Part 8: Miscellaneous Information

International Exchange Visitors
Teaching and learning are enriched by the diverse experiences and viewpoints of individuals who join the College community. Bates encourages faculty members to invite speakers, artists, and performers to the campus to participate in courses and/or to present their work to the college community and the public. These individuals are almost always compensated for their work at the College, and therefore must be eligible to work in the United States and may be required to possess a proper visa to do so.

If an individual faculty member, a committee, or a department of program wishes to invite a non-U.S. national to the campus to meet with students or faculty, give a talk or reading, present a performance, set a dance, exhibit works of art, or pursue some other activity for which the visitor will be compensated, they must confirm that the visitor has U.S. work authorization and has a proper visa to do the work requested.

To invite an international visitor to the campus, hosting faculty must contact the Office of the Dean of the Faculty immediately. The dean’s office can help assess the visitor’s visa requirements and options and describe the process for securing a visa. In most cases, the dean’s office actually files a visa petition on behalf of the international visitor, prepares paperwork, and arranges required insurance. Even in cases in which the visitor holds a B-1 visa or has a visa waiver, the dean of the faculty’s office must be contacted so that arrangements for payment can be made through the payroll or finance offices. A delay in securing the proper paperwork may result in a delay of payment.

Inviting scholars, experts, and practitioners from abroad involves considerable time and effort by the College and by the visitor. When applying for support for scholars and others from abroad, faculty members must consider the amount of time required to secure an appropriate visa, usually a J-1 visa. Ideally, three to six months are needed to secure a visa, though up to nine months may be needed to secure a visa for a scholar from a developing country or a country that the U.S. government regards with suspicion. At press time, securing visas for visitors from Cuba also requires extra time, though delays may be reduced as relations between the United States and Cuba improve in the coming months.

Airline tickets should not be purchased for the foreign visitor until his or her visa status is confirmed.

For more information on foreign visitors, please contact the dean of the faculty’s office, ext. 6065.

Jury Duty
Members of the College community are encouraged to serve, as a matter of good citizenship, when called upon for jury duty or as a court witness. General information on jury duty for employees is outlined in the Employee Handbook (Section 411).

When faculty members are called for jury duty during semesters or the Short Term in which they are teaching, their obligation to their students may be adversely affected by prolonged or unpredictable absences. Faculty members called for jury duty during regular teaching periods may have significant problems meeting their academic responsibilities, therefore they are advised to request a deferment from the court. Such a request must be made in writing to the appropriate court, and should explain that the faculty member’s teaching obligations cannot be met by a substitute. The faculty member should request a deferment of their service until the summer or the next term in which they are not teaching.

Commencement and Convocations
Faculty are expected to be present for Commencement and convocations. Dress for these and other ceremonial occasions is academic, appropriate to the highest earned degree. Faculty members actively working upon a higher degree than presently held, and who may reasonably be expected to receive this degree in a few years, will be considered appropriately dressed in bachelor’s gown without hood. Catalogs and price lists of most manufacturers of academic dress are available in the College Store. Such purchase, expected by the College, may be a tax-deductible expense. The College also lends caps and gowns (but not hoods) to faculty who need them for College ceremonies.
Bates Communications Office
The Bates Communications Office (BCO) is responsible for strengthening and protecting the Bates brand as a national leader in higher education and, specifically, in the liberal arts. BCO uses print and electronic media, as well as an active news-media relations program, to increase the college’s visibility and prestige in strategic ways telling stories about the people and the programs at Bates, highlighting faculty research, teaching and the academic program. BCO is responsible for the college’s major print and electronic communications, including bates.edu, Bates Magazine, the college’s social media presence and several regular email campaigns to alumni, parents and friends on news, athletics and events. The office provides creative leadership in external communications across a variety of constituencies, striving to attract and retain a community of students, faculty and staff of the highest caliber; and to inspire support of the Bates mission among alumni, parents and friends. BCO is available to assist faculty and staff in media and public relations, and is eager to hear stories of faculty and student achievements. In addition, BCO partners with campus colleagues on effective internal communications and maintains a style guide for print and electronic communications at bates.edu/communications/.

The College Store
Sale to students of any books or course materials is made only through the College Store. Even in cases where course syllabi and laboratory manuals are written and published within the College, if any charge to the student is involved, the transaction must be made through the College Store.

Faculty are required to submit lists of textbooks and other class materials to the course materials buyer of the College Store, who will contact faculty with requests for each term (fall, winter, and Short Term). Text deadlines and general information can be found on the College Store’s website bates.edu/bookstore/.

Academic Administrative Assistants and Project Specialist
Support services are offered to all faculty through academic administrative assistants (AAAs) and project assistants. For extra scholarship support, especially during summer months, please contact the supervisor of the AAAs in the dean of the faculty’s office.

ACADEMIC ADMINISTRATIVE ASSISTANTS (AAAs) primarily provide support to assigned departments and programs; the nature of their work varies according to the needs of those departments and programs. AAAs are located across campus in Pettengill Hall, Carnegie Science Hall, Hathorn Hall, Pettigrew Hall, Olin Arts Center, Roger Williams Hall, and Hedge Hall. They assist faculty with materials pertaining to course work. They also support departments, programs, and committees. They assist in organizing and publicizing special events sponsored by departments and programs. They oversee student workers, maintain supplies and equipment, provide word processing and database management, and conduct day-to-day operations such as photocopying, scanning, answering telephones, and filing.

PROJECT SPECIALIST, a member of the dean of the faculty’s office staff, is located in 7 Lane Hall and is available to all faculty. The project specialist coordinates faculty recruitment, supports and coordinates events for the Honors Committee and Graduate Fellowship Committee.

Office Services
Office Services is located in Room 1 of Lane Hall. Office Services provides design and layout, copying, digital printing, wide-format printing (posters), lists, and mailings services. Faculty are encouraged to consult the Office Services website for specific information on poster printing. It is most economical to use Office Services for most copying needs, particularly for printing 50 or more copies. Although convenient, distributed copiers in buildings cost up to 20% more to use, so large copying orders should be sent to Office Services. Office Services provides stamps, envelopes, paper, labels, packing materials, folding, collating, binding, stapling, and laminating. An outgoing fax machine is available for use by the Bates community. Office Services also provides U.S. mail, FedEx, UPS, and DHL services for personal and business use.
Office Services has a variety of paper for print and copy needs, including colored and recycled papers. This office also orders department stationery, envelopes, and business cards. Ordering stationery once a year is most economical; the annual order occurs in May for July delivery.

**CAMPUS POST OFFICE AND PACKAGE PICK-UP AREA**

The Post Office is located in Chase Hall near the College Store, the Campus Post Office coordinates all student mail services and the campus mail route. Mail is delivered to departments and programs once a day, Monday through Friday. Outgoing campus and U.S. mail is picked up from those locations as well. Arranging correspondence to students in the numerical order of the mailboxes greatly increases delivery speed. Because students share mailboxes, papers, examinations, or any confidential material must not be sent through campus mail. All campus mail should be properly addressed with first and last name, department and building, and return address. The package pick-up area is located on the back side of Chase Hall, adjacent to the Muskie Garden.

**Parking**

Faculty members must register their vehicles with the Security and Campus Safety Office and receive a parking permit prior to parking on campus. There is no charge for registration. Once a parking permit has been obtained and attached to the left rear passenger window of the vehicle, faculty members should park in any designated parking space allotted for faculty and staff. Failure to do so results in ticketing of the car. Parking tickets can be appealed within one week of issue. Failure to appeal within the allotted timeframe will result in automatic payroll deduction from the next scheduled payment of wages. Parking on city streets is regulated and enforced by the city of Lewiston. Some street parking restrictions are enforced by the Lewiston Police Department during the winter months. Parking tickets should be paid in full within two weeks of issuance.

**Keys**

New faculty request keys through the dean of faculty’s office. The key request is forwarded to the access control office for key pick up. Current faculty who need a key should request the key through their department or program chair. Please see bates.edu/access/ for office hours.

Faculty on leave are required to return their college keys to the access control office to be held while they are away. Faculty leaving the employment of the College are required to return all Bates keys by the termination date of the contract. In the case of unreturned keys, locks are changed and the department is charged the cost of rekeying and issuing new keys.

Lost keys must be reported to the access control office immediately. Replacement key requests are reviewed by the director of security and campus safety for approval. Rekeying charges for lost keys are charged to the department.

**Identification Cards**

All faculty are issued Bates identification cards bearing a photograph, Bates ID number, and barcode. The exterior doors of many academic and all athletic buildings are equipped with electronic access. Bates ID cards are used to access those buildings by presenting the ID card at the card reader. Bates ID cards are also used for library circulation; admission to athletic facilities, key issuance and admission to some College events.

**Event and Space Reservation Procedures**

Members of the faculty, in connection with their courses and regular advisory functions, and student groups recognized by the Bates College Student Government, are invited to make use of College facilities and service, subject to established policies. So that an orderly coordination of demand and available space or service can be maintained, an online event reservation system has been developed. Faculty are expected to follow reservation procedures whenever they need space, equipment, or services not regularly assigned to them. Classrooms are assigned by the registrar for use during class hours; classroom space is reserved at other times through the online system events.bates.edu.

Reservations for meetings and special events may be submitted by faculty members through the online reservation system, which can be found at events.bates.edu. Information on the reservation form includes a brief description of the event planned, its scheduled time, the space and/or services requested, the name of the sponsoring organization along
with the individual making the request, and the type of publicity needed, if any. Once submitted, the reservation is approved by the appropriate office, the event may be listed in the online events calendar, and the facilities, services, and/or announcements are provided as requested. For additional information and answers to frequently asked questions about the system please see the terms and conditions section of the reservation form or visit the website at bates.edu/conference/scheduling-space-on-campus/. It is important that requests for space use or service be submitted at least one week before the time of the event to insure that the various offices may be notified of their obligations. When catering is required for an event, a request should be made to the catering office at least three working days before the event to avoid a late charge (see bates.edu/dining/services/catering/ for catering information). When the service of alcoholic beverages is requested for an event in any space except Commons, the request must be made at least three weeks in advance as a state liquor license must be secured so that liquor can be served. In unusual circumstances requests may be processed more quickly, but in such cases there should be a compelling reason why the usual procedures could not be followed. Events that require publicity beyond the Bates campus rely upon the efforts of the Bates Communications Office. The Communications Office should be contacted as soon as the event is scheduled so as to enable the meeting of publication deadlines for the Monthly Calendar and semester calendar of cultural events.

The online calendar is available for consultation at all times at events.bates.edu. The system lists by location events scheduled and approved to date. This scheduling system should be checked before final planning of an event. Whenever possible, significant events should not be scheduled in conflict.

Bates College scheduling policies and guidelines are available at bates.edu/conference/scheduling-space-on-campus/.

College Emergencies Policies and Procedures
(including weather emergencies)
Revised October 2010

The president, with the Senior Emergency Response Group (SERG), which is comprised of representatives from the offices of the dean of the faculty, dean of students, vice president of finance and administration, security, communications, facility services and dining services, develops and coordinates the College’s response to emergencies. All faculty members should be familiar with the policies and procedures regarding campus emergencies, including weather emergencies, which are described in detail on the following websites:

General information: bates.edu/conference/emergency-procedures/
Weather emergencies: bates.edu/conference/emergency-procedures/
Emergency announcements: bates.edu/conference/emergency-procedures/
Fire, crimes, or vehicular accidents: bates.edu/security/emergency-information/college-emergency-procedures/

Policies for Holding Classes in Emergencies
In general, the president, with the Senior Emergency Response Group (SERG), is responsible for identifying and monitoring emergencies at the College. While emergencies can take many forms, most, in Maine, involve weather. As relevant, the SERG identifies and declares an emergency, and empowers specific individuals to establish priorities and coordinate emergency efforts, especially communication with faculty, students, and staff about closures and cancellations.

At the announcement of an emergency, the SERG determines whether College services will be open or closed. Any announcements of closures are made via several media, including Blackboard Connect, an automated phone and email notification system. The SERG may decide to close the offices of the College and/or cancel classes. When offices are closed, only “essential” personnel report for work as scheduled. Essential personnel are those whose service is critical to the operation of the College, recognizing the particular needs of a residential institution. When an emergency is declared and only essential staff employees report, the staffing is minimal in offices and services of the College.
CLASSES. If the College is in session when an emergency is declared, the operating assumption is that classes continue to be held. The announcement would be:
"Due to inclement weather, Bates College offices are closed. Only personnel designated in advance as essential should report to work. Dining Services will be available. Classes will be held unless specifically canceled by the instructor. Students should check their email and Lyceum to determine if individual classes have been canceled by the instructor."

On rare occasions, the SERG may declare an emergency so severe that classes are canceled. The announcement would be:
"Due to inclement weather, Bates College is closed. Only personnel designated in advance as essential should report to work. Dining Services will be available. Classes are canceled."

These announcements are made through a Blackboard Connect to the College community, on the website if it is operating, and on local radio and television stations.

Even if classes are not canceled, individual instructors whose travel to the campus would be hazardous, or who, for other reasons, are unable to meet their classes, may decide to cancel their classes and reschedule them at a later date. Instructors who cancel classes must, to the best of their ability, inform their students. An instructor may notify students through email class list-serves or via Lyceum, the learning management system. It should be noted, however, that Lyceum is not interfaced with the College's email system. Thus informing students via Lyceum lists requires that students log into Lyceum to check for messages. The instructor also should inform the appropriate academic administrative assistant (AAA) if that staff member is available on campus. If the AAA is unavailable and the instructor is unable to communicate with the students, the instructor should telephone Matthew R. Auer, dean of the faculty, at 786-6066.

All instructors are advised to include on their course syllabi information on how class meeting cancellations are communicated to students (e.g., via email class lists or Lyceum), with instructions for students on how to check for the information.

Instructors who cancel a class should make up the class at a later date; they should reschedule during regular academic class meeting times using the campus calendar and web request form to schedule an appropriate room and time.

DISRUPTED COMMUNICATION SYSTEMS. In the event that electricity, Web, and/or phone services are disrupted, the security office, or a designated alternate site, is the College's central communication center. An emergency telephone information number, 786-6111 is provided and published in College publications (Bates Directory and Bates Student Handbook). This number can be used to obtain current information.