

## **V INFORMATION AND SERVICES**

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### **ACADEMIC REGALIA**

The University will provide caps and gowns for faculty members who wish to attend Convocation and do not own their own academic regalia. A nominal fee is charged for cap and gown rental for Commencement.

### **ACCIDENT REPORTING**

All accidents resulting in injury to persons or property must be reported immediately. Faculty should contact their department chair to report injuries that occur in the workplace. Departmental offices must notify Public Safety and the University Safety Manager, and file written injury/accident reports with the Office of Personnel Services. Accidents or injuries involving visitors and students should be reported to the University Safety Manager, who will file reports as required by the University's insurance carrier.

### **ACCOMMODATION PURCHASES**

Regular full-time faculty members may purchase materials similar to those used by the University from University vendors, subject to certain conditions. The Purchasing Office can provide faculty members with information to aid them to purchase certain items at significant savings.

Various local vendors have agreed to grant faculty members the same price quoted for the University. For purchases from these vendors, faculty members present a Bucknell identification card and then make their own payment arrangements with the vendor.

### **ADMINISTRATIVE SERVICES**

Administrative Services offers a variety of copying, printing, duplicating and mailing services to faculty members. These services are outlined at its website: [www.departments.bucknell.edu/admin\\_services/](http://www.departments.bucknell.edu/admin_services/)

Administrative Services provides self-service copiers at a variety of locations across the campus. The cost of all copies is charged back to individual departments. Many copiers are equipped with copy card readers, allowing cardholders to make copies nearly anywhere on campus. Copy cards can be requested through Administrative Services.

The Administrative Services copy center, located on the ground floor of Marts Hall, is available for fax service and quick turn-around copying. Many duplicating orders can be completed immediately, dependent on the current workload, but seldom will turn-around time be longer than 24 hours. Limited typing service is also available, as time permits. Orders requiring special paper, folding, or bindery operations generally require more time. Work orders for larger printing runs and campus mailings may also be submitted at the copy center window. In all instances, charges for services will be made to the faculty member's department budget. Members of the Faculty should consult with the Administrative Services and with their chairpersons about costs.

Bucknell is under no obligation to offer services for the printing or reproduction of items that bear no appropriate relationship to the programs of the institution. It is assumed that members of the Faculty or professional staff will not (1) submit for printing, publication, or reproduction material which lacks

educational, aesthetic, or social value, or (2) request the publication of material which might involve the University in libel. It will be the responsibility of the faculty member who requests items to be reproduced to insure that such reproduction conforms to all provisions of the copyright laws.

## **BILLING ACCOUNTS**

Charges made at the Bookstore, Dining Services, and other areas of campus are billed to the faculty member each month. All balances are due upon receipt of the billing statement and should be forwarded to the Cashier. A one percent (1.0%) finance charge is assessed each month on all past due balances. A past due balance may result in the temporary suspension of University charge privileges.

## **BUCKNELL UNIVERSITY BOOKSTORE**

The Bookstore procures and sells books and materials required and recommended for courses. Faculty members have a responsibility to provide prompt, accurate information in writing to assure that adequate stocks of required materials will be available for all courses each semester. Requisition forms for course books and other instructional materials are distributed to faculty members several months before the opening of each semester.

Faculty interest in and appraisal of selections for the general book department are important contributions to the range and quality of titles available.

**DISCOUNTS** – Regular full-time members of the Faculty receive a discount on personal purchases made at the Bucknell University Bookstore, if those charges are paid in full prior to the end of the next billing period. A Bucknell ID card must be presented for all discounted purchases.

## **BUDGETS AND SPENDING GUIDELINES**

### **1. Department Budgets**

Most department budgets include categories for the following types of operating expenditures: secretarial and other wages, student wages, equipment and equipment repair, supplies, postage, printing, professional dues, travel, duplicating, telephone, rental costs, and miscellaneous expense. The chairperson of each department is responsible for submitting the budget proposal for these items each year. Requests for renovations, changes, or additions in physical facilities or for special capital expenditures should be submitted to the Vice President for Finance and Administration in accordance with the budget schedule.

### **2. Spending Guidelines**

#### **a. Entertainment**

Expenditures for entertainment or for meals taken during departmental or committee meetings are not a part of regular department or committee budgets. Reimbursement for such activities is available only upon special authorization.

#### **b. Travel**

Departmental budgets contain a modest appropriation for each faculty member to be used for defraying travel costs associated with professional activities. The current statement on travel, issued annually at the beginning of the academic year by the Provost, is available at [www.departments.bucknell.edu/dean\\_arts\\_sci/travel-guidelines.html](http://www.departments.bucknell.edu/dean_arts_sci/travel-guidelines.html).

#### **c. Telephone**

Telephone service including toll calling is provided to faculty and administrative offices for business use. Toll calls placed over the system will be reported to the department by monthly statement and the cost of

those calls will be charged to the department budget. Personal toll calls may be placed over the system and charged to a personal accommodation account. Instructions for placing such calls is available from the department secretary, the telephone office, or on the inside back cover of the campus directory.

**d. Student Assistants**

Notice of employment opportunities for students should be filed with the Office of Financial Aid, which maintains a list of prospective student employees. Student employees must register with the Payroll Office.

**e. Purchases of Supplies, Materials, and Equipment**

All purchases made with University funds or with funds received by the University for special projects will be made through the Office of Procurement Services. Exceptions to this policy apply only for items purchased at the Bookstore, travel expenditures, and standing orders previously approved by the Office of Procurement Services. More information about purchasing supplies, materials and equipment is available at [www.departments.edu/purchasing](http://www.departments.edu/purchasing).

**f. Professional Dues**

In general, the University will pay for university or institutional membership in professional organizations. It does not pay for individual membership in such organizations.

**g. Moving Allowances**

New faculty members will receive reimbursement for moving expenses up to an agreed maximum upon presentation of receipts. Moving allowances are specified in new faculty contracts. Receipts for moving expenses must be submitted to the Office of the Provost for processing.

**h. Special Budgets**

Special budgets for speakers, entertainment, travel, and experimental course development are administered separately by the University Lecture Committee, the Deans, the Provost, and the President. Requests for such funds should be made directly to these offices.

**CHILDCARE**

Among the childcare options available in the Lewisburg area is the Sunflower Childcare Center, an independent facility located on the Bucknell campus. Sunflower offers year-round childcare for infants and children in the area. Bucknell staff is given priority when childcare openings arise. Staff members are encouraged to contact the Center well in advance of an anticipated need.

**CREDIT UNION**

The Service 1<sup>st</sup> Federal Credit Union provides financial services to its members, who include Bucknell faculty members and members of their immediate families. Savings and loan programs are available and payroll deductions can be arranged by the Credit Union.

**CULTURAL AND RECREATIONAL OPPORTUNITIES**

Cultural events throughout the academic year are open to all members of the University staff and their families. Many recitals, concerts, lectures, and public meetings are open to all without charge. The policy for free or reduced-price tickets for the Performing Arts Series is publicized at the beginning of the academic year.

Admission to home athletic events is free to each staff member and spouse/spousal equivalent upon presentation of the university identification card. Staff members' children are also admitted free when accompanied by one or both parents. Athletic facilities are open for personal use by staff members and their families without charge at times designated by the Athletics Department office.

### **DINING SERVICES**

Faculty members are welcome to make use of the University's dining facilities – the Roy Grier Bostwick Dining Room, the Refectory, the Terrace Room, the Bison, Larison Dining Room, the 7<sup>th</sup> Street Café and the Golf Course Dining Facility. Faculty member who wish to charge meals in campus dining areas for monthly billing through their accommodation accounts should present their Bucknell ID cards to the cashier.

### **EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program (EAP) offers confidential assistance with personal concerns, including marital, family, teen, or financial difficulties, stress, eldercare placement, literacy, and legal issues. The EAP may be accessed 24 hours a day, seven days a week, through the use of a toll-free number (1-800-252-4555). There is no charge to faculty members for the use of the EAP and confidentiality is assured except as prescribed by state and federal laws. Additional information about the EAP can be obtained from its website: [www.theEAP.com](http://www.theEAP.com).

### **GUEST HOUSING**

Official guests of the University are to be housed (space permitting) at Ward House. Reservations may be made through the office of Reservation, Information and Conference Services.

### **HAZARD COMMUNICATION PROGRAM**

The University, as required by law, has a Hazard Communication Program. The purpose of the program is to make information available to staff members on the identity of chemicals used in the workplace, the nature of these chemicals and the protective measures to be used when working with chemicals. The University Safety Manager is the program coordinator acting as the representative of the Vice President for Finance and Administration, who has overall responsibility for the program. Any questions or concerns regarding the Hazard Communication Program are to be directed to the University Safety Manager, Facilities Office.

### **IDENTIFICATION CARDS**

Identification (ID) cards are issued for full-time and eligible part-time faculty members and their spouses/spousal equivalents. The card can be used for admission to many athletic and cultural events and to purchase discounted tickets for others. Charges may be made at the Bookstore and Dining Services with an ID card. The Bucknell ID card is also used at the Bertrand Library and at athletic facilities.

A special card, good at the Fieldhouse, the Library, and at public events, is available for dependent children between the ages of 12 and 23; it does not serve as a credit card. To request an ID card for dependent children, faculty members should complete an application available at the Office of Personnel Services. Children younger than age twelve will not receive identification cards, but they may be admitted to campus events without charge when accompanied by a parent. ID cards issued to children are not valid after the child reaches age 23, and should be returned to Personnel Services.

Faculty members who are not eligible for benefits may receive a temporary ID card that can be used for admission to athletic events and use of the Library and athletic facilities. It may not be used as a credit card at the Bookstore nor for performing arts discounts.

### **LESBIAN/ GAY/ BISEXUAL/ TRANSGENDER AWARENESS**

This Office provides services and programs to encourage a campus atmosphere that is safe and inclusive of all members of the campus community and seeks to create a climate of mutual respect and acceptance for oneself and for others. The Office sponsors speakers, films, panels, concerts, and small group discussions and maintains a small lending library of books relating to lesbian, gay, bisexual, and transgender interests, as well as lists of local, regional, and national resources. Counseling and advocacy options are available for those who feel they have been discriminated against or harassed on the basis of sexual orientation.

### **LIBRARY AND INFORMATION TECHNOLOGY**

Library and Information Technology (IT) is responsible for providing library, technology, telecommunications, and classroom and event support services to the Bucknell community. Library and IT provides broad support for the curricular and scholarly needs of the University and is designed to promote access to and an understanding of the resources available. The library's collections are developed in partnership with faculty to support teaching, learning and research. Services include individualized reference assistance, print and electronic reserve readings, instruction in information literacy and research skills, online database searching, and a materials loan and delivery program. The library's catalog, which includes books, serials, government documents, media and other materials, can be used in the library or accessed from the campus network or off campus. The Bertrand Library provides a comfortable and attractive setting for nearly 1000 students and faculty to work individually or in collaborative groups, using the library's collection, both print and electronic, and the wealth of technology provided in the building. The Bertrand Library provides a strong mix of print and electronic resources – nearly 1,000,000 volumes and bound periodicals, more than 2,000 periodical subscriptions, hundreds of electronic subscriptions including access to over hundreds of thousands of full-text articles. Services include online information access, personal training and assistance, classroom user education, multi-media workstations, video editing equipment, video collection, and a satellite downlink. More information is online at [www.bucknell.edu/library](http://www.bucknell.edu/library).

Library and IT is available to assist faculty members and students with instructional technology in their coursework and research. Short courses and online training addressing specific tools, facilities and services are offered throughout the semester. Library and IT partners with the faculty to place technology throughout the campus in ways to directly and appropriately support the academic mission of the University. Library and IT provides staff support for faculty and staff technology issues throughout the day and into the evening hours.

Library and IT also makes a variety of technology equipment available for loan to faculty, staff and students for use in instruction as well as in research and instructional projects. In addition, media production, language learning, and graphics services are available. Previewing and viewing space for small groups or individuals and for instructional presentations of video materials is available on demand in the Bertrand Library and by reservation at other sites. Library and Information Technology also provides consultation on design and utilization of instructional media and technology.

### **MAIL SERVICES**

A U. S. Postal contract station is located on the ground floor of Marts Hall. All services available at any U.S. Post Office are available at this location, including the sale of stamps and money orders, as well as package

and express mail services. There is a mail deposit slot for outgoing Bucknell mail that needs to have postage applied; postage for outgoing U. S. mail is charged back to the sending department and is restricted to University business only. There are also deposit slots for campus mail (distributed to faculty, staff and students on campus postage-free) and stamped outgoing U. S. mail.

Individually addressed incoming U. S. mail and campus mail is received and sorted at a central facility and distributed twice daily. Various carriers deliver accountable mail, such as FedEx and UPS packages, directly to individual addressees. A Bucknell campus courier will individually deliver U. S. mail requiring a signature.

Individually addressed mail to members of the Bucknell community may be distributed through the campus mail system at no charge, as long as the item is related to university business. Specifically, items representing commercial businesses will not be distributed. In keeping with University policy, general box stuffings are not allowed for individual events. Items issued over the name of a student organization officially recognized by Bucknell Student Government will normally be distributed unless the post office has reason to believe the item to be libelous or similarly improper. In such cases the post office will notify the adviser of the organization through the Office of the Dean of Students. Bulk commercial solicitations will be distributed only if they contribute to the programs of the University.

The Student Mail Center is located on the ground floor of the Langone Center. It is a distribution center only for all student mail.

## **MULTICULTURAL AFFAIRS**

The Multicultural Center serves as a campus focus on cultural diversity. The many programs the center sponsors throughout the year are open to staff members.

## **PSYCHOLOGICAL SERVICES**

Psychological Services does not offer direct services to faculty members, but does offer free referral service for psychological counseling, including personal, marital, and psychological/emotional evaluation and counseling. Personal circumstances, including insurance coverage and financial circumstances are taken into account in referral suggestions. All consultations are strictly confidential and are not revealed to colleagues, family, or friends except at the written request of the faculty member.

## **PUBLIC SAFETY**

Bucknell's Department of Public Safety, a professional campus police and security force, is available 24 hours a day throughout the year to serve the Bucknell campus. Any suspicious persons and/or activity should be reported immediately to the Department of Public Safety (ext. 71111).

Members of the campus community who encounter situations requiring medical attention or emergency response or clean up should contact Public Safety for immediate assistance at ext. 71111, anytime, day or night. Public Safety officers are trained to assess and respond to such situations.

### **Emergency Response**

Every campus department or office has a *Campus Emergency Response Manual* (red binder) which advises staff members as to what will occur if an emergency of any type occurs on campus. This manual also contains instructions for staff members in the event of an emergency.

Every person on campus should be familiar with the location and contents of this manual, and supervisors or department heads should insure that their staff members have access to this manual at all times.

When in doubt about what to do about a potential problem or emergency, call the Public Safety Dispatcher at ext. 71111, anytime, day or night.

### **Handicapped and Medical Parking Permits**

The Department of Public Safety can issue special parking permits for staff members with permanent or temporary disabilities.

Permanent handicapped (H/P) parking permits are issued to faculty, staff or students who possess an official handicapped license plate or placard issued by the department of motor vehicles in the state in which their vehicle is registered or to staff who present a detailed physician's statement indicating a permanent medical disability which specifically demonstrates that the vehicle operator is permanently physically disabled or non-ambulatory in such a way as to prevent him or her from walking a reasonable distance from a staff parking area to work. Persons possessing these valid permits may park in any authorized space on campus (faculty/staff, H/P) except visitors' spaces, loading docks, fire lanes and service vehicle spaces.

Temporary parking permits (medical) are issued upon receipt and verification of a physician's statement as described above, the only change being that the impairment is a temporary condition. These permits possess an expiration date and are sometimes renewable with proper documentation. Persons possessing these valid permits may also park in any authorized space on campus (faculty/staff, H/P) except visitor's spaces, loading docks, and fire lanes and service vehicle spaces.

### **Parking and Traffic Regulations**

All university employees are required to register their motor vehicles with the Department of Public Safety and must display on their cars the parking decals assigned to them. All parking lots on campus are permit parking only. Public Safety will issue special parking permits to those faculty members with permanent or temporary medical disability who possess appropriate verification, e.g., an official state handicapped license plate or placard or the statement of a physician.

Public Safety periodically checks vehicles to assure that they are properly registered on campus, and parked appropriately. The Dean of Students imposes sanctions for student violators. Parking regulations and towing are enforced 24 hours a day, the entire calendar year. All parking violations must be paid or appeals filed within ten days of the date of the notification of violation. All faculty, staff, students, and visitors are required to obtain, learn, and follow the campus parking rules and regulations. Copies are available through the Public Safety Office, the Office of Personnel Services or the Switchboard operators in the Langone Center. More information is also available at [www.departments.bucknell.edu/public\\_safety/parking.shtm](http://www.departments.bucknell.edu/public_safety/parking.shtm).

### **Theft**

The University uses a number of means to prevent petty theft. However, staff members must take personal responsibility for protecting their keys, petty cash, purses, wallets, and other personal belongings. The University cannot be responsible for a staff member's property that is stolen, lost or misplaced. All thefts or suspicious incidents should be reported immediately to the Department of Public Safety.

## **RACE/GENDER RESOURCE CENTER**

The Center provides assistance for faculty in integrating race and gender material into existing courses and in the formation of new courses specializing in topics on race and gender. In addition, the Center sponsors conferences, workshops, and seminars for faculty, maintains and distributes information, and promotes film series, lectures, and bibliographic aids.

## **RESERVATION, INFORMATION, AND CONFERENCE SERVICES**

Bucknell provides services and facilities for conferences and programs in the summer and at limited times throughout the year. Meetings of academic professional groups are welcomed. Faculty members are encouraged to consult with the RICS office, LC 265, well in advance of anticipated need of facilities and services for conferences and programs.

### **Box Office**

The University Box Office is located in the RICS Office and handles tickets for most University functions, including the Weis Center and athletic events. Tickets are generally at a reduced rate or free with Bucknell ID.

### **Conference Center**

The Forrest D. Brown Conference Center at Cowan is available for the use of staff members and their families for picnics and outings. All functions must be scheduled in advance with Reservation, Information, and Conference Services. Faculty members may also use the lodge for overnight accommodations; a fee is charged for the use of the lodge and its facilities.

### **Facilities**

University facilities are made available for rental for non-University functions, at appropriate times. University staff members may reserve these facilities, but rental fees and insurance requirements are still applicable. Information may be attained at RICS, x73095.

### **Switchboard**

The University Switchboard, in addition to handling incoming and campus phone calls, provides the following services to the Bucknell community: dialing assistance, both domestic and international, conference calls, Lost and Found, after-hours pick-up (if pre-arranged) and drop-off keys, visitor parking passes for first year student guests, management of keys for limited access areas on evenings/weekends and acceptance and notification of students/staff of "special" deliveries. The Switchboard also provides information such as student, staff and department phone numbers, area codes/country codes, hours of operation, event schedule information, directions, campus maps and frequently requested local business numbers.

### **University Buildings**

Use of University buildings for meetings or special events should be cleared with Reservation, Information, and Conference Services. All rooms and events must be scheduled.

### **University Vehicles**

University vehicles are available for travel on University business, and costs are charged against the department budget. Likewise, reimbursement is available for the use of one's own vehicle on University business. Reservation, Information and Conference Services schedules University vehicles. Liability insurance coverage does not permit the assignment of University vehicles for personal use.

## **SAFETY**

The Department of Public Safety seeks to maintain safe conditions for all staff members and visitors to the Bucknell campus. The University's Safety Manager investigates hazardous conditions and recommends improvements to eliminate such conditions. Suggestions for establishing safe working practices or areas of the campus that may need attention should be made to the Safety Manager, or to [safetyworks@bucknell.edu](mailto:safetyworks@bucknell.edu).

## **SCHEDULING**

The use of rooms for all instructional purposes may be scheduled through Calendaring and Scheduling in the Registrar's Office. Other events may be scheduled through the Langone Center Office. To schedule a non-Bucknell function on campus, contact the office of Reservation/Information/Conference Services.

### **SECRETARIAL SERVICES**

Academic department secretaries are employed to assist members of the Faculty in performing the work of the University. The secretaries assist all members of the department in activities supporting teaching and research, letters of recommendation, and department correspondence. In addition, secretaries provide such services as receptionist for the department, support for committee work and, as time permits, typing of a manuscript for which the faculty member receives no extra compensation, and other scholarly activities.

### **STUDENT HEALTH SERVICE**

**Routine Medical Care** – Minor injuries (cuts, bruises, etc.) incurred by staff members or visitors can be treated by the Student Health Service staff when that office is open. When it is closed, Public Safety should be contacted.

**Emergency Medical Care** – In the event of serious accident, injury, or illness, Public Safety should be called immediately (ext. 71111). In some cases, the medical staff at the Student Health Service may be able to provide immediate services. Other situations may require immediate transport to the Evangelical Hospital Emergency Room.

### **SUMMER PROGRAMS**

Bucknell provides a variety of instructional programs during the summer, including a six-week Summer School offering regular, full-credit Bucknell courses, off-campus study programs, and programs in professional education. These instructional programs are under the direction of the Director of the Summer School.

In addition, the Bucknell campus is the site of numerous conference groups, the Bucknell Seminar for Younger Poets, and a variety of sports camps.

### **THE TEACHING AND LEARNING CENTER**

The teaching and Learning Center (TLC) conducts workshops and programs related to teaching, pedagogy, and advising students. Programs cover a wide range of topics, from cutting edge pedagogy to nuts and bolts sessions. In addition, the TLC offers individualized support for faculty. TLC consultants are available to meet with faculty and to visit their classes. The TLC also provides mentoring services for new faculty, and funds faculty groups to meet and discuss issues related to teaching, pedagogy, and advising. The TLC maintains a web page and a small library that contain resources and materials on teaching.

### **WOMEN'S RESOURCE CENTER**

This Center is available to all women of the University as a meeting facility and resource area. Programs of interest to the entire University are presented throughout the year.

## **WRITING CENTER**

The Writing Center is an academic support service for students and staff. It provides opportunities for writers to talk critically about their work. In private sessions, professional tutors help individual writers to improve their writing. In addition, the Writing Center can provide help with the design and style of correspondence and reports.