

## Notes for New Faculty Members

### First, An Introduction to Mathematics and Statistics Personnel

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### Second, Some Abbreviations

**DH:** DeVries Hall, the west node of the science building complex

**SB:** Science Building, the central node of the science complex

**NH:** North Hall, the north portion of the science complex

**SDO:** Science Division Office, located in NH156

**IT (CIT):** (Calvin) Information Technology

**ICM:** Inter-Campus Mail

## BEFORE YOU ARRIVE ON CAMPUS

### Faculty Mentors

1. *Mentor.* A faculty mentor from the department is assigned to each new faculty member for approximately a two-year period. The department chair selects the mentor after consulting with the mentor and incoming faculty member. The mentor is assigned especially to help you make a successful transition to teaching at Calvin your mentor can be helpful to you in a variety of ways. The department suggests that the mentor and new faculty meet weekly during the first year.
2. *Teaching Fellows.* The provost has appointed a team of faculty members to develop programs for faculty development with respect to teaching. You will meet this team at faculty orientation and the teaching fellows should be viewed as a resource for you throughout the year. The teaching fellow assigned to our division is Michael Stob. Since Stob is a member of our department and your chair, you might find it useful (and it is certainly appropriate) to contact one of the other teaching fellows.
3. *Mentor Training.* The mentors receive information about things that they can do to help you from the teaching fellows.
4. *Scholarship Mentoring.* Depending on your circumstances, your mentor may not be the best person in the department to advise you with respect to scholarship. The personnel committee of the department will meet with you early in the year concerning your scholarly plans but you should feel free to talk to several of your colleagues about how to carry out a scholarly career at Calvin. You should know that currently Bolt and Turner have NSF grants.

### Course Planning

5. *Teaching Colleagues.* If you are teaching a multiple section class, the other faculty members teaching the same course will be an important resource to you. While we do not designate a course leader, we do expect the team on each course to coordinate activities. This is especially important in a course that is part of a sequence such as Mathematics 161. It is also the case that most of your senior colleagues have taught almost all of the courses on the books and so you should feel comfortable asking others for advice on how to teach a given course.
6. *Course Materials.* For each course you'll teach, ask your assigned faculty mentor or others who have taught the course recently for old syllabi, handouts, tests, quizzes, and other course materials so you'll have a template for planning. Many previous offerings of courses have web pages accessible from the department web page. Some of these web pages are more extensive than others. For additional

information, each course has an expanded course description which you may obtain. Ask Sharon for these.

7. *Textbooks*. If you'll teach a section of a course which uses the same book across sections taught by different people, the department will have previously adopted a text. A desk copy is available in the department office. If a desk copy is unavailable, Sharon can request one.

If you are the only instructor teaching a given course, you will be responsible for choosing a textbook. Ask for advice from those who have previously taught the course. Sharon can help procure examination copies and she knows the procedure for ordering books.

8. *Class Policies*. The best source for these, which include faculty and student attendance, grading, exams, scheduling, etc., is the *Instructional and Related Policies* section of the *Faculty Handbook*, accessed at [http://www.calvin.edu/admin/provost/fac\\_hb/index.htm](http://www.calvin.edu/admin/provost/fac_hb/index.htm) (go to [www.calvin.edu](http://www.calvin.edu) and choose 'Departments', 'Provost's Office', and 'Faculty Handbook'). It is best if different instructors in the department have similar policies on major issues (e.g., cheating) but we have no formal department grading scales or the like. Some policies that you should think about carefully and communicate clearly to your students are policies on late homework, class attendance, and missed tests. Ask your colleagues what they do about these matters.
9. *Student Assistant or Grader*. You will have a grader for all 100- and 200-level courses. Sharon will tell you who is assigned to you and that student is expected to contact you within the first few days of classes. If you have any concerns about the grader, see Sharon or the chair. Sharon will also tell you how to approve student hours using Knightvision.
10. *Final Exam Schedule*. A campus-wide exam schedule is available through the registrar's webpage. You must give exams according to this schedule.

## Information Technology

11. *Department Computer Services*. The computer services committee of the department consists of Earl Fife and Randy Pruiem. They can help you find out how the department does things and also how to interact with IT.
12. *Office Computer and Telephone*. Both 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). Macs are the default choice in the department although you may request a PC. Someone should have already contacted you concerning this choice. Calvin uses the Microsoft Office suite of programs, Word, Excel, Powerpoint, Access, Publisher, etc. You will need to request and justify any exceptions. The best way to do that is to go through the department computer services committee. Personal printers are not provided by the college, but some faculty have purchased their own units.
13. *Network Access*. Faculty are connected to a network identified as Legacy. It will permit access to a personal area (the F drive), accessible only by you, a common area for the department (the G drive), a common area for college faculty (the M drive), etc. The drives are backed up every 24 hours. The F drive is an appropriate location for backups.  
  
You will need a Novell login ID and password that will be provided by IT (at the request of your department chair). You can re-set them online if you go to the IT website and then to the Faculty page. You can access Legacy from most computers on campus, and also via the internet.
14. *Email and Electronic Calendar*. Calvin uses Groupwise for email. Most people in the department do not use Groupwise but it has certain features that some people find useful. Make your choice in consultation with the department's computer services committee.

15. *KnightVision*. KnightVision is Calvin's implementation of the Blackboard system for posting online course information, course documents, grades, messages, Powerpoint presentations, and for sending email to all students in a course. For reuse, you can save your course documents to a "permanent" space at the end of each term. Otherwise the documents disappear two weeks or so after the end of the term. Be aware that some students don't use KnightVision as much as one might hope!
16. *Department Website*. The department's electronic portals to the outside world are <http://www.calvin.edu/academic/math/> (go to [www.calvin.edu](http://www.calvin.edu) and choose *A-Z Index* and then *Mathematics*). If you maintain a course website and follow certain naming conventions for directories, your course website will automatically be available through the department website.

### **Schedule Details**

17. *Colloquium*. A department colloquium is held every Thursday from 3:40 – 4:30 PM, in NH 276. Snack beforehand is in NH 282. All faculty members are expected to attend colloquium. Department faculty meetings are on alternate Tuesdays, 3:30 – 4:30 PM in NH 261.
18. *Chapel*. Chapel services are Monday through Friday from 10:00-10:20 am. A schedule is posted at <http://www.calvin.edu/faith/worship/chapel/>.
19. *Convocation*. The first day of class has an alternate schedule to permit a campus-wide opening convocation in the morning. For the schedule, go to [www.calvin.edu](http://www.calvin.edu); choose 'Calendars', 'Academic Calendar', and the appropriate semester. Then choose 'Modified Opening Day class schedule'.

### **Beginning of the Year Events**

20. *Orientation*. New faculty orientation is August 21--23. Details about the program should come from the Provost's Office. If you do not receive these by the end of July, you can email Stob.
21. *Fall Conference*. The first scheduled event for all faculty is the Faculty Fall Conference, on August 30. A detailed program is distributed by the Provost's Office.

## **YOUR FIRST FEW DAYS ON CAMPUS**

### **First Things**

22. *Your Office*. The Dean will assign a private office to you. Ask the department chairperson for its location. The administrative assistant will request a key for you.
23. *Photo ID Card*. The Provost's Office will notify Campus Safety that you are a Calvin employee and are supposed to have access to all the mathematics department buildings and rooms. To actually get the ID card, go to the Student Life Office in Spoelhof Center, across from the Financial Services Offices, near Human Resources. Ask your mentor to lead the way.

### **Building and Room Access and Parking**

24. *Master Key*. Campus Safety via the department administrative assistant will issue a master key for areas in North Hall used by the department.
25. *Exterior Doors*. To gain access when the building is locked (after 11:00 pm and on Sundays), use your ID card to enter via doors equipped with card readers. Certain interior rooms, e.g., labs, also have card readers.
26. *Parking Permit*. You can obtain a faculty parking permit by completing an on-line form on KnightVision. Select the "Resources" tab and look for the section titled "Resources: Faculty/Staff Campus". Find "Campus Safety" and select "Register My Car". Your permit should come to you in

the inter-campus mail (ICM). Parking is free, and you may park in any lot on campus, but you must observe all posted restrictions.

### **Department Office and Office Supplies**

27. *Department Office.* It's located in NH270. Sharon Gould is our administrative assistant. Feel free to ask her any questions concerning supplies, locations of rooms and equipment, office policies and routines.
28. *Office Supplies.* Pens and pencils, paper clips, binder clips, file folders, paper, notepads, highlighters, chalk, etc. can be found in the department office. They can also be obtained from the SDO. Department letterhead and envelopes are located in the department office.
29. *Campus store.* If you need work-related supplies that are not normally stocked in the department or division office, you can get these at the campus store and charge them to the department. However, you should notify Sharon that you are doing this so that she can track the department budget and so that she can verify that we do not stock these items. You'll need to give your name and ID number when ordering or purchasing. The campus store has the department account number: 1-1-01220-50310. For personal items, your ID gets you a 15% discount.

### **Mail, E-mail, and Faxes**

30. *Mail Delivery.* Mail is delivered to the SDO. Be sure to check the package list, which is taped to the closet door by the mail slots in that room. Cross your name off the list once you pick up the package.
31. *Inter-campus Mail.* To send something via inter-campus mail, write "ICM" where you would normally put a stamp and put the envelope in the out-going mail box on the counter in the department office. Larger documents can be sent in large envelopes stored in an "envelope drawer" in the office.
32. *Inter-campus Mail Envelopes.* When you get a manila inter-campus mail envelope you can put it back into circulation by crossing out your name and putting the envelope in the "ICM envelope drawer".
33. *Out-going Mail.* To mail something off-campus, put it in the mail basket on the counter in the department office. There is also a mail basket in the SDO which you may use. If the mail is college business, you do not need to affix a stamp (someone in the mail room will do that). Personal mail with postage may be placed in the same out-going mail baskets.
34. *Mail Services.* The main quarters for mail services is in the new Mail and Print Services Building at the north end of campus. A small branch of their services is located in the campus store. Stamps may be purchased at either location, and packages going DHL or UPS may be sent from either place. If you desire a tracking number for your package, the item to be shipped should be sent from the main building, since that location is the only one equipped to do tracking at this time.
35. *Fax Machine.* A fax machine (616.526.6501) is located in the SDO. This function is incorporated into the capabilities of the large multi-function device in the office workroom. Instructions are posted on the wall above the machine. Log your faxes in the logbook beside the machine. Faxes that you receive will be placed in your mailbox. Be sure to ask whoever is sending you the fax to indicate clearly who it is for, so the SDO staff knows where to put it.
36. *E-mail Lists.* You need to ask to be added to the e-mail lists you should be on (Calvin News, Science Division list, Mathematics list). Ask our administrative assistant for details.

## **Photocopying, Printing, and Scanning**

37. *Photocopying.* High speed multi-function machines are located in the SDO. Use them as necessary. Copies on SDO machines should be limited to ~60 or less, especially if there are several pages. The smaller machine in the workroom is capable of making color copies, but a department login is necessary. The number to enter for mathematics is 1101220. For small jobs, there is a multi-function machine located in NH 270. Photocopies made in the SDO are charged to the division budget, while copies made in the department office are charged to the department.
38. *Printing Services.* To copy large documents, send originals to Printing Services (Copy Center). Ask our administrative assistant or SDO staff for assistance. The department is charged for copies.
39. *Assistance with copying.* Sharon is willing to assist with some photocopying as she has time. The student staff in the SDO will also assist in this area. Please plan ahead to avoid last minute requests. Sharon can explain the procedure.
40. *Printers.* The network laser b/w printer most commonly used by the mathematics faculty is located in the department office (NH 270). There also is a multi-function device located in that office. The printer names for those machines and those you may wish to use in the SDO are listed here:
  - a. Department office printer: MATHCS
  - b. Department office multi-function device: MATHCS\_MFD
  - c. SDO color printer for color transparencies: SDO\_COLOR
  - d. SDO color printer for best paper copies, not transparencies: SDO\_COLOR2
  - e. SDO faster multi-function device for larger printer/copy jobs of 20 – 60 copies (b/w): SDO\_MFD
  - f. SDO bw/color multi-function device, also does transparencies: SDOCOLOR\_MFDInstalling *a.* and *b.* will be sufficient to start.
41. *Scanners.* There is a scanner in the SDO workroom and one in the department office. Scanned images can be sent to your computer via the campus network.

## **Classrooms, Laboratories, and Course Rosters**

42. *Room Locations.* Most lecture rooms that department uses are on the second floor of the North Hall. The Mac laboratory is located in the basement of North Hall. You may reserve the Mac lab for a meeting of your course. Ask Sharon how to do this. To learn the location of your classes, go to KnightVision and choose the appropriate course. You can also go to “My Resources” and choose “Course Enrollment”.
43. *Smart Classrooms.* All classrooms are “smart”, meaning that they’re equipped with a ceiling-mounted projector, a computer, CD player, DVD player, and VCR. Operator instructions are located at the instructor’s table. Ask the department’s computer services committee (or any other department member) for help in using the technology in each room.
44. *Class Roster.* Log onto KnightVision; then go to “My Resources”. Select “Official Course Roster”.
45. *Photo Roster of Your Students.* You can print the images of the students 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”. For color images, print them to the SDO Color Printer.

## **Faculty/Staff Lounge, Coffee, Faculty Dining Room**

46. *Lounge.* A faculty/staff lounge is located in NH252. It tends to be populated at 8:00 am, at 10:00 am, and at 3:00 pm. Coffee is available for \$7.00 per month or \$.25 per cup. Much of the college's important business is conducted in that room.
47. *Socializing.* Other important business is conducted in hallways or in faculty offices. Informal, impromptu conversations are encouraged. The SDO offers lemon drops and socializing with other faculty when picking up mail.
48. *Dining Room.* A faculty/staff dining room with a flat-rate salad bar and a nice selection of entrees is located on the second floor of the Commons Annex. It's open from about 11:30 am – 1:30 pm. Prices are inexpensive – this facility is a real perk. What remains of the college's business is transacted there.
49. *Johnny's Coffee Shop.* Located on the main floor of the Commons, Johnny's is a coffee shop with an extensive 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.
50. *Spoelhof Coffee Shop.* The Spoelhof Coffee Shop has a salad bar (you pay by the ounce) and also has a hot lunch special every day and an assortment of sandwiches. It has fewer selections than Johnny's.
51. *Specialty Coffees.* The Fish House (off Johnny's Café) has a nice selection of fair-traded coffee, and, importantly, lattes, cappuccinos, etc.
52. *Debit Card.* You can use your Calvin ID as a debit card at most eateries on campus. Go to the Creative Dining Services office on the second floor of the Common's Annex to pay your money.
53. *Refrigerator for Your Lunch.* Need a refrigerator/freezer? One is located in the faculty/staff lounge. A microwave is located in the faculty/staff lounge. There are often faculty/staff who eat their lunches there. Microwaves are also available in the faculty/staff dining room and in Johnny's.

## **Other Things**

54. *Academic Regalia.* Unless you have your own, you'll need a college-issued cap, gown, and hood. Go to the Special Events Office in the Fine Arts Center for assistance. You'll wear such attire three times annually: during opening convocation, for honor's convocation, and at graduation. Keep the regalia in your office.
55. *Payroll.* To complete the necessary forms, go to Payroll (Spoelhof Center 380) in the Financial Services Office. Ask your mentor or someone in the department to show the way.
56. *Name Tag.* Ask the department administrative assistant to order the institutionally correct name tag (gold with your name and department name). Wear it to official functions. Many department faculty wear it on Friday because we have large numbers of visitors on that day.
57. *Emergency Liaison.* Most departments have two people assigned as the emergency liaison and alternate. The mathematics department and computer science department share two persons. Sharon Gould is the emergency liaison and Gary Draving (computer science tech) is the alternate. The emergency liaison is the primary communications link between Campus Safety and all building occupants within the departments regarding weather emergencies, building evacuations and other disasters. The emergency liaison is responsible for making sure that staff, faculty, students and guests have information about where the shelter area and designated gathering place are for the departments.

## ONCE CLASSES HAVE STARTED

### Students and Teaching

58. *Student Assistance.* Student Academic Services (SAS) arranges assistance for students with special needs provided they have contacted SAS or have been required to do so, perhaps as a condition of admission. Such assistance may take the form of “quiet rooms” for tests, a test reader, class note takers, tutors, etc. If you have such students in your class, SAS will send you a form indicating the assistance required. The student should schedule a meeting to talk to you during the first two weeks of class. Ask for advice from your mentor about how to implement these accommodations.

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 once weekly with the student for one hour. Students are not charged for tutor services.

59. *Overhead Projector Sheets.* One of the photocopiers in the Science Division Office (SDO) and the unit in the department office are equipped to make transparencies. The laser printer in the SDO also can print on a transparency.

60. *“Take a Prof to Lunch” Program.* Students can get a free lunch for themselves and a free lunch for you if they take you to lunch. The student picks up the tickets in the Student Activities Office.

61. *Room Reservations.* If you need to reserve a room for a special purpose (even the rooms of our department), ask Sharon to make a reservation with the Office of Conferences and Campus Events (OCCE).

### Posters and Printing Services

62. *Posters.* Audio Visual can prepare them – call Ellen Alderink or Vicki Seaburg for details. The department is charged for this service. Discuss the various options (input, size, quality, mounting, etc.) in advance with the AV folks.

63. *Printing Services.* Located in the Mail and Print Services Building, Printing Services, a misnomer for ‘Photocopy Services’, provides high-speed, high-volume copying, as well as binding and collating services. It prepares all locally published course materials, and is a wonderful source for colored paper, card stock, etc. Items to be copied can be sent electronically. Call for assistance.

### Library

64. *Ordering Books.* Each department has a budget for ordering books and a Library Liaison. The department’s library committee (Tom Scofield) is responsible for ordering books. Feel free to make suggestions to him concerning resources that the library should purchase.

65. *Copy Card.* You can use the department account to acquire a copy card for use at copy machines in the library.

66. *Borrowing.* You can borrow books for six months, but 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.

67. *Science Library.* The science journal library is in the basement of the Science Building. The library’s home page has an electronic listing of journals, as well as on-line journals.

68. *Reserve Items.* If you wish to put a book on reserve in the library, identify the item(s) to the Reserve Librarian and specify the time for which the item(s) may be borrowed.

## Finances

69. *Account Numbers.* Most services – AV, transportation, physical plant, bookstore, etc. – require an account number to which charges may be posted. Here’s a little primer on account numbers.

Our mathematics account number is 1-1-01220-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 (a grant, for example). There are others too, but you’ll use these most.

The xxxxx digits indicate the type of charge and are the same in all departments. For example, “50310” is the bookstore, “50315” is the copy center, “53100” is supplies, etc. You will rarely need the extension. When you make a charge on campus, you will only need to provide the “1-1-01220” because the person recording the charge will know the appropriate extension. Ask Sharon for advice on using these numbers.

70. *Personalized Corporate Credit Card.* For use for department business only, each faculty member may request a personalized corporate credit card (through the chair) issued by American Express. You will have to justify expenses on this card with receipts when the statement comes.
71. *Travel.* The department has a travel budget and there are adequate funds to support \$900 of travel expenses per faculty member. This is not an entitlement nor is it a firm limit. We expect in a given year that some faculty members will use less than that amount and others more. Any travel must be approved in advance by the chair and the actual expenses must again be approved after the fact by the chair. Allowable expenses include transportation, room, meals (actual cost up to certain limits), and registration. The travel policies and also the travel form are available on the financial services webpage.

## Recreation and Other Activities

72. *Exercise Facilities.* For no charge, you can obtain a locker in the gym, including a towel, lock, and laundry bag that gets you laundry service. There is a \$5 deposit. There is a racquetball court of nonstandard size in the fieldhouse, a weight room, and a pool. Tom Jager is the departmental expert on facilities and services.
73. *Campus Events.* Check out the “Calendars” page at [www.calvin.edu](http://www.calvin.edu).
74. *Ticket Office.* The Office of Conferences and Campus Events (OCCE) is located on the main floor of the Fine Arts Center. Entrance to all sports events is free and tickets are required only for the Hope and Homecoming basketball games. Tickets to opening night of Calvin Theater Company performances are free and many events have reduced prices for faculty members.

## Miscellaneous

75. *Fridays at Calvin.* “Fridays” is a highly successful program that brings high school students to campus each Friday. They may visit classes, are hosted at a lunch, tour campus, and are invited to explore Calvin. Faculty are invited to meet with students at the lunch. A sign-up sheet is distributed at the beginning of each semester. You are encouraged to participate.
76. *Emergency Help.* In an emergency, call the Campus Safety emergency extension – x3-3333 – and Campus Safety will call for the appropriate assistance. You can call 911 too and Campus Safety will automatically be notified.
77. *Personal Illness or Emergency.* If you experience an illness, family emergency, being snowed-in, etc. which causes you to miss a class on short notice, contact the administrative assistant or department chair, before the class, if possible. Guidelines for policies concerning personal injury can be found at <http://www.calvin.edu/admin/physicalplant/ehos/emergency/injuries-illnesses/>

78. *Office Cleaning.* You have to e-mail a request to Ross Hoogewerf (Science Complex building supervisor) to get your office cleaned (vacuumed, etc.). To have your trash and recycle bins emptied, you need to put them in the hall outside your office overnight. Cleaning staff do not enter private offices without permission.
79. *Maintenance or Repairs.* If you need to have something in your office repaired or modified (screws in the walls, etc.), request it by completing an on-line request form. In KnightVision, select the “Resources” tab, find “Resources: Faculty/Staff Campus”, then “Physical Plant” and finally “Service Request”.
80. It is possible to access many of the main buildings on campus without going outside. A tunnel connects Spoelhof Center from Level 0 of the Science Building. From Spoelhof you can get to the chapel and Hiemenga and the library either through another subterranean route (hard to find) or via a covered sidewalk.
81. The Ecosystem Preserve with an interpretive center and trail system is on the far side of campus (east of East Beltline and north of the DeVos Communications Center and Prince Conference Center).