

MCLA

MASSACHUSETTS COLLEGE OF LIBERAL ARTS

A GUIDE FOR PART-TIME FACULTY



"As a part-time faculty member you are an integral part of the MCLA community, and we welcome and appreciate your contributions."

Monica N. Joslin, Dean of Academic Affairs

Part Time Faculty Benefits

Use of the MCLA fitness center, pool, Campus Center and Venable Gyms, and locker rooms with an MCLA ID.

Attend faculty events such as the President's Opening Breakfast, special luncheons, workshops, lectures, and presentations.

Access services at the MCLA Wellness Center.

Access to Faculty & Staff event notifications on Office 365
<http://sso.mcla.edu>.

Use of the Faculty Center in Bowman Hall.

Academic Policies

From attendance to academic honesty to academic appeals, log on to <http://www.mcla.edu/Academics/academicresources/registrar/academicpolicies>

Syllabus Requirements

A syllabus is required for each course. The syllabus should contain, at minimum, your contact information, office hours, course title and description, course learning outcomes, grading scheme, statement about plagiarism, and a list of assignments with due dates.

Department Responsibilities

Academic departments are generally responsible for providing the following:

Office assignments, keys, and supplies.

Access to a desktop computer and printer.

Copier: Large runs are done at the Copy Center in Venable Hall.

Phone access.

Mail: Some departments receive mail, but you may be asked to go to your assigned mailbox in Venable Hall.

The department chairperson is responsible for conducting your classroom visitations.

Class cancellations & emergency procedures

If you need to cancel a class, please notify your department/building administrator. To check for school closings from off campus, call (413) 662-5299. Information about MCLA closings are also listed on the campus web site: www.mcla.edu. Local radio stations and Albany, NY TV stations 10 and 13 carry information as well.



Technology and Support

Each new employee must get an 'A' number from Human Resources, Mark Hopkins, first floor. You will need your 'A' number to set up your email account and get web access on campus. Go to <http://techhelp.mcla.edu> to set up your MCLA account.

For full access to the MCLA website, log on to <http://sso.mcla.edu>. Banner is where you will find your class rosters and submit midterm warnings, federally mandated attendance reports, and final grades.

Computer Help Desk:

Murdock Hall first floor: (413) 662-5276
Voice Mail Help Desk: (413) 662-5115
ePortfolios: (413) 662-5506

Center for Academic Technology:

Murdock Hall, second floor: (413) 662-5506
Training and other support for Canvas, ePortfolios, and other teaching and technology resources.

MCLA offices, services, and contact information

Academic Affairs Offices:

(413) 662-5242

The Vice President, Dean, and Associate Dean of Academic Affairs are located in Bowman Hall.

Bookstore:

(413) 662-5240

Amsler Campus Center, first floor
Place a new book order every semester.

Human Resources:

(413) 662-5596

Mark Hopkins, first floor
New Employee Orientation, questions about pay periods, assignment of 'A' numbers, etc. Your contract is mailed to you from HR.

Center for Student

Success and Engagement:

(413) 662-5400

Eldridge Hall, top level
Academic Support, Advising Services, Career Services, Tutoring.

Computer Labs:

(413) 662-5276

Murdock Hall, first floor

Copy Center:

(413) 662-5280

Venable Hall

Send syllabi, class handouts, etc. at least 24 hours in advance. Oversized printing and color copies are available.

Facilities:

(413) 662-5099

Facilities Building

Call to report a problem with heating, cooling, lights, or windows in a classroom or in your office.

Food Services:

(413) 662-5239

Centennial Dining Room, Campus Center, first floor
Use cash, credit, or debit. Meal cards may be purchased through the Bursar's Office, Eldridge, first floor. In addition, a Subway and a small café featuring Starbucks coffee are located in the Campus Center Marketplace.

Library:

(413) 662-5321

Freel Library

Reserved readings, interlibrary loans, electronic data bases, assistance with research, class instruction.

Mailroom:

(413) 662-5450

Venable Hall

Most departments have faculty mail delivered to them, but there are exceptions.

Campus Police Department:

(413) 662-5284

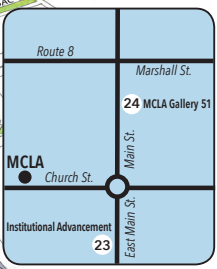
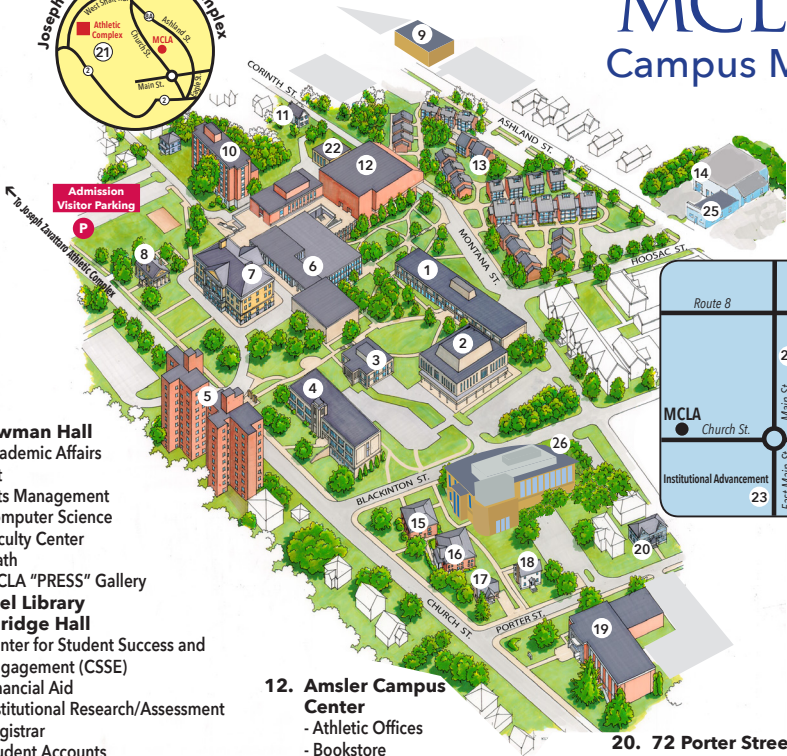
Brewer Perkins Building, 277 Ashland Street
Call x5100 from the classroom for CPD assistance and 911 in case of emergency. College IDs, parking stickers, building/office access, vehicle assistance, etc.

Registrar's Office:

(413) 662-5216

Eldridge Hall, first floor

MCLA Campus Map



- 1. Bowman Hall**
 - Academic Affairs
 - Art
 - Arts Management
 - Computer Science
 - Faculty Center
 - Math
 - MCLA "PRESS" Gallery
- 2. Freel Library**
- 3. Eldridge Hall**
 - Center for Student Success and Engagement (CSSE)
 - Financial Aid
 - Institutional Research/Assessment
 - Registrar
 - Student Accounts
- 4. Mark Hopkins Hall**
 - Education
 - English/Communications
 - Honors Center
 - Human Resources
 - TV Studio
- 5. Berkshire Towers**
 - Student Housing
- 6. Venable Hall**
 - Athletic Training
 - Venable Gym
 - Venable Theatre
- 7. Murdock Hall**
 - Academic Technology Center
 - Business Administration
 - Computer Support Services
 - Sociology/Anthropology/Social Work
 - Writing Center
- 8. Smith House**
 - Office of Admission
- 9. Facilities Management**
- 10. Hoosac Hall**
 - Student Housing
- 11. Administration & Finance**

- 12. Amsler Campus Center**
 - Athletic Offices
 - Bookstore
 - Cafeteria
 - Convenience Store
 - Fitness Center
 - Gymnasium
 - Radio Station
 - Student Affairs
 - Swimming Pool
- 13. Flagg Townhouse Apartment Complex**
 - Student Housing
 - Residential Programs & Services Office (RPS) - TH #89
- 14. Shipping and Receiving**
- 15. 87 Blackinton Street**
 - President's Office
- 16. Mountain One Student Wellness Center**
 - Health & Counseling Services
- 17. 100 Porter Street**
 - Interdisciplinary Studies/Modern Languages/Philosophy
- 18. 94 Porter Street**
 - Fine & Performing Arts
- 19. Church Street Center**
 - Eleanor Furst Roberts Auditorium

- 20. 72 Porter Street**
 - History/Political Science
- 21. Joseph Zavattaro Athletic Complex**
 - Ron Shewcraft Turf Field: Men's & Women's Soccer, Women's Lacrosse
 - Baseball Field
 - Softball Field
 - Tennis Courts
- 22. Power Plant**
- 23. Institutional Advancement/Alumni Relations**
 - Located at 228 East Main Street in North Adams
- 24. MCLA Gallery 51**
 - located at 51 Main Street in North Adams
- 25. Campus Police Department**
- 26. Feigenbaum Center for Science and Innovation**
 - Biology
 - Chemistry
 - Environmental Science
 - Physics
 - Psychology

MASSACHUSETTS
COLLEGE OF LIBERAL ARTS

Office of Academic Affairs
221 Bowman Hall, North Adams, MA 01247
(413) 662-5242

Questions or comments:
Adrienne.Wootters@mcla.edu