

# Survival Guide for New and Visiting Faculty College of the Atlantic

2022-2023



This "Survival Guide" is completely informal and is not designed as a substitute for the college catalog and/or the Personnel Manual. The Survival Guide is published by the office of Academic and Administrative Services. It is intended as a brief introduction to the College, to our policies and the quirks which are uniquely ours. It is also intended as an introduction to Bar Harbor and the island of Mount Desert (MDI). Please let us know your experience here and what you think should be added or subtracted from the Survival Guide.

For more formal descriptions of the rights and responsibilities of COA faculty turn to the **COA Personnel Manual**. Copies are available in the Thorndike Library and online at [www.coa.edu/human-resources](http://www.coa.edu/human-resources).

## WELCOME TO COLLEGE OF THE ATLANTIC

Faculty liaisons are assigned at the beginning of the term (see your contract letter) and can help with general questions.

*It is the role of the faculty liaison to visiting faculty to:*

- 1) enhance chances of success with visiting courses;*
- 2) provide logistical information (e.g., scheduling, classroom space, library/AV)*
- 3) provide information about the student body and COA approaches to teaching*
- 4) remind them of resources such as their contract letter and survival guide*
- 5) solicit student and visitor feedback at midterm and as needed, as early as the second week of classes.*

**Lothar Holzke** is the Academic Services Administrator. His phone extension is 5631. **Barbara Carter** is the Faculty Assistant, and her extension is 5632. Their offices are located on the third floor of Turrets. Please introduce yourself to them. They will arrange to show you to your classroom, etc. Lothar also oversees campus space planning and room reservations during the academic year. Either Lothar or Barbara can arrange for faculty photocopying when work study students are available. In addition, they can point you in the direction of the people with the answers.

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### Moving In

If you have questions about keys, maintenance, etc., email [bandg@coa.edu](mailto:bandg@coa.edu) (Buildings & Grounds) or check with Lothar.

Office hours are commonly held in the dining hall ("Take-A-Break") before or after classes, or can be held in another location of your choosing. The Academic and Administrative Services Office will request a copy of your syllabus and office hours during Week 1 so that they can be posted for both students and staff.

If you need supplies, contact Barbara Carter (ext. 5632) for assistance with ordering. There are some office supplies available in the Academic Services offices.

### Classes

Questions about classroom spaces **after** the start of the term should go to the Academic Services Administrator (Lothar Holzke; [lholtzke@coa.edu](mailto:lholtzke@coa.edu), ext. 5631). It's a good idea to check your assigned space before the first class session to be sure that it meets your needs. If your classroom is not suitable, contact the Registrar (again, before the start of the term). **Room changes are not guaranteed**, though the Registrar's Office does their best to accommodate preferences and spatial needs.

**Class lists are on your portal, and you will need to check this to determine who is in your class and who is on a wait list if you have one. If you have not received your log-in and password for your portal ([www.coa.edu/efaculty](http://www.coa.edu/efaculty)) contact the Registrar ([registrar@coa.edu](mailto:registrar@coa.edu) or call ext. 5680.**

If you have too many students in your class: Talk to your faculty liaison, the Registrar (3rd floor of Turrets), or Ken Hill (Provost, ext. 5630) about criteria for cutting students.

Students are expected to make firm course choices by the end of the first week, but will probably "shop around" until then. The final add/drop deadline is at the end of the first week of classes. At that time, you should determine your final class list on your portal. Be sure to learn which students are electing to receive letter grades vs credit/no credit, in addition to the narrative evaluations.

**Auditors:** If there is room in your class, auditors and Hancock County "special students" may attend classes with your permission and the payment of a registration fee. Direct them to the Registrar's office to complete registration materials. **Registered COA students must be given priority in classes with limited space.**

**Materials:** Each course has a budget of \$300/class. Course budgets cover various miscellaneous course necessities, including but not limited to:

- office supplies
- photocopying (\$.05/page)
- field trips (\$.40 mile after 40 miles, \$20 per day for a van)
- film rentals
- guest speakers

Audio/visual (A/V) needs should be directed to Zack Soares (ext. 5663) or the work study students assigned to him. The library may be able to direct you to these students.

Library questions can be directed to Trisha Cantwell Keene (ext 5661). She can provide information about off campus access to databases as well as information about library resources and services, including reserves and interlibrary loan.

Barbara Carter will place book orders with Sherman's Bookstore in Bar Harbor. Sherman's needs approximately one month lead time which means that Barbara needs to have the orders before that in order to check on availability, order desk copies, etc. She will send out an email reminder. If books are not returnable, COA has to purchase them, and the money will come out of the faculty members course budget. Barbara will notify you if any of your books fit this category and discuss options. It is now a Federal Law that books must be listed on your portal so students can check on price.

### **Course Evaluations:**

#### **Mid-term evaluation:** Visiting Faculty and New Faculty

At week five a member of Academic Affairs Committee or your liaison will chat with you about conducting a mid-term review in your class and to see how things are going, both for you and your students. An email will be sent out to faculty and students. There are sample questions for the students to ask the teacher, the teacher to ask the class and the students to ask each other. (Please remember that written, narrative evaluations are the norm at COA. So be sure to keep notes on your students and their progress to refresh your memory when the end of the term arrives.) Don't hesitate to direct questions about teaching at COA to your faculty liaison, the Academic Dean (Ken Hill), or to other faculty.

**End of term evaluation:** *See sample narrative evaluations at the end of this document.*

Personnel and Academic Affairs Committees require course/faculty evaluations from each student enrolled. Faculty have the choice of having their students complete the evaluations online or in class. First-time COA instructors are given paper forms so that we have a more timely and complete set of evaluations. Evaluations have students assess course organization, idea synthesis and clarity, class-professor rapport, importance of the course to the COA curriculum, and recommendations for future classes. These forms are extremely important in evaluating a professor's performance. They provide a written history of faculty work critical to accurate assessment of teaching success. **Please allow in-class time for your students to fill these out. This is the ONLY way we can access student feedback for your course and these evaluations are used when determining continued offerings by a visiting instructor.** If you have any questions or need assistance, please feel free to call Lothar Holzke at ext. 5631.

**GRADES** and narrative evaluations are submitted via faculty portals. You should receive your login and password upon arriving at COA. If you have not, please contact the Registrar's office ([registrar@coa.edu](mailto:registrar@coa.edu)). For help at the end of the term with inputting into your portal see the Registrar's office, Barbara Carter (ext. 5632) or Lothar. The web address for login is [www.coa.edu/efaculty](http://www.coa.edu/efaculty).

## **Students**

**Contacting Students:** Student mailboxes are on first floor of the Arts & Sciences Building. You can also contact your class or individuals via email, which appear in COA's searchable directory in Gmail.

**Academic Support Services:** If your students are experiencing extreme or persistent emotional or academic challenges, contact Ken Hill, Provost (ext. 5630) or Lothar Holzke (ext 5631), Academic Services Administrator, who will liaise with Student Life to find accommodations or services for the student.

**Unsatisfactory Writing:** Students who could benefit from help with their writing can make use of the College's Writing Center. Tutors are available every term and the hours are posted. For more serious writing problems, contact Blake Cass at bcass@coa.edu. The Writing Center is located on the first floor of the Arts & Sciences Building.

**Photocopying:** Copiers are located in the library and one in the Turrets' First Floor Copier Room. Work-study students may be available to do copying for you if there is advance notice. A minimum of 24 hours' notice is appreciated. Lothar Holzke or Barbara Carter can provide you with your personal copier code.

## **Field Trips**

Student drivers are compensated \$.50 per mile if using personal vehicles. To reimburse a student, fill out a payment voucher, found in the Business Office, and return it to the tray labeled "Payment Vouchers".

College vans (can hold up to 12 people, depending on which van you reserve). Drivers of COA vehicles must be aged 21 or older and have been cleared to drive with Barbara Carter. Use of vans will be charged to your course budget at \$20.00/day + \$.40/mile after 40 miles. Contact Barbara Carter ([bcarter@coa.edu](mailto:bcarter@coa.edu), ext. 5632) to reserve a COA van.

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**Ordering materials:** Ask the Business Office if your supplier is likely to accept COA purchase orders (POs); most will accept them. Lothar Holzke or Barbara Carter can order supplies on your behalf from Dick Blick, WB Mason, or Amazon. Check with either Lothar or Barbara if you need to order supplies online from any other vendor.

**Mail:** Faculty and staff mailboxes are on the first floor of the Turrets Building for business use. If you do not already have a mailbox upon your arrival, contact Lothar Holzke at ext. 5631. Personal mail delivery should be provided by your local Post Office. Leave COA-related mail to be metered at the Front Desk located on the first floor of Kaelber Hall outside of Admissions. Be sure that you indicate what budget should be charged for the postage.

**Reserving Space:** To reserve COA spaces other than those assigned for your class(es), contact Lothar Holzke by email at [lholtzke@coa.edu](mailto:lholtzke@coa.edu). To check a room's availability, go to [coa.skedda.com](http://coa.skedda.com). To reserve space in the summer, contact Katie Hodgkins at [khodgkins@coa.edu](mailto:khodgkins@coa.edu).

**Smoking on campus:** In compliance with the Maine Workplace Smoking Act of 1985 and additional legislation in 1993 banning smoking in enclosed public spaces, COA is committed to providing a smoke-free work environment. Smoking is therefore prohibited in and within a 25 foot zone around all college buildings, except for specific designated smoking areas. Smoking is also prohibited in all college owned vehicles. Community members who smoke are asked to do so in such a way that they do not expose those who do not smoke, to second-hand smoke. Those who want to smoke in areas without a specific designation are asked to be respectful of the needs of those who do not smoke by requesting permission to or refraining from smoking if the area is already in use, or stopping smoking if asked to do so.

**Smoke-free areas:** The Newlin Gardens area (the “Red Bricks” area) including the stairways leading to the Newlin Gardens, the Campus Walk (the pathway connecting the Newlin Gardens to the Davis Center), the courtyard of Blair-Tyson, and the courtyard created by Deering Common, Seafox, and the Kathryn W. Davis Residence Village

**Designated smoking areas:** The lean-to at Buildings and Grounds, the overhang at the northwest entrance to TAB, the porch of the KWD Residence Village Bike Shed, and a lean-to to be constructed adjacent to the bike shed at Blair-Tyson. At the discretion of CPBC these areas can be changed or moved.

**Amorous Relationship Policy:** *Passed by the Board of Trustees at their annual meeting on Saturday, August 14, 2004.* Amorous relationships between paid professionals (faculty and staff) and students may jeopardize, in fact or in appearance, the equity of the learning environment of the college. Such relationships are, therefore, prohibited at COA. Should any faculty or staff member enter into an amorous relationship with a student, that staff or faculty member will be expected to take unpaid leave for the duration of the student’s time at the college.

*The Board adopts this as the policy of the college, the application of which is left to the administration. Questions about this policy should be directed to Ken Hill or Karen Waldron.*

**Policy on Sexual Harassment:** The college has an extensive policy on sexual harassment which defines sexual harassment, specifies procedures for filing and executing complaints. This policy and our Title IX policy are online at <https://www.coa.edu/student-life/title-ix/>

COA’s Title IX Coordinator is Zach Soares, who will reach out to you to complete necessary compliance training shortly after your start date.

**Alcohol Policy:** The college’s alcohol policy, which by state law the college and its employees must abide, is stated in the Handbook.

**Internet Access:** Most of the College’s public computers are now requiring an account for access with single sign-on (SSO). Contact [helpdesk@coa.edu](mailto:helpdesk@coa.edu) with any questions relating to accessing COA’s network and/or troubleshooting your COA SSO.

**UPS:** Packages you receive, either US Mail or UPS will be kept at the reception desk and you will receive an email notifying you to pick them. Please pick up your packages immediately upon notification since there is limited storage space.

**Campus Phone:** The campus directory is facilitated and distributed by Lothar Holzke. If you request a COA voice mail account your voice mail number will be assigned by Eric Johnson (ext. 5654).

- Dial '9' for an outside line.
- Please see the Business Office for a long-distance access (PIN) number. You will need this both for the phone and for the fax machine. The Business Office will provide instructions on how to use this.

Evaluations are due 3 weeks from the end of the term. All evaluations must be submitted through your portal. Contact the registrar's office for assistance: [registrar@coa.edu](mailto:registrar@coa.edu), ext. 5680.

### SAMPLE NARRATIVE EVALUATIONS

Here are some samples of teacher evaluations to use as guidelines for writing your own.

1. American Public Policy Making: \_\_\_\_\_ wrote a rather brief but really first-class paper as his final essay, on adequacy of political institutions and their relation to public opinion. The paper was typical of his role in the class, in which he took part quite regularly, though not very frequently, and in which he was always cognizant of the central issues and able to comment on them effectively. I confess to being uncertain whether the course stretched his thinking as much as I might have hoped, but he certainly was an entirely satisfactory member of the class all the time.

2. Alternate Energy: In his first round with a college physics class, \_\_\_\_\_ showed a developing appreciation for the quantitative approach to problems. He presented an analysis of solar driven system for producing hydrogen. His classroom presentation was smooth and plausible, but his paper was marred by arithmetic errors in the analysis that his conclusions became untenable. On the first quiz he did quite well and had an average grade on the second.

3. Art History Survey: \_\_\_\_\_'s paper on sculpture, which I believe was his first exploration into this subject, was very fine. His analysis of Greek relief and Renaissance relief was remarkably astute. The only improvement to his paper would have been a long treatment of Michelangelo as the preeminent Renaissance sculptor. Nonetheless, it was thorough and well written. \_\_\_\_\_'s exam exhibited the same positive qualities as his paper, especially his first essay question. The rest of the exam was good but a little disjointively written because of the pressures of time. \_\_\_\_\_'s work in this class has been good overall.

4. Bread, Love and Dreams: \_\_\_\_\_ was an attentive student in this course, able to synthesize effective between her creative writing and her studies in the unconscious. For a term paper, she did an impressive project on sleep, presenting both the 'scientific' and 'humanistic' visions of sleep through ample citations from a wide range of poetic, mythological and experimental literature. However, she did not make the necessary synthesis of these views, which I thought was a problem because psychoanalytic theories of the unconscious are an attempt to make this synthesis and they were the subject of the course. Nevertheless, the paper was impressive in size and scope, a research project which added poetry and quantitative sources to the dimensions of the class. I was glad to have had \_\_\_\_\_ in this class.

5. Calculus/Science: With clenched fists, \_\_\_\_\_ fought calculus to a split decision. He completed most of the more straightforward work, but some heat transfer and computer problems required a jump to a conceptual level, and he apparently could not do this. I believe that in time some of the concepts will clarify themselves to him and he will be ready to handle quantitative concepts with deftness as well as hard work.

6. Ceramics I: \_\_\_\_\_ produced a good quantity of well-made and glazed work in this course. Her ability to handle difficult design problems improved markedly throughout the term. She made especially good progress in the more sculptural areas of hand building. Her participation in class discussions was sometimes limited, but was, for the most part, active and well thought out.

7. Chemical Properties of Matter: \_\_\_\_\_'s performance was erratic in this course. Assignments often appeared late, as she worried over their shortcomings, but, when they finally appeared, were usually adequate. Though she continued to attend classes and labs throughout the semester, her written work appeared less often in the latter half. Her exams showed her to have a fairly firm grasp of stoichiometry, but a much weaker, qualitative understanding of equilibria. Much potential when applied.