confirmed, the Human Resources department will assign you an employee identification number. You will need this number to complete some of the new faculty administrative procedures, so you may want to carry it with you for a while.

Exercise Facilities. During construction of the new athletic facilities, please check the HPERDS (Health, Physical Education, Recreation and Dance department) website for current information on availability of facilities.

Events on campus: Want to know what's happening around campus? Need a fun activity for the weekend? Check out the Calendars page accessed from the Calvin homepage. To obtain tickets to most events on campus, go to the Office of Conferences and Campus Events on the main floor of the Fine Arts Center (FAC 114). For many events, faculty and staff are offered a free ticket or discount, so show your Calvin ID. Most athletic events don't require tickets.

The Student Activities Office also maintains a calendar of events specifically oriented toward student interests.

Faculty mentor for new faculty: A faculty mentor from your department is assigned by the department chair to each new faculty member for approximately a two-year period. The mentor is your primary contact during the pre-arrival period. The department suggests that the mentor and new faculty member meet weekly during the first year.

Faculty mentors: Calvin's dean for instruction will provide some suggestions for discussion topics and some goals. Feel free to add your own agenda, questions, or comments.

Fall Conference: The first scheduled event for ALL faculty members is the Fall Conference for Faculty and Staff, held about a week or so before classes begin. For the specific date (and all official academic dates), go to the Calvin homepage under Calendars and then choose the Academic Calendars on the sidebar. A detailed program is distributed by the Provost's Office.

Fax Machine: A fax machine (616-526-8410) is located in the department office. Faxes that arrive for you will be placed in your mailbox.

Final exam schedule: You must administer a final exam in each course. A campus-wide schedule appears on the Registrar's Office website under Exam Schedule on the sidebar. You need to observe this schedule.

First Aid: There are first-aid items in a drawer and in the wall kit in the department office. Some items available are band-aids, antiseptic wipes, antibiotic ointment, burn gel, ibuprofen, buffered aspirin, non-aspirin pain reliever, etc.

Fridays at Calvin. "Fridays" is a highly successful program that brings high school students to campus on various Fridays during the academic year. The students tour campus, visit classes, and are hosted at a lunch. Faculty members are invited to meet with students at the free lunch. The department coordinator for Fridays at Calvin will post a sign-up sheet at the beginning of the fall semester. You are encouraged to participate.

Gifts:

for department members:

for guest speakers:

Help with IT matters: Need help with your computer or phone? Call the Help Desk (68555) or send an email to HelpDesk@calvin.edu. There are also two Calvin websites that will help you with IT matters: <http://www.calvin.edu/it/facultychecklist.htm> and <http://www.calvin.edu/it/services/accounts/newcomer.htm>.

Honoraria:

Honors program:

Intercampus mail: To send items through intercampus mail, use the ICM mail envelopes located in the left drawer under the mailboxes. Mark the name of the recipient and his/her

department on the last unused line. Please the envelope in the outgoing mail tray labeled ICM for pick-up.

Interim classes and expenses: Interim class expenses are part of the department's funds. There is no funding from the Interim committee for such expenses. Interim expenses are covered either by department funds or from fees collected from students.

Key: Upon request from the administrative assistant, Campus Safety will issue you a department master key. This key will open all doors in the department, including all offices. You will be held accountable for the key.

KnightVision: This is a Blackboard system for posting online course information, course documents, grades, messages, PowerPoint presentations, and for sending email to all students in a course. You can save your course documents for reuse to a "permanent" space at the end of each term. Otherwise the documents disappear two weeks or so after the end of the term. If you have questions about KnightVision, contact Rob Bobeldyk in IT (66837 or rbobeldy@calvin.edu). You may be able to answer your own questions by visiting IT's FAQs for New Faculty and Staff at <http://www.calvin.edu/it/services/accounts/newcomer.htm>. Note: Be aware that some students don't use KnightVision as much as one might hope! If you plan to use it as an educational tool for your classes, you should make sure students know that!

You access KnightVision using your login and a password. The password will be different from your Novell password.

Mail services: The main Mail Services office is located in a building near the Lake Drive campus entrance, along with Campus Safety and Printing Services. There is also a mail services walk-up window in the Campus Store. Mail is delivered to the department office three times a day during the academic year and placed in your mailbox. Packages will be placed on the table or carried to your office. Outgoing business-related mail can be placed in the tray marked "Unstamped mail" by the mailboxes. The department will be charged for the postage by Mail Services. Addressed packages may be placed on the counter, and the mail carrier will mail the packages for you. If you are not sure about shipping your package, the Mail Services walk-up window located in the Campus Store can assist you. Both Mail Services sell postage stamps and other mailing supplies. There is also a supply of regular postage stamps in the department office for you to purchase.

Maintenance or repairs: If you notice anything in your office, in the hallway or classroom that requires repair, speak to the administrative assistant or request the repair by completing an on-line request form on the Physical Plant website: <http://www.calvin.edu/admin/physicalplant>.

If you wish to redesign or paint your office, purchase new office furniture, etc., please speak to the department chair about submitting such a request. Such requests are processed through the Physical Plant to ensure adequate funding is available.

Mileage reimbursement: The Travel Expense Report form is used to submit a request for reimbursement when using your private vehicle for official travel. See the College's travel guidelines at <http://www.calvin.edu/admin/fsrv/faculty&staff/travel/> for more information about travel expenses.

Network access: Department faculty and staff are connected to a network identified as Legacy. It will permit access to a personal area accessible only by you (the F drive), a common area for the department (the G drive), and a common area for college faculty (the M drive). The drives are backed up every 24 hours. If you use the C drive on your computer, periodically transfer files to the F drive for backup. Note that the C drive on your computer is accessible to anyone who turns on the machine (no password is needed). Only your F drive is secure.

New faculty orientation: All new faculty members are expected to attend the new faculty orientation sessions held at the end of August right before classes start. You will learn more about Calvin College, complete required forms, and meet the other new faculty.

Office: An office in the department area will be assigned to you. The department chair will inform you of your office number and when it will be available to you. The department office is North Hall 167. The department phone number is 616.526.7191(Econ) and 526.7192 (Bus).

Office cleaning: Custodians do not enter private offices for cleaning, unless a work order for a one-time cleaning is entered. To have your trash and recycle bins emptied, you should place them outside your office overnight. Cleaning supplies are also available for you to clean the desktops in your office. The department also has a vacuum cleaner.

Office supplies: Some office supplies are located in the department office; available supplies include pens, pencils, paper clips, binder clips, file folders, paper, notepads, highlighters, dry erase markers, flip chart paper, department letterhead and envelopes, etc. If other supplies are needed, ask the administrative assistant to order the supplies for you.

Organizational membership:

Overhead projector sheets: The department photocopier is equipped to make transparencies. Transparencies are located on a shelf under the printer.

Parking permit: You need to fill out a request form at the Campus Safety Office to get a faculty parking permit. You will be issued a parking sticker for your windshield. Parking is free, and you can park in any lot on campus.

Personal illness or emergency: If you are ill, have a family emergency, are snowed in, or experience any other situation which causes you to miss a class on short notice, contact the administrative assistant (526.7191) or department chair. Using KnightVision, you can e-mail your students from your home computer.

Personal mail: Personal mail with postage can be placed in the tray marked "Stamped mail." The administrative assistant has stamps available for you to purchase for personal mailings. To get stamps for a large mailing, you may purchase stamps at Mail Services. You may also go to Mail Services directly for help with any personal mailing needs. The Mail Services walk-up window is open from 8:00 to 4:30 during the academic year and 8:00 to 4:00 during the summer.

Personal website: To create a personal website, ask IT to install Dreamweaver MX on your computer, and ask for them to activate your server space. Instructions for how to post to the server are online on the IT site.

Petty cash: The department maintains a petty cash fund. All coffee and stamp money goes in the petty cash kitty and the funds are available to purchase more stamps for the department, incidental office supplies, and sometimes food for special events. The funds are also available to lend you if you need cash for lunch.

Photo ID card: See *Employee ID card*.

Posters: Occasionally, it's nice to create a poster to advertise an interim course of guest speaker. Publishing Services can help design and print a professional poster. You may email requests for graphics to Publishing Services (graphics@calvin.edu) using the online job request form. Supply the department account number, so our department is properly charged. Allow at least two weeks for Publishing Services to design and print your poster.

The administrative assistant can assist in the design and printing of simpler posters in 11 x 17 and 8½ x 11 size. Please allow at least two days to get posters printed and stamped.

All posters displayed on campus must be stamped at the Student Activities Office (Commons annex). There is a minimum of a twenty-four-hour turnaround for this authorization stamp. Please see the administrative assistant for more information.

Printing services: Printing Services provides high speed, high volume copying as well as binding and collating services. Documents printed at Printing Services are less costly to the department than documents done on the department photocopy machine. Send your document as an attachment to printingservices@calvin.edu. In the message of your email, include the number of copies you need, whether your document should be one-sided or two-sided, collated, stapled, spiral bound, printed on white or colored paper (which color), and the paper size. Request that your order be delivered to EconBus, and include the account number with your order: 1-1-01090-50315 (Econ) or 1-1-01037-50315 (Bus).

You may also fill out a Printing Services Job Ticket form (located on the administrative assistant's desk), and attach the ticket to the document you want to have copied. The Printing Service Job Ticket form and document may be hand carried to Printing Services or sent through ICM. Printing Services will return your completed work order to you through intercampus mail (ICM), or you may pick it up at Printing Services.

Turn-around time for Printing Services is about 24 hours, except during peak times the week before classes start. So plan ahead for syllabi, course packs, etc.

Purchases: There are several ways you can purchase items or services for official use.

1. Use personal funds, then submit a request for reimbursement. Receipts must be included.
2. Use your Calvin College credit card. Receipts must be attached to reconcile the credit card statement.
3. Submit an invoice and a check request for the vendor.

Renting a vehicle: The College has a limited number of vans and cars available for official use. Use the online request form on the Physical Plant webpage to request a reservation.

Room reservations: Need to reserve a room for a special purpose, e.g., an afternoon review session or a conference? Use the online service from OCCE to check room availability and make reservation requests. You can do this from the Office of Conferences and Campus Events website (<http://www.calvin.edu/admin/occe/>).

Scanner: The administrative assistant has a scanner. If you need a document or photo scanned for your class, ask the assistant to scan it for you.

Security PIN and after-hours access: The department chairperson will notify Campus Safety that you are a Calvin employee and are authorized for after-hours access. Campus Safety will assign you a security access PIN. When you attempt to enter North Hall after hours, go to the doors facing the Commons, slide your employee ID card through the card reader, and enter your security PIN. The light on the card reader should change to green and you will hear the exterior door lock click. The building is generally locked from 11:00PM to 7:00AM, Monday through Saturday and all day on Sunday.

Student rosters: A list of the students in your classes is available on KnightVision under the KV courses tab. You can also print student photos for those in your classes. This is a great way to get to know your students by name. Log onto KnightVision; then go to My Resources. Select Class Pictures. You may print them to the department printer or to the Science Division color printer.

Students who need assistance: Student Academic Services (SAS) arranges assistance for students with special needs. Such assistance may take the form of "quiet rooms" for tests, a test reader, class note-takers, tutors, etc. If you have students with special needs in your class, SAS will send you a form indicating the assistance required. You will not need to provide the assistance – SAS will do that. But, the student should schedule a meeting to talk to you during the first two weeks of class. Students who require special accommodations, such as extra time for a test, are required to provide you with a signed authorization well in advance of any of said accommodations. If the student or SAS has not notified you in advance, you are not required to make special accommodations.

The department has three conference rooms which can be used to accommodate individual students or very small groups of students who require a more isolated environment for test-taking (NH163, NH164, and NH197). These rooms are not typically reserved in advance, but be aware that the rooms are well used during exam times. Please discuss any special needs with the administrative assistant in advance so you (and your student) will not be surprised when its time to take the exam.

Other students may request a tutor as your course progresses. These students will need to secure a Tutor Request form from the SAS office. The form needs your signature – be sure that the student has worked with you first, before asking for a tutor. In general, a tutor meets with the student for one hour, once weekly. Students are not charged for tutoring services.

The department hires student tutors to assist our introductory accounting and economics classes (Bus 203 and 204, Econ 221 and 222). Tutors are available at various times during each semester. Tutor hours and locations are posted in classrooms and on the tutor room doors early in the semester.

Syllabi: Course syllabi for the past several years are available in both electronic and hard copy form. Please contact the department administrative assistant to obtain copies. As you

develop your course syllabus, do your best to follow the college test schedule located on the Provost's Office website under Teaching Resources on the sidebar.

(http://www.calvin.edu/admin/provost/chairs/documents/schedule_test06.pdf)

Please provide a copy of all syllabi for each separate course each semester to the administrative assistant in either hard copy or electronic form.

Travel: The department generally allocates \$800 per faculty member to use each year for conference travel expenses. Complete the top part of the Travel Expense Report form with estimated expenses prior to travel and have it approved by the department chair. Keep receipts and reconcile the Travel Expense Report when your travel is completed. See the administrative assistant for more information. See the College's travel guidelines at <http://www.calvin.edu/admin/fsrv/faculty&staff/travel/> for more information about travel expenses.

Website: The department's electronic portal for the general public is <http://www.calvin.edu/academic/econ-bus/> (go to www.calvin.edu and choose the A-Z Index to find the department websites. Input for keeping the departments' websites current and interesting is always welcome.

Calvin Abbreviations

AV: Audio Visual

DCM: Developing the Christian Mind

ICM: Intercampus Mail

IT: Information Technology

OCCE: Office of Conferences and Campus Events

SAS: Student Academic Services