Sargent College
Faculty & Staff
Handbook
AY16/17
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Welcome

Welcome to a new academic year at Boston University: Sargent College. To help you be successful, the Sargent Faculty and Staff Handbook provides guidance on the structure, policies, and practices of the College. We’ve also included information on key procedures, forms, and committees, as well as contacts and roles at Sargent’s various administrative offices.

Boston University is a large and complex institution. However, there are plenty of resources both within Sargent and the University to help you find your way. Please let us know if there is any other information that you feel would be useful to include. Feel free to ask any member of the administrative staff or colleagues to help with any issues you may have.

FAQ for new Faculty & Staff

Will there be an orientation for new faculty?
Yes, there are two: one is given by the Human Resources Department, which pertains mostly to benefits. The other is given by the Provost’s office, and pertains more to academic issues.

Will there be an orientation for new staff?
Yes, one is given by the Human Resources Department, which pertains mostly to benefits. Your individual department may provide you with an orientation, as well.

How do I find my way around BU?
Go to www.bu.edu/maps for campus maps.

How do I arrange for parking?
Faculty and staff can purchase a monthly parking pass that allows you to park behind Sargent College and in various campus garages. Contact Parking Services at www.bu.edu/parking or 617-353-2160.

Where can I find answers to Sargent College-related questions?
Visit http://www.bu.edu/sargent/info-for-faculty-and-staff/faculty-staff-administrative-guidelines/. There, you’ll find information on a variety of important topics and forms to download that will help you with everyday tasks.

Who can help me with general questions about my department?
Each department has an administrator who serves as an assistant to the chair and faculty:
Health Sciences: Diane Wadman <dwadman@bu.edu>
Occupational Therapy: Morgan Whaley <mwhaley@bu.edu>
Physical Therapy and Athletic Training: C. David Ramsey <cdramsey@bu.edu>
Speech, Language and Hearing Sciences: Ada Kwok akwok@bu.edu

For a listing of all Sargent faculty/staff, visit: http://www.bu.edu/sargent/academics/faculty/alphabetical-listing-of-all-facultystaff/
What about computer and telephone operations?

- For Sargent computer questions, go to the IT tab in the Sargent Administrative Guidelines: http://www.bu.edu/sargent/info-for-faculty-and-staff/faculty-staff-administrative-guidelines/administration-and-organization/information-technology/
- At Sargent College, the local network is called SARNET. Save everything on SARNET; it is safer there than on your desktop. There are two main divisions of SARNET: sar-netapp 1 (for users, departments, and administrative functions) and sar-netapp 2 (for research).
- The BU Link is where you will find your course information and a great many other things: http://www.bu.edu/link
- If you are a student advisor, you will need a SecurID, with a rotating security code, to access individual student information from the BU link. Speak to Sharon Sankey to obtain one.
- You will be issued a code that you can use for long distance calls on your telephone or FAX machine.
- A code for the photocopier/printer in your department will be issued by the Assistant to the Chair.

How can I get into the Sargent College building after hours?
Your ID will let you into the front or back door, but you need to be granted access. Contact the department admin who will fill out a Card Reader Authorization Form, available on the Facilities & Events link on the Sargent Administrative Guidelines website: http://www.bu.edu/sargent/info-for-faculty-and-staff/forms/card-reader-access-authorization/.

Where do I find information and support for my research?

- Visit the Research section of the Sargent Administrative Guidelines: http://www.bu.edu/sargent/info-for-faculty-and-staff/faculty-staff-administrative-guidelines/research/
- Join the Research Rendezvous: These are monthly meetings that include grant review as well as more informal time for research conversation. All faculty members are welcome to attend- whether you are a seasoned grant writer or just starting to think about a first research project.
- Assistant Dean Josh Aiello <jaiello@bu.edu> is the BU Development Office liaison for Sargent. He may be able to provide information about private foundation funding opportunities for you and would be happy to meet with you to learn about your research.

Where do I find information and support for my teaching?
To learn how to use Scantron sheets for multiple-choice testing, go to http://www.bu.edu/tech/about/.
The teaching resources section of the BU Center for Excellence and Innovation in Teaching website has helpful information on course design, writing a syllabus, using technology, etc. In addition, they hold periodic workshops on many different topics. Visit their website at http://www.bu.edu/ceit/.

How can I find out more information about BU and at Sargent College?
The BU Bulletin is available at http://www.bu.edu/academics and the Sargent College section can be found at: http://www.bu.edu/academics/sar/.
How will my performance be evaluated?

- Faculty expectations can be found in the Faculty Expectations document, which is located on SARnet (N:\Public Documents\Faculty Resources). There are separate documents for clinical and tenure-track faculty.
- The BU Faculty handbook also provides information about promotion and tenure (http://www.bu.edu/handbook).
- In the spring semester, BU will ask you to fill out an online report that summarizes your teaching, scholarly, and service activities in the past calendar year. Information will be compiled for you from information on the BU Link into a report called the FAR: Faculty Annual Report. This information helps determine merit pay increases for the upcoming academic year.
- Your department Chair will ask you to write an annual self-evaluation about progress on goals from the previous year and setting goals for the coming year.
- Every spring BU will also ask you what types of activities you are doing in addition to your required activities at BU. This is called the External Activity Report [EAR]; it’s available on the faculty Link. (www.bu.edu/link). The University’s External Compensated Activity policy be accessed here: http://www.bu.edu/handbook/ethics/external-professional-activity/.
- Course evaluations are administered at the end of each course. You will receive copies of your evaluations as will the Senior Associate Dean and your department Chair.
- More information about the faculty merit increase process is available under the HR & Faculty Actions section of the Sargent Administrative Guidelines: http://www.bu.edu/sargent/info-for-faculty-and-staff/faculty-staff-administrative-guidelines/administration-and-organization/hrpayroll-and-faculty-actions/.
- The Associate Provost for Faculty Development website (www.bu.edu/apfd) provides many useful resources. Professor Julie Sandell is the Associate Provost for Faculty Affairs. You can arrange a meeting with her (jsandell@bu.edu) to discuss university policies around tenure etc.

How am I reimbursed for college approved expenses and/or travel?

- As a BU faculty or staff member, you have access to our Concur expense management system in BUWorks Central under the Employee Self Service tab.
- You may be issued a Concur Travel Card to make approved expense and travel purchases. Your department administrator can help you start the application process. You can also contact Hillary White (Sargent Financial Administrator) for help initiating this process.
- For more details on how to use Concur please view the following PowerPoint presentation: http://www.bu.edu/me/files/2015/08/Concur-How-To-sm.pdf and contact your department administrator for further details on proof of purchase requirements and other details on travel and expense reimbursement.

Are there other random things I might want to know about?

- You can get free tickets to the Boston Museum of Science at the Personnel Office at 25 Buick St. (2nd floor, where you got your ID). Generally they will give you 3-4 tickets once a year. At times they also have OMNI tickets available.
- You can get a discount on anything at the BU Barnes & Noble Book Store if you show your ID (including their café).
• Pay attention to emails from Boston University! There are times during the year when you will be asked to complete an online form by a certain date, such as benefits and annual reports. Please be advised that you will not generally get reminder emails.

General information about Sargent College

Information and Instructional Technology
BU Sargent College has access to BU Computer Tech Support and they provide computer software and hardware support. Contact them <sar-help@bu.edu> to set up an appointment to:

• Orient you to the BU Sargent College network and set up a network folder;
• Provide an overview of MS Office software (Word, Excel, PowerPoint). Tutorials are also offered online through Microsoft Office
• Help you with BU’s electronic courseware, Blackboard Learn: (http://www.bu.edu/tech/services/teaching/lms/blackboard/)
• Set up your email program;
• Grant you access to network printers (Canon photocopier located in each floor) and install printer drivers;
• Install any additional software (e.g. Acrobat Writer) that you may need.

Photocopier/network printers
• A Ricoh photocopier that also serves as a scanner and a network printer is located in each department. In order to print to either of these, the Assistant to the Chair will request and <sar-help@bu.edu> will grant you access and install the printer driver on your computer.
• Your access code will be assigned by the departmental Assistant to the Chair. This access code is needed for copying and printing. Please do not share your code (student employees should get their own code).
• The Assistant to the Chair can provide an overview on how to use the copier/printer.
• If you experience any problems with the copier or printer, please notify the Assistant to the Chair so a service call can be placed.

To avoid overwhelming the copier/printer and to reduce wear and tear, large photocopying and printing jobs must be sent to the FedEx Office Copy Center. Jobs for the Copy Center (115 Cummington Street, 617-358-COPY or usa5012@fedex.com) can be emailed and are generally completed by the following afternoon.

MSC Color Laserjet Printer
http://www.bu.edu/sargent/info-for-faculty-and-staff/makechnie-study-center/msc-color/
A high-volume color laser printer is available in the MSC; use is restricted to Sargent faculty and staff (because of expensive color toner). Faculty will need to install the n SAR-237-Admin-Color printer driver and instructions can be found on the MSC website at http://www.bu.edu/sargent/info-for-faculty-and-staff/makechnie-study-center/computer-tech-support/.

1. Open the Start Menu and paste this in the text box: \\ist-uprint.bu.edu and hit enter
2. When the list of printers appears, in the upper right search box, type: sar- and hit enter
3. Find the printer you want by room number and double click on it to install the driver.
Telephones/Voicemail
(617) 353-2000 http://www.bu.edu/tech/comm/phone/
Detailed instructions for telephones can be found on the Telecommunications website.

The main phone number at Boston University is 617-353-2000, or visit the BU electronic directory at http://www.bu.edu/directory/. User guides can be found at http://www.bu.edu/tech/comm/phone/linesequip/phone-model-user-guides/.

Conference Calls
http://www.bu.edu/tech/comm/conf/teleconferencing/meet-me/
You can arrange a Meet-Me conference call for as many as 25 people. Call the BU operator (353-2000) to reserve a conference-number for a specific date and time, and participants would call in to that conference-number at the designate time to be connected. Full instructions can be found on their website.

Lync

Boston University Information Technology offers real-time collaboration services, including web conferencing and online meetings, through Microsoft Lync 2013. Lync is an instant messaging program, similar to AOL Chat or Gchat, which can help facilitate communication between BU employees. Lync offers the following benefits:

- Enables you to easily set up group conversations among multiple individuals throughout the University
- Connects to your Outlook calendar – when a time is blocked on your calendar, your Lync account will automatically indicate that you are unavailable
- Supports video calls if you have a webcam and microphone attached to your computer (These items are available to borrow from the MSC.)
- Allows screen-sharing – a great way to deliver and/or collaborate on a presentation *(Please note: before sharing your screen, remember to close any FERPA or HIPAA related documents.)*
- Offers whiteboard functionality

Communications and Marketing

Sargent College has full-time personnel who develop and update our online and print communications and can advise you on PR, branding, and other marketing questions. Specific guidelines are available on SARnet: N:/Public Documents/Communications/Guidelines

Faculty are invited to suggest stories and provide news items that would be suitable for:
- Website videos, slideshows, infographics, or other media features
- BU publications such as the Research magazine, BU Today, and Bostonia (the alumni magazine), among others
- Sargent Publications for general dissemination include Inside Sargent, mini magazines, and community outreach brochure.
- Specialized documents such as the Graduate Program Viewbook, Undergraduate Majors handout, and other program specific brochures.
Facebook, Twitter, YouTube and BUniverse, LinkedIn, and Instagram
You can submit your suggestions and other news via http://www.bu.edu/sargent/sargent-stories/.

All website content is reviewed by the Communications Manager and updates, corrections, and new features are actively solicited throughout the year. Update requests can be submitted via email or by noting corrections on a hard copy and left in her mailbox (second floor copy room). If text edits are extensive (25 words or more), please submit them electronically. Depending on the extent of the updates, most changes can be completed within a day or two. If edits are more extensive, an estimated completion date will be provided.

For logo requests, please contact the Communications team. Electronic stationary and business cards are ordered through your administrative assistants (via BU Works).

- Please take a moment to familiarize yourself with BU Brand Identity Standards: http://www.bu.edu/brand/. Boston University competes with academic institutions across the nation and around the globe. Given this dynamic environment, it is increasingly important for us to express a single, compelling voice in everything we do. The totality of the logo, visuals, and words we use to describe the College and University will enable us to establish and maintain a clear, unified brand identity, both within the University community and beyond. This website provides general guidelines for the visual and verbal articulation of the Boston University brand, as well as specific directions for the application of our updated logo and related elements.

- Boston University Bulletin www.bu.edu/academics updates are coordinated through the Communications office. The Bulletin website is only updated once a year. Therefore, Program Directors will be contacted by the Communications team when it’s time to update the Bulletin. Do not send requests without being contacted. Specific corrections to course descriptions or other academic issues should be addressed to Sharon Sankey in the Academic Services Center.

Office Access (Keys and Card Readers)
- For security reasons, extra keys are monitored by the Facilities Manager. If you need an extra key to your office (for your student employee, as a replacement/spare, etc.), please use: http://www.bu.edu/sargent/info-for-faculty-and-staff/forms/facilities-request-form/
- If someone needs to get into your office while you are out, please make arrangements directly (e.g., give them a key). Staff will let a person in your office/lab with your written authorization as a one-time occurrence, but they cannot do so repeatedly.
- For rooms equipped with a card reader, please work with your department admin to submit a Card Reader Access Form. http://www.bu.edu/sargent/info-for-faculty-and-staff/forms/card-reader-access-authorization/ Michael Jennings (Sargent Facilities Manager) can also help.

Facilities Management & Planning
Roger Seale is the FM&P supervisor for Sargent College rseale@bu.edu, 617-353-0618;

The Facilities Emergency line (617-353-2105) should be used for any imminent HVAC, plumbing, electrical, elevator, critters, or lock issue first. If concerns are not dealt with in a timely manner, you
may contact Roger Seale with Michael Jennings for a resolution. Non-emergency concerns such as lightbulb changes, restroom maintenance, and non-hazardous spills should be directed to the custodial line at 617-353-2109. Roger Seale and Michael Jennings can be contacted, as above, if these problems are not dealt with in a timely manner.

FM&P is also responsible for pre- and post-event set up and cleanup for a charge. Your department administrator can help with requesting these services or requesting a quote.

Please do not leave any large trash (e.g., empty boxes) outside your office. Please put large trash next to the trash cans by the front elevator.

**Microwave/Refrigerator**

Microwaves and refrigerators are available for faculty and staff use.
- Departmental Offices: microwave and small refrigerator (for small items only).
- Faculty/Staff Lounge (SAR-204, access via card reader): full kitchen with microwave, large refrigerator, coffee maker, toaster oven, snack vending machine and water cooler.

**BU Sargent College Centers**

BU Sargent College has a number of centers that are located at 635 Commonwealth Avenue, at FitRec, and other buildings on campus. The Clinical Centers are licensed, fee-for-service facilities offering a wide range of services to BU students, faculty, staff, and the greater Boston community (see below).

**Center for Psychiatric Rehabilitation – 940 Commonwealth Ave West**

The Center for Psychiatric Rehabilitation was founded in response to the need for knowledge about the successful rehabilitation of psychiatric disabilities. The center, the first of its kind in the country, is jointly funded by the National Institute of Disability and Rehabilitation and is a World Health Organization collaborating center. The Center for Psychiatric Rehabilitation’s staff studies the effectiveness of various mental health and rehabilitation treatment methods; on the basis of this research, the center develops new psychiatric rehabilitation training programs for professionals offering mental health services.

**Center for Neurorehabilitation – Sargent College Room 660**

The Center for Neurorehabilitation includes a team of researchers and clinicians with expertise in rehabilitation and movement science. The center conducts research, clinical, and educational activities with the goal of directly improving the quality of rehabilitation provided to those with neurological disorders. The center offers physical therapy services for people with Parkinson disease and other neurological problems.

**Aphasia Resource Center – Sargent College Room 607**

The Aphasia Resource Center provides a supportive environment in which those living with aphasia, their families, and their friends can share experiences. The center offers recreational and educational resources, informs members about local and national resources, and educates the broader Boston community with information about aphasia and related disorders.
Sargent College Clinical Centers
The Sargent College clinical centers include speech-language pathology, audiology, vocational rehabilitation, physical therapy and nutrition and fitness, Comprehensive cardiovascular fitness testing is also offered through the Fitness Evaluation Center. The centers, staffed by certified clinicians, are fully equipped with evaluative and treatment equipment and individual treatment rooms. Students can develop their skills in a supervised setting, participate as Work-Study aides, and collaborate with faculty on research projects.

- BU Physical Therapy (Ryan) Center for Sports Medicine & Rehabilitation
- BU Sargent Choice Nutrition Center
- Academic Speech, Language & Hearing Center
- Center for Neurorehabilitation
- Aphasia Resource Center

BU Physical Therapy (Ryan) Center for Sports Medicine & Rehabilitation (BUPTC) – 915 Comm Ave
Since 1991, BUPTC has been the provider of choice for thousands of patients throughout the greater Boston area and has developed a reputation for clinical excellence. The center’s services combine the highest level of clinical expertise with the most advanced rehabilitation techniques. BUPTC’s program focuses on maximizing patients’ level of physical function and activity. Highly experienced physical therapists and athletic trainers provide comprehensive treatment programs customized to improve strength, endurance, and mobility.

Each treatment program begins with an extensive evaluation that allows the patient to receive a personalized treatment program. BUPTC’s therapists also develop extensive home programs that reinforce long-term strategies, allowing patients to maintain gains made at the clinic and prevent future problems.

BU Sargent Choice Nutrition Center (SCNC) – Sargent College Room 631
The SCNC is staffed by three full-time registered dietitians, graduate student employees, a rotating team of dietetic interns, and undergraduate student volunteers. The SCNC provides a variety of services to the BU community and the general public in many specialty areas, including:

- Risk-factor management (weight, cholesterol, blood pressure, diabetes)
- Eating disorders and disordered eating
- Sports nutrition

The following SCNC programs provide excellent learning opportunities for graduate nutrition students:

- Individual and group nutrition counseling
- Weight-Loss Essentials
- Sargent Choice Healthy Dining Program
- Nutrition courses for non-nutrition majors
- Healthy Dieting
- Sports Nutrition
- Vegetarian Nutrition
The Academic Speech, Language & Hearing Center provides speech and language evaluations and therapy as part of the clinical training program for students in the Department of Speech, Language & Hearing Sciences. Comprehensive evaluations and/or therapy services are provided for individuals with communication difficulties, including:

- aphasia
- articulation/phonology
- oral and written language
- organization and study skills
- stuttering

These services are provided by graduate students in the Department of Speech, Language & Hearing Sciences, closely supervised by a Boston University faculty member who is a licensed, certified speech-language pathologist.

**Sargent Administrative Personnel**

Dr. Christopher Moore is the Dean of Sargent College and his office is room 233A. He serves as the supervisor of the department chairs, associate and assistant deans. His email address is mooreca@bu.edu, and he welcomes input from faculty. His executive assistant is Katy Staley and she can be reached at 353-2705 or by email, kstaley@bu.edu.

<p>| Administrative Support for Sargent College is located on the 2nd floor: |
|-----------------------------------|-----------------|------------------|
| <strong>Contact information</strong> | <strong>Title</strong> | <strong>Responsibilities</strong> |
| Linda Martin <a href="mailto:lmartin@bu.edu">lmartin@bu.edu</a>, SAR-227 | Associate Dean | ○ finance and administrative Services |
| Deb Amori <a href="mailto:sar-help@bu.edu">sar-help@bu.edu</a>, SAR-241 | BU Information Technology | ○ computer support (software and hardware) |
| Molly McCarthy <a href="mailto:mollym@bu.edu">mollym@bu.edu</a>, SAR-219 | Sargent Personnel Manager | ○ faculty appointments ○ staff academic researcher hiring ○ benefits |
| Hillary White <a href="mailto:hillaryw@bu.edu">hillaryw@bu.edu</a>, SAR-223 | Sargent Financial Administrator | ○ all financials (dept budgets &amp; grants) ○ student payroll ○ monitor petty cash for college ○ P-Card &amp; Travel cards application and procedures |
| Lena Tamutiene <a href="mailto:ltamutie@bu.edu">ltamutie@bu.edu</a>, SAR-231 | Financial Manager | ○ fiscal management of the college (monitor budgets, analyze data and generate reports). |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Michael Jennings</td>
<td>Facilities Manager</td>
<td>- facilities maintenance, renovations, and access</td>
</tr>
<tr>
<td><a href="mailto:mjenn1ing@bu.edu">mjenn1ing@bu.edu</a>, SAR-245</td>
<td></td>
<td>- card reader</td>
</tr>
<tr>
<td>Jean Daley</td>
<td>Manager of Research Administration</td>
<td>- all aspects of the grant process (pre-application to post award)</td>
</tr>
<tr>
<td><a href="mailto:jdaley@bu.edu">jdaley@bu.edu</a>, SAR-215</td>
<td></td>
<td>- grant budget monitoring</td>
</tr>
<tr>
<td>Stephanie Rotondo</td>
<td>Sargent Webmaster &amp; Communications Manager</td>
<td>- Sargent website</td>
</tr>
<tr>
<td><a href="mailto:rotondos@bu.edu">rotondos@bu.edu</a>, SAR-229</td>
<td></td>
<td>- BU logos and branding</td>
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<tr>
<td></td>
<td></td>
<td>- marketing</td>
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<tr>
<td></td>
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<td>- publications</td>
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<tr>
<td>Yelena (Lena) Rybak</td>
<td>Senior Staff Coordinator</td>
<td>- Reconcile and monitor all research related budgets</td>
</tr>
<tr>
<td><a href="mailto:lrybak@bu.edu">lrybak@bu.edu</a>, SAR-213</td>
<td></td>
<td>- Process research related supply orders</td>
</tr>
<tr>
<td>Melanie Matthies</td>
<td>Sr. Associate Dean</td>
<td>- academic programs</td>
</tr>
<tr>
<td><a href="mailto:matthies@bu.edu">matthies@bu.edu</a>, SAR-225</td>
<td></td>
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<tr>
<td>Sharon Sankey</td>
<td>Assistant Dean, Student Services (Sargent Registrar)</td>
<td>- graduate admissions</td>
</tr>
<tr>
<td><a href="mailto:ssankey@bu.edu">ssankey@bu.edu</a>, SAR-205</td>
<td></td>
<td>- graduate student records</td>
</tr>
<tr>
<td>Janet Turner</td>
<td>Sargent Graduate Financial Aid Admin</td>
<td>- registration</td>
</tr>
<tr>
<td><a href="mailto:jmt98@bu.edu">jmt98@bu.edu</a>, SAR-217</td>
<td></td>
<td>- class scheduling &amp; instructor listings</td>
</tr>
<tr>
<td>Deborah Claar</td>
<td>ASC Academic Counselor</td>
<td>- junior/senior advisor</td>
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<tr>
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<td></td>
<td>- undergraduate transfers</td>
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<tr>
<td>Heather Nicholson</td>
<td>ASC Academic Counselor</td>
<td>- freshman/sophomore advisor</td>
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<td><a href="mailto:nichol@bu.edu">nichol@bu.edu</a>, SAR-203</td>
<td></td>
<td>- study abroad students</td>
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<tr>
<td>Katelyn Flaherty</td>
<td>ASC Staff Coordinator</td>
<td>- minors</td>
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<tr>
<td><a href="mailto:sarugrad@bu.edu">sarugrad@bu.edu</a>, SAR-207</td>
<td></td>
<td>- receptionist</td>
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<tr>
<td><a href="mailto:sargrad@bu.edu">sargrad@bu.edu</a>, 353-2713</td>
<td></td>
<td>- student records</td>
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<td>- dean’s Hosts and building tours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- room reservations</td>
</tr>
</tbody>
</table>

ACADEMIC SERVICES CENTER (ASC) in room SAR-207 serves as Sargent College’s registrar:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melanie Matthies</td>
<td>Sr. Associate Dean</td>
<td>- academic programs</td>
</tr>
<tr>
<td><a href="mailto:matthies@bu.edu">matthies@bu.edu</a>, SAR-225</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharon Sankey</td>
<td>Assistant Dean, Student Services (Sargent Registrar)</td>
<td>- graduate admissions</td>
</tr>
<tr>
<td><a href="mailto:ssankey@bu.edu">ssankey@bu.edu</a>, SAR-205</td>
<td></td>
<td>- graduate student records</td>
</tr>
<tr>
<td>Janet Turner</td>
<td>Sargent Graduate Financial Aid Admin</td>
<td>- registration</td>
</tr>
<tr>
<td><a href="mailto:jmt98@bu.edu">jmt98@bu.edu</a>, SAR-217</td>
<td></td>
<td>- class scheduling &amp; instructor listings</td>
</tr>
<tr>
<td>Deborah Claar</td>
<td>ASC Academic Counselor</td>
<td>- junior/senior advisor</td>
</tr>
<tr>
<td><a href="mailto:dsclaar@bu.edu">dsclaar@bu.edu</a>, SAR-201</td>
<td></td>
<td>- undergraduate transfers</td>
</tr>
<tr>
<td>Heather Nicholson</td>
<td>ASC Academic Counselor</td>
<td>- freshman/sophomore advisor</td>
</tr>
<tr>
<td><a href="mailto:nichol@bu.edu">nichol@bu.edu</a>, SAR-203</td>
<td></td>
<td>- study abroad students</td>
</tr>
<tr>
<td>Katelyn Flaherty</td>
<td>ASC Staff Coordinator</td>
<td>- minors</td>
</tr>
<tr>
<td><a href="mailto:sarugrad@bu.edu">sarugrad@bu.edu</a>, SAR-207</td>
<td></td>
<td>- receptionist</td>
</tr>
<tr>
<td><a href="mailto:sargrad@bu.edu">sargrad@bu.edu</a>, 353-2713</td>
<td></td>
<td>- student records</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- dean’s Hosts and building tours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- room reservations</td>
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</tbody>
</table>

DEAN’S OFFICE in room SAR233A supports Dean Christopher Moore.

Sargent Administrative Guidelines
Below is a list of areas of staff responsibility as well as detailed information about Sargent College policies and processes.

The URL includes information about:
- AED (AUTOMATED EXTERNAL DEFIBRILLATOR)
- Facilities Management
- Facilities Rate Guidelines
- Property Management
- Reservation procedures and Guidelines
- Telecommunications Policies

**Finance and Administration (Hillary White)**
- Accounts Payable
- Cashier – Petty Cash
- Payroll
- Sourcing & Procurement
- Student Payroll
- Travel Services

**Human Resources and Faculty Actions (Molly McCarthy)**
- Faculty Appointments/Reappointments
- Merit Process/Performance Reviews
- Searches
- Immigration Sponsorship
- Documents pertaining to Human Resource
- Issues pertaining to Human Resources
- Staff and Academic Researcher Hire Process

**Information Technology (Deb Amori)**
- IT Requests
- The Computer Lab
- Office Computers
- Home Computers
- Card Reader Authorization

See also [Personal Information Security](#) and [SAR Security Do’s and Don’t’s](#)

**The George Makechnie Study Center (MSC) (Elias Fraija) – Sargent College Room 237**
The MSC is a support facility that provides media production resources for students and faculty as well as a state-of-the-art computer laboratory available for student use. The MSC is most importantly a study center for the students of BU Sargent College. This benefits the students tremendously as they often work together in small group study settings. Through the production of
audiovisual and digital materials, the MSC supports and enhances teaching, learning, and research in the health and rehabilitation fields. Resources available in the center include a video-editing suite, media-viewing facilities, 11 computer workstations, 4 study rooms, 55 seats, and an additional larger seminar and group work room. Internet and power connections for laptops are available throughout the center. The MSC provides classroom media and technical support as well as instruction to the BU Sargent College community. The MSC also houses the Sargent College Writing Fellows; they are under the direction of David Sechrest who also teaches in the CAS Writing Program and they help Sargent students enrolled in HP151, 252 and 353 with written assignments.


**Record Retention**
[http://www.bu.edu/sargent/info-for-faculty-and-staff/faculty-staff-administrative-guidelines/administration-and-organization/finance/][1] includes:

- Record Retention Policy
- Record Retention Table

**Research (Jean Daley)**
[http://www.bu.edu/sargent/info-for-faculty-and-staff/faculty-staff-administrative-guidelines/administration-and-organization/research-administrationgrants/][2] includes:

- Process Grant Proposals
- Approve all grant expenses
- Monitor Grant Awards
- Liaison with OSP and PAFO
- BU IRB info

**Marketing (Stephanie Rotondo)**
[http://www.bu.edu/sargent/info-for-faculty-and-staff/faculty-staff-administrative-guidelines/administration-and-organization/marketing-communications/][3]

- Webmaster for Sargent
- Manage Social Media
- Manage Sargent Publications
- Manage Online Bulletin
- Manage Public Relations
- Contact for all BU Logos and Branding
- Events marketing

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**Sargent College Faculty Governance**

Faculty participate in the running of their programs, departments, and the College by attending faculty meetings, All-College meetings, and serving on committees. Each Sargent committee has a folder on the Sargent network (N:\Standing Committees) and the Sargent Faculty Council serves as the coordinating body.
Sargent Faculty Council
The Faculty Council has a broad charge. Their standard operating procedure notes that they “will consider individual and professional matters of interest and concern to both the faculty and the administration.” The Faculty Council includes an elected Chair, the chairs of all Standing Committees, one of the representatives to the University Faculty Council, and a representative of any Sargent departments not already represented by the previous descriptions. The Dean or his/her appointed representative shall serve ex-officio without vote. Faculty Council SOPs, minutes, calendars, and other related materials are located at: learn.bu.edu.

Committees
The following committees support the educational mission at Sargent:
- Academic Policies and Procedures (CAPP)
- Appointments, Promotion, and Tenure (CAPT)
- Faculty Support
- Graduate Education
- Professional and Clinical Education
- Undergraduate Education

Every committee has a document that outlines the standard operating procedure of the group available in the SARnet folder. Most committees include at least one representative from each department. Discussions from the committee meetings are brought back to faculty during departmental meetings for further input. Major decisions (adding or closing a degree program or significant policy matters) are brought for a vote at the All-College meetings which occur at the beginning and close of each semester.

Administrative Advisory Council (AAC)
The Administrative Advisory Council is convened by the Dean to discuss matters of interest to Sargent. Boston University policies and issues such as strategic planning are discussed as well as various Sargent College topics that cross departmental boundaries. The group generally includes department chairs, associate deans, and the chair of the Sargent Faculty Council. Program directors are included regularly in meetings. Others are invited as needed for their specific expertise on a topic under deliberation.

Faculty Availability
Faculty compensation is based on a September 1 – May 31 work period. There is an implicit assumption, however, that faculty will be fully prepared for the start of the academic year by September 1st. This necessity may entail work over the summer months to prepare for assigned courses and sometimes other responsibilities as well. Faculty are expected to adhere to the following guidelines to ensure effective communication and preparation for the academic year:
- Post a vacation email message (http://www.bu.edu/tech/comm/email/manage/vacation/) and set a voicemail announcement (617-353-9999) that provides information to the general public about availability.
- Inform the departmental office of the dates when the faculty member will not be reachable to respond to issues that may arise.
- Except during a period identified as inaccessible, check email at least weekly and respond to any priority requests from the departmental Office, Chair, or other faculty.
• Be reasonably available to meet and responsive to requests from co-instructors for planning Fall semester courses.
• These guidelines also apply during periods when the University is open although students are not on campus (i.e., intersession, spring break).

There are certain meetings/events which all faculty are required to attend. Some events are on weekends (e.g., matriculation ceremony, commencement). These include:
  • Program and Departmental faculty meetings
  • All College meetings (2x per semester)
  • Commencement

In addition, faculty may be asked to participate in or attend undergraduate and graduate open houses, matriculation and other Sargent College special events.

Teaching and Academic advising

Faculty Assignments

• Faculty teaching loads, course assignments, and other responsibilities are negotiated annually with the Chair following the Faculty Expectations guidelines for the College of Health and Rehabilitation Sciences: Sargent College.
• Reductions of load to support new or substantially increased professional, scholarly, or curriculum-related activities must be negotiated prior to accepting the assignment.
• Acceptance of students to do Independent Study or thesis is the decision of individual faculty based on their available time. These directed study activities are not necessarily calculated directly into faculty teaching loads.
• No changes to the assigned meeting times or days of courses may be made independently by a faculty member. All changes must be negotiated with the Chair and in consultation with the program director. Changes that involve multiple programs must be discussed with the AAC before implementation.
• If a faculty member must be absent from class due to off-campus professional activities, the faculty member is responsible for assuring appropriate coverage. Coverage during these absences should NOT incur expense to the Department.
• Achievement of annual goals will be an important consideration in faculty performance evaluations and recommendations for merit. These goals are proposed by the faculty member and discussed with the department chair at the annual merit review meeting.

Course policies

Class Time
In fall 2016, classes begin at the time stated in the schedule and end 10 minutes before the end-time stated in the schedule to allow students to travel to their next class. Faculty are asked to please observe this ending time consistently. In spring 2017, a new BU schedule will include 15 minutes of pass time that has been incorporated directly into the published start/stop times.

Family Educational Rights and Privacy Act (FERPA)
Faculty may not answer parent inquiries regarding a student’s academic progress or general well-being. (See further information at: http://www.bu.edu/reg/ferpa)
As of September 1, 2009, the University will not send grade reports and notices of preliminary disciplinary actions to parents or guardians. Communication with parents will be based primarily on a student’s consent and be limited to significant changes in enrollment or residential status. The
exception is in the event of an emergency that poses a threat or danger to the health and safety of the student and, if a student under the age of twenty-one, is found to have committed a serious violation of laws or rules pertaining to alcohol and controlled substances.

Helping Students in Distress
Life at Boston University can be very stressful for students as they face the challenge of a highly competitive academic environment and begin to assume adult roles and responsibilities. Many students come to college with family difficulties, financial problems, or other struggles that challenge their ability to succeed in this environment. For further information, please see http://www.bu.edu/helpinfo/.

Faculty and staff are often the first to witness early signs of distress as they are played out on campus in classrooms and residence halls. Students may initially seek assistance from faculty and staff members, particularly when they perceive you as available and willing to listen. In addition to the support you can provide, there are also professional support services available to students on campus through the Dean of Students and Behavioral Medicine. Both staffs are available to consult with you about providing a student with the help that he or she may need. Privacy laws do not preclude you from reaching out to express your concern about a student in distress.

Student Accommodations
Accommodations for students with disabilities must be approved by the Boston University Office of Disability Services. Once notified of any such accommodations, faculty are required to implement them. In addition, faculty are NOT allowed to implement any accommodations without this approval.

Course Evaluations
A departmental administrator coordinates the course evaluation process. Standard evaluation packets will be assembled for all courses. Please let him/her know if you would like to include additional subjective questions or need additional packets. The following is an updated Course Evaluation Policy that has been reviewed by the Undergraduate Education Committee and the Graduate Education Committee (Nov 2009).

Course evaluations by the students are an important source of feedback to the Departments and to individual faculty. The course evaluations are incorporated into the annual faculty performance evaluations and become part of the portfolio needed to apply for promotion and/or tenure. Please be sure you have planned the necessary time to complete course evaluations within each lecture and lab section for which you are responsible. (Note: You are more likely to get thoughtful feedback if you schedule the course evaluation at the beginning of the class session rather than at the end). The administration of course evaluations should follow the procedures specified below:

a. Course evaluations should be completed during the last two weeks of the semester.
b. The instructor should not be present in the room while students are completing the evaluations.
c. A minimum of 10 minutes should be allowed for completion of the evaluation once received by the student. Adequate time should be allotted to distribute the evaluation, especially in large classes, so that all students have the full 10 minutes to complete the forms.
d. Where applicable, departments are encouraged to add subjective questions on a written comments form to contribute to the overall evaluation process. These customized forms are
especially helpful in providing specific information about individual lab sections, discussion sections or other unique aspects of the class. Extra time should be provided for completing the additional questions.

e. A student should volunteer or be assigned to return completed evaluations to a departmental administrator.

Envelopes with enclosed materials for course evaluations are distributed to the faculty. Please use the specific envelope for each course/section. It is very important that you use the envelope that has the correct labels with the course information, i.e. Number of Students, Course # and Section, Course Name & Professor and the following materials:

1. **Specialized evaluation form for written comments** - Students should write comments directly on these forms.
2. **Sargent specific evaluation questionnaire to be used with answer/Scantron sheet** – These will also be enclosed, and students should use accompanying computer answer/Scantron sheets. Evaluation questionnaires should not be written on, and should be returned to the departmental offices to be re-used. Students can write comments on their Scantron form in the appropriate box.
3. **Computer answer/Scantron sheets** - Please remind students that they must use #2 pencils or dark pen. Students should press firmly and mark the bubbles completely for proper scanning.

If a course is being taught by more than one professor, students should complete a separate written comments form for each professor whenever possible. If this is not feasible, please be sure to note the names of all professors evaluated together on the label of your manila envelope.

- Evaluations will be scanned after the final exam period.
- The Chair and Senior Associate Dean Melanie Matthies will review all evaluation summaries, and faculty will receive individual copies.
- Faculty have agreed that the written course evaluations can be scanned and distributed in PDF format. Check with the departmental coordinator for specifics about storage of the originals.

**Final Exam Policies**

- Cumulative final exams may only be given during the University Final Exam period. [http://www.bu.edu/reg/schedules/reference/protected/exam-policy.html](http://www.bu.edu/reg/schedules/reference/protected/exam-policy.html)
- Students who must miss a Saturday final exam because of religious reasons should make arrangements to take the exam the preceding day (Friday).
- Faculty should consult with the program director and/or department chair for assistance with students who miss a final exam or any other irregularity.
- Faculty may not release final course (letter) grades directly to students. Letter grades are released only by the Registrar's Office via Student Link at [http://www.bu.edu/link/](http://www.bu.edu/link/).

**Registrar's Website**

The Registrar’s website [http://www.bu.edu/reg](http://www.bu.edu/reg) includes numerous functions of which the following are of special interest to faculty. The most important links are the Class Schedule and Official Academic Calendar.
o Class Schedule: search by number, instructor, or subject type. Courses requiring instructor's approval are "print-suppressed" and will not show on the Registrar's Class Schedule, but faculty can view them by logging-in at Faculty Link and selecting University Class Schedule. The faculty member may need to request that Sharon Sankey “open” the suppressed section in order for a student to register.

o Abbreviations and Codes: for class meeting information, credit types, instruction types, buildings names, Schools and Colleges.

o Tuition and Fees.

o Official Academic Calendar: Semester start and end dates, holidays, final exam periods, and commencement dates.

o Semester Dates: Detailed semester dates including registration, adding and dropping deadlines, and substitution days.

Blackboard Courseware
Blackboard (http://learn.bu.edu/) is a web-based course site that helps faculty build, conduct, and manage courses on the web. To modify a course-site, you must be listed as the instructor for the course or be enrolled by the instructor with an editing role. For an overview on how to use Blackboard, make an appointment with sar-help@bu.edu or attend an IT training session (for training schedule, visit http://www.bu.edu/tech/about/training/). Some useful features include:

o Announcements can be posted on the homepage.

o Course handouts (Word or PDF documents) can be organized by date or alphabetically. Copyright guidelines for posting materials can be found at http://www.bu.edu/tech/security/incidents/copyright/basics/.

o Email can be sent to the whole class or groups.

o Chat sessions can be scheduled, and there is an asynchronous discussion board.

o The online grade book can be used to post grades for assignments, tests/quizzes, and final exam. The online grade book can be exported to Excel and uploaded to Faculty Link's Grading.

BU Library
The Boston University Library has specific resources for Sargent College and Kate Silfen is our librarian. She offers informal "drop-in" hours; during the fall semester, you can find her in the Makechnie Study Center on Mondays afternoons from 1:30pm-4:30pm. She is also glad to meet with you in your office at a time that works for you.

Over the summer, the library staff moved their research & course-specific guides over to a new platform called, LibGuides. This new platform allows for more visually appealing, flexible, and more user-friendly research guides. You can see a full listing of all subject guides, course guides, and health science databases on this new portal: http://library.bu.edu/healthsciences.

Kate’s email address is ksilfen@bu.edu and her Mugar Memorial Library phone number is (617)358-3965.

Course Books and Packets
BU Barnes & Noble Bookstore
660 Beacon Street, 4th floor
Phone: (617) 236-7440
http://bu.bncollege.com/
• Course books and packets can be ordered via the web (the bookstore's website or using the Faculty Link).
• Faculty should please keep in mind that students have a limited print quota (see MyPrint at http://www.bu.edu/phpbin/myprint/help/) and try to limit the amount of printing required for their course.
• Faculty can check with the bookstore before each semester to be sure sufficient books have arrived.

Test Scanning Services
111 Cummington Street, first floor (353-2780)
http://www.bu.edu/tech/instructional-support/scanning-scoring/
• Test scanning and scoring services are provided by appointment only. A faculty or staff may drop off exams to be scored (students cannot handle scantron sheets). The base charge for
exam scoring is $5.00 per answer key and 30¢ per scantron sheet (plus $10 per download/e-mail file).

- Scantron sheets are available in the departmental office and the administrator can order more (15¢/sheet).

**General guidelines for academic advisors–Undergraduate Programs**

1) Build a cordial relationship with your advisees so that the student feels welcome to meet with you and could comfortably ask you for advice or a letter of recommendation if applicable.
2) Meet with your students each semester either individually or in small groups to prepare for course registration.
3) Be accessible and responsive to questions or requests sent to you by email by replying directly or forwarding the question to the program director or ASC as necessary.
4) Make timely referrals when additional assistance is needed. If you have questions, the ASC may be able to help or recommend when the Office of Disability Services, Educational Resource Center, Office of Financial Assistance, BU Career Services, Student Health Services, or International Programs might be best suited to address a specific query.
5) Offer advice on course selection by using the degree audit to check requirements and other resources such as social science, humanities, and general electives list.
6) Encourage students to enhance their BU experience by pursuing a minor, dual degree program, study abroad, application to the BS/MPH program, or other options.
7) Inquire about the student’s outside interests especially community service, clubs, athletics, student leadership roles. Be prepared and proactive about nominating outstanding students for BU scholarships, Scarlet Key, and/or Sargent Senior Awards.

**Guidelines for academic advisors- Graduate Programs**

1) Meet with your students each semester individually or in small groups.
2) Be responsive to questions sent to you by email by replying directly or forwarding the question to the program director, Financial Aid Office, etc. as necessary.
3) Identify needs and get them addressed. Be aware that the Academic Services Center, the Sargent Graduate Financial Aid office or other campus resources might be better able to address a query. Make timely referrals when additional assistance is needed.
4) Offer advice on course selection by using the degree audit or other system to check requirements. Where applicable, keep up with certification or other program specific paperwork.
5) Inquire regularly about the student’s interests and career goals.
6) Build a relationship with your advisees so that the student feels welcome to meet with you and could comfortably ask you for advice or a letter of recommendation.

**Guidelines for academic advisors–PhD Program**

1) Doctoral students benefit from mentoring about professional issues and networking opportunities at scientific conferences and associations as well as direct supervision in the lab or classroom setting.
2) The free flow of ideas requires an environment of trust. Intellectual property and research ethics are both complex topics that need to be discussed regularly with doctoral students.
3) Advisors should set a good example for doctoral students with respect to experimental rigor, creativity, manuscript/grant submissions, curiosity, scientific integrity, and interpersonal relationships.
4) Doctoral students require consistent, appropriate feedback on their work. Expectations need to be clear; criticism must be thorough and constructive. The student, however, should expect to adapt to the advisor’s personal style in scientific interactions.

5) Ideally the advisor has an exemplary work/life balance. Even if this is not the case, he/she should encourage the student to pursue a healthy lifestyle.

6) A timetable for doctoral degree completion should be developed collaboratively with the student and then updated regularly. Students need to have realistic goals for their work and understand that setbacks are inevitable in the research process.

Faculty and Faculty/Staff Link
The Link is available at www.bu.edu/link and has helpful information about students in your classes or your advisees.

Faculty Link: (Kerberos password protected)
- Class Lists
  - manage class | display matrix | view dropped
  - send email | download list | view photos | download photos | download thumbnails
- Grading (at the end of each course)
- Advisee List (if incorrect, let ASC know)
- Link your Homepage (need a URL)

Faculty/Staff Link (Kerberos password and SecurID required)
Get a SecureID from the ASC and help in learning how to use the Link.

Select Student
- Personal Profile: picture, email address, local address, hometown, and birthday (FERPA warning)
- Current schedule: graph is helpful
- Classes: summary of GPI by semester and GPA, be on the lookout for MG or I grades (GPA Summary and GPA estimator are here)
- Grades: choose a semester for review
- Transcript preview: official summary
- Notes: Students can see these via FERPA request but not routinely. Always keep to the facts. Record information that would be useful for others to know.
- Diploma and Graduation: Application received by Sargent and processed through Registrar
- External Credits & Test scores: review this with advisee. If course credits are missing, the transcript should be sent to the Sargent ASC. If AP credits are missing, the grade report form needs to go to the ASC. The evaluation step is critical for the credits to appear on the record.
- Degree program history: transfer status, probation, Dean’s List, advisor changes, GPA, and credits
- Degree advice report: see below
- International Verification: not relevant for US students
- Compliance: Accounts, Immunization, BU Alert (no course changes are allowed without these)
Degree Advice Reports
  o Matches student’s courses with the degree requirements
  o What-If audit (add a minor or change majors)
  o The required courses may change with the student’s BU entry date due to curricular updates.
  o Petitions for exceptions can be requested (sends email with specifics)

Select Student List by College: List by program, mass emails, GPA
Instructor’s Class List Matrix: Helpful for choosing a meeting time or other scheduling needs
Degree Audit Program Review: Current specifications for the degree audit
Other Resources and University Tools: collection of utilities

Additional advisor resources:
Advising, student policies and curriculum are complex topics. For further information, please check the following resources:
  • Policy documents N:\Public Documents\Faculty Resources\Policies
  • The BU Academic Conduct Code applies to all Sargent students and can be found at:
    http://www.bu.edu/academics/resources/academic-conduct-code. The associated forms are available at N:\Public Documents\Faculty Resources\Policies. The course instructor should document the misconduct, meet with the student and then report suspected violations of the Academic Conduct Code to the Associate Dean using the “Faculty Report of Student Academic Misconduct.” Students who sign an “Admission of Academic Misconduct” Form shall receive the grading penalty noted on the form and a letter of reprimand from the Dean’s office. If the student disputes the charge of academic misconduct or if a grading penalty is insufficient because the student is a repeat offender or because of the nature of the offense, the charges will be forwarded to Sargent CAPP.
  • The Sargent College Advising Syllabus is updated yearly and available at:

BU Global Programs

All activities involving any international issue must be coordinated through the BU Global Programs office. Information from their website is included below:
http://www.bu.edu/globalprograms/about/welcome/.

Boston University Global Programs provides leadership to increase the visibility and impact of the University’s extensive educational, research, and service program activities around the world. Global Programs works closely with academic and administrative stakeholders in the success of BU’s global strategy, including the President, University Provost, Medical Campus Provost, Deans, central administrative support offices and, of course, faculty and staff implementing BU global programs around the world. Willis Wang, the Vice President and Associate Provost for Global Programs is the senior official representing BU leadership in discussions regarding the University’s global initiatives.
Boston University Study Abroad (formerly International Programs), the International Students and Scholars Office, and the Center for English Language and Orientation Programs operate under the umbrella of the Office of Global Programs. The objectives of the Global Programs are to:

- Drive the development and implementation of Boston University’s global strategy
- Partner with faculty and deans to advance BU’s global visibility and impact
- Craft systematic and thoughtful approaches of analysis, decision-making, and operations to support the global engagement of Boston University’s -16 schools and colleges, and its centers and institutes
- Create a balance between the commitment to enable faculty entrepreneurship, and operational considerations
- Provide leadership to increase the effectiveness of the University’s global activities
- Build administrative competencies that allow faculty to pursue their interests globally more easily and more safely, while achieving the strategic objectives of the University
- Engage in detailed planning for selected high-visibility programs
- Act as a central guide to University policies and procedures governing international educational initiatives (including study abroad), the practice of global research, as well as BU global citizenship and service activities
- Develop and house the Boston University Global Operations Toolkit containing best management practices, key guidelines, policies, planning tools, and templates in one central location. Faculty who are starting to plan for a new global activity, should consult the Global Operations Toolkit on website <www.bu.edu/globalprograms>. They encourage all faculty to contact Global Programs globalops@bu.edu to think through potential issues as the planning process gets underway.

Boston University Resources for Faculty

The BU Faculty Central site is http://www.bu.edu/faculty/

Faculty Staff Assistance Office
The Faculty Staff Assistance Office is located at 270 Bay State Road, B-30 and their website is www.bu.edu/fsao. They offer confidential conversations about any distressing or challenging topic. Numerous Sargent faculty have found the FSAO to be helpful for coping with difficult situations.

Office of the Ombuds
An Ombuds is someone who investigates and helps to resolve complaints. The Office of the Ombuds www.bu.edu/ombuds/ notes that it “is an independent, impartial, informal problem-solving resource serving faculty, staff, and students. The Office maintains strict confidentiality, and provides a safe place to have off-the-record conversations on issues related to life, work, or study at Boston University.” The University Ombuds is Francine Montemurro. The office is housed at 19 Deerfield Street, Suite 203; phone number is (617) 358-5960.

Faculty Assembly/Faculty Council
The Boston University Faculty Assembly includes all faculty who are of professorial rank and have at least a quarter-time appointment. There are at least two meetings each year of the Faculty Assembly. The BU Faculty Council consists of members of the Faculty Assembly who are elected to
represent their individual school or college, either as a representative or as an alternate. Each school or college is responsible for holding its own election for representatives and alternates; Sargent has two representatives and two alternates. The Faculty Council [www.bu.edu/fafc](http://www.bu.edu/fafc) meets monthly and also sponsors committees who work on a wide variety of faculty governance issues.

The **Faculty Advisory Committee** provides confidential, neutral, and informal assistance to faculty who have concerns arising from or affecting their work at BU. The Advisory Committee is a standing committee of the Faculty Council of Boston University [www.bu.edu/fafc/](http://www.bu.edu/fafc/) and consists entirely of members of the faculty.

They listen to people, offer information about policies and procedures, help people examine options for addressing concerns, accept suggestions and data from individuals who seek a confidential means for bringing an issue to the relevant people, and work towards responsible systems of change. The Faculty Advisory Committee is strictly confidential and does not report to administration.

**Faculty Grievance Committee**

The Faculty Grievance Committee is a standing committee of the Faculty Council of Boston University and consists entirely of members of the faculty. The grievance process provides a means to resolve disputes which have not been resolved through the normal process of reasoned discussion. The grievance process is intended to define clearly the matters that are at issue; to assure the faculty member that his/her complaint or problem has been presented to and considered by appropriate University officials and bodies; and to assure the University community that decisions involving faculty members in their relationship to the University are fully considered.

Details about the grievance procedure can be found online at [http://www.bu.edu/handbook/human-resources/grievance-procedure/](http://www.bu.edu/handbook/human-resources/grievance-procedure/).

**Office of the Provost**

- Dr. Jean Morrison became BU Provost in January of 2011. The Provost’s website [www.bu.edu/provost](http://www.bu.edu/provost) has many helpful links about Boston University policies.
- Dr. Julie Sandell is the Associate Provost for Faculty Development [www.bu.edu/apfd](http://www.bu.edu/apfd) and her website has specific resources dealing with compensation, resources, promotion/tenure, and recruitment.
- The BU Faculty Handbook is available online [www.bu.edu/handbook](http://www.bu.edu/handbook).

**Employee Self Service and BUWorks**

- BUWorks is software program at Boston University with an SAP system that integrates, sourcing, payroll, and budget. IT Help Center [www.bu.edu/tech/support](http://www.bu.edu/tech/support) provides centralized technology support for BUworks Central to the Boston University community. Faculty should be aware of BUWorks, but will primarily use it for access to Employee Self Service (services listed below) and time management (approval of time off requests) for any staff or academic researcher they oversee.
• The BUWorks portal offers many options for faculty to view salary documents, modify benefit choices, get campus services or update personal information. The Human Resources website: [www.bu.edu/hr/home/online-employee-tools/](http://www.bu.edu/hr/home/online-employee-tools/) is a good place to learn more about these tools.

**BU Safety: Reporting Emergencies**

617/353-2121 or [http://www.bu.edu/police/](http://www.bu.edu/police/)

Boston University encourages the prompt and accurate reporting of all criminal incidents and safety-related emergencies on university property to the Boston University Police Department.

• Please lock all valuables at all times. Sargent College is a public place located in a busy city and is open to everyone during business hours. Unfortunately, we have had items stolen and consistent vigilance is necessary.

• Faculty are reminded to be extra alert in terms of security and report immediately anything suspicious to Campus Police (353-2121).

• Office/lab doors should be locked any time the area is empty.

• If you should work late/weekends in your office, please lock your door and use extra precautions.

**Situations that require POLICE SERVICES:**

» Call the Boston University Police: 617/353-2121.

» Tell the dispatcher the location and the nature of the emergency.

» If off-campus, call the local police (usually 911).

**Medical Emergencies:**

» Call the Boston University Police: 617/353-2121

» Tell the dispatcher the location and the nature of the emergency.

» If off-campus, call the local police (usually 911).

**Fire Safety:**

» If the fire alarm sounds, faculty should **end class immediately and escort students outside** to safety. Do not jeopardize the safety of others by being hesitant to leave.

» To report a fire, call the Boston University Police: 617/353-2121

» Give the location and the extent of the fire.

» Sound the nearest fire alarm.

» Leave the building, calmly, by following EXIT signs to fire exits. Do not use elevators.

» If off-campus, call the local fire department (or 911).

**Bomb Threats in a BU building:**

» Call the Boston University Police: 617/353-2121.

» Do not touch or move any suspicious packages or objects.

» State information as accurately as possible and, particularly, the specific location of the object.

» If you are told to leave the building, do so calmly.

**Physical Plant:**

» Snow, ice, flood, or electrical emergencies in case of flooding, electrical power disruptions, hazardous snow, or ice accumulation, call the Physical Plant Department's 24-hour emergency service line: 617/353-2105.
BU Alert (Emergency Notification System)

http://www.bu.edu/hr/bu-life/campus-emergency/bu-alert/

Boston University uses “Send Word Now”, an on-demand alert and response system. In the event of a campus emergency, Send Word Now’s technology contacts the entire campus community immediately through a variety of electronic means, including text messaging, e-mail, and voice mail. The system transmits information describing the situation and providing instructions on what to do. To ensure the effectiveness of this system, faculty should provide an updated emergency contact telephone number at http://www.bu.edu/link/ (Employee Link).