Resource Guide for Full-Time Faculty and Librarians

The information below is intended to provide you with resources and information about working at Massachusetts College of Liberal Arts. Its purpose is to help make your job easier and more satisfying. The guide sets no policy but only draws from existing information on the MCLA and related websites, referencing those areas that are of most interest to full-time faculty and librarians.

You will need to make an appointment with the Human Resources office on or before your first day of employment, to turn in and complete your new-hire paperwork. The Human Resources office is located in Mark Hopkins Hall, Room 101, and the office hours are 8:30 a.m.— 4:45 p.m., Monday-Friday. For your convenience, a link to the campus map can be found below:

MCLA Campus Map

New faculty and librarians must complete a W-4 form (federal withholding), an M-4 form (state withholding), a personal data form, a Windfall Elimination Provision form, an Acknowledgement of Receipt form pertaining to the Commonwealth of Massachusetts Conflict of Interest and Political Activity guide, direct deposit information, and an I-9 form at the time of hire. These forms are available in the Human Resources office, although some may be emailed to you prior to your first day. The I-9 form certifies eligibility for employment; this form is required by the federal Immigration Reform and Control   Act (IRCA) of 1986. The I-9 must be completed within the first three days of employment, and a member of the Human Resources Department must examine all original documentation of employment eligibility, as outlined in the link below.

USCIS List of Acceptable Documents

Along with the above forms, Human Resources will provide information on completing online training programs pertaining to Ethical Standards & Conflict of Interest Laws, as well as to the Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act. These trainings must be completed by all new faculty and librarians.

Your employee benefits are coordinated by the Human Resources office. They will be contacting you directly about enrolling in voluntary benefits, including health and life insurance. You may contact them with questions at 413-662-5596.

Getting Set Up

To get started with your work at MCLA, there are several things you need to do:
1) get your employee account ("A") number;
2) obtain your MCLA user account from Computer Support Services, which gives you an e-mail address and other online access;
3) get your campus ID;
4) obtain a parking decal for your car;
5) get a key for your office; and
6) set up your phone voice mail.

E-mail Account

In order to have access to campus e-mail systems, faculty must apply for an MCLANet account information. Your MCLANet account will give you access to a wide variety of technology services such as e-mail, course work areas, the campus network and computing facilities. To set up this account you will need your Banner ID number (known as your "A" number) which can be obtained from the Human Resources Department (413) 662-5596. Once you've obtained your "A" number, you can use this number to setup the MCLA account through the online activation process which is located here.

You do not have to be on campus to activate your account. The MCLA ID and password is used for authentication purposes for services such as campus computer access, wireless network access and MCLA email. Get familiar with the user policies that you must agree upon during this MCLA account activation. You can refer back to them on our policy page.

Other computer support information may be accessed here.

The MCLA Computer HelpDesk can be reached via email helpdesk@mcla.edu or by phone (413) 662-5276 and the hours of operation are listed here.

Telephone

The department administrative assistant will help set up the phone number for your office. Click here for instructions and other telecommunications information.

ID Card

Your official MCLA ID card gives you access to many campus resources, such as the Freel Library and the Faculty Center. You can obtain an ID from the Department of Public Safety – Campus Police, located at 277 Ashland Street.

Parking

Faculty and librarians may obtain a parking sticker to park in [certain areas](#). You can obtain the sticker from the Department of Public Safety – Campus Police. Bring a copy of your automobile registration. Click [here](#) for parking rules and regulations.

Access to Offices

Faculty should contact their departmental administrative assistant for a key to their office.

Academic Calendar

The Academic Calendar is a list of important dates in the academic year. The calendar includes the dates that classes and final exams start and finish and specific holidays and make-up days. It is essential that you check the academic calendar before creating your syllabus. Click [here](#) for the 2017-2018 Academic Calendar.

Union Membership

MSCA (Massachusetts State College Association) is the professional association/union that represents the faculty and librarians who work in the nine state colleges. The website of the MSCA provides a copy of the faculty contract, a list of offices and chapters, a calendar of meetings, and news. See http://mscaunion.org/. The MSCA Contract is available at http://mscaunion.org/day-and-dgce-contracts/.

All unit members are contractually required to pay either membership dues or the agency fee. The dues fiscal year runs from the beginning of the Summer Session until the end of the following spring semester. Unit members are billed in the first semester that they teach. This payment of membership dues or agency fees covers you for the year, so you will not be billed again until the next fiscal year. The union dues/agency fee bill includes payments to NEA, MTA, and MSCA, and the local chapter dues. If you have any questions, please call the chapter president, Prof. Graziana Ramsden, at 662-5399 or email at Graziana.Ramsden@mcla.edu.

Some useful MCLA websites

[Center for Academic Technology](#)

[Freel Library](#)

[Faculty library resources](#)