

COLLEGE OF THE ATLANTIC

FACULTY SURVIVAL GUIDE



HUMAN



EARTH



WATER

The seal of College of the Atlantic dates back to the founding of the college. This icon has remained an ever present depiction of our principles, combining three runic symbols.



Combined within a circle, the seal exemplifies the important relationship between human beings and our surrounding environment—the essence of human ecology.

STRUCTURE AND PURPOSE OF THIS GUIDE

Welcome to College of the Atlantic! We are glad you're here, and we want to help you succeed. Toward that end, this survival guide is intended as a brief introduction to the college, our policies, and our unique quirks. It is divided into four parts:

I. People you should meet

II. Select logistical advice

III. Select academic policies

IV. Select personnel and community policies

This guide is not designed as a substitute for the *COA Course Catalog & Academic Handbook*, *COA Faculty Manual*, or advice from your faculty mentor, the provost, or the academic deans. For formal descriptions of the rights and responsibilities of COA faculty, see the [*COA Faculty Manual*](#) and the *Baseline Expectations & Guidelines for Faculty Workload* (Appendix 1). For formal descriptions of the curriculum and academic policies, consult the front section of the most recent [*COA Course Catalog & Academic Handbook*](#). Hard copies are available at the Registrar's Office. This survival guide is designed to help highlight some of the most relevant pieces of those larger documents and to offer some tips that current faculty have found helpful.

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PEOPLE YOU SHOULD MEET



In your first year, a team of four people will help orient you to campus: the provost & dean of faculty (Kourtney Collum), the assistant to the faculty (Barbara Carter), the director of academic & administrative services (Lothar Holzke), and the dean of academic affairs (Dave Feldman). Please reach out to them with any questions, big or small.

A fifth person will also play a crucial role in your orientation: your faculty mentor. Faculty mentors are assigned at the beginning of your first year and will provide

support as you adjust to life at COA. In your first few days on campus, ask your mentor to take you around campus and introduce you to key staff, categorized in Table 1 by the kinds of questions/issues that they can help answer. It is essential to your success at the college that you build strong relationships with the many staff who help make the institution function. There are a lot of people listed below (and this is an abridged list!), but we recommend that you try to connect with as many as possible within your first six months at the college.

Table 1. Key connections for orienting faculty

To contact people from off campus, dial 207-801 followed by the four-digit extension. If calling from an on-campus phone, simply dial the four-digit extension.

OFFICE	PERSON	HOW THEY CAN HELP YOU
ADMISSION	 Todd Miner <i>Dean of Admission</i> Ext. 5640 tminer@coa.edu 1st floor Kaelber Hall	Admissions and enrollment
ACADEMIC LEADERSHIP	 Kourtney Collum <i>Provost & Dean of Faculty</i> Ext. 5732 kcollum@coa.edu 3rd floor Turrets	Any questions you have about COA and the academic program, professional development funds, budgets, faculty personnel affairs

OFFICE**PERSON****HOW THEY CAN HELP YOU****Dave Feldman***Dean of Academic Affairs*

Ext. 5732

dfeldman@coa.edu

2nd floor Turrets (annex)

Academic Affairs Committee, proposing new courses

**Ken Hill***Vice President, Academic Innovation & Global Outreach*

Ext. 5630

khill@coa.edu

3rd floor Turrets

Demystifying human ecology; strategic partnerships

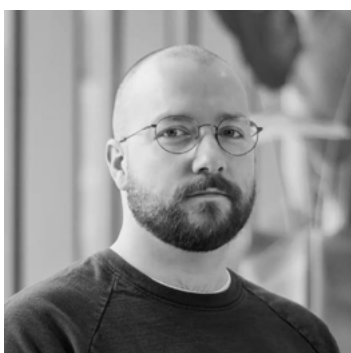
ACADEMIC SERVICES**Barbara Carter***Assistant to the Faculty*

Ext. 5632

bcarter@coa.edu

1st floor Turrets

Book orders, photocopying, workload reports, course evaluations, ordering supplies, transportation





**Lothar Holzke***Director of Academic & Administrative Services*





Ext. 5631





lolholzke@coa.edu





3rd floor Turrets





Onboarding, space reservation, academic probation, copyright clearance, academic advising





OFFICE	PERSON	HOW THEY CAN HELP YOU
	 <p>Jeffrey Neuhouser <i>Director of Internships & Career Development</i></p> <p>Ext. 5633 jneuhouser@coa.edu 2nd floor Arts & Sciences</p>	<p>Internship requirement, career opportunities for students</p>
	 <p>Scott Woolsey <i>First-Year Experience Coordinator</i></p> <p>swoolsey@coa.edu 3rd floor Deering</p>	<p>Human Ecology Core Course, first-year advising</p>
	 <p>Zach Soares <i>Director of A/V Services, Deputy Title IX Coordinator</i></p> <p>Ext. 5663 zsoares@coa.edu 2nd floor Kaelber Hall</p>	<p>Audio/visual needs in classrooms</p>
<p>ADMINISTRATION</p>	 <p>Bear Paul <i>Administrative Dean & CFO</i></p> <p>Ext. 5605 bpaul@coa.edu 2nd floor Turrets</p>	<p>Payroll, personnel policies, college operating budget</p>





OFFICE	PERSON	HOW THEY CAN HELP YOU
	 <p>Heather Albert-Knopp <i>Chief Operating Officer</i></p> <p>Ext. 5603 halbert-knopp@coa.edu 2nd floor Turrets</p>	<p>Enrollment, strategic revenue, campus operations</p>
<p>ADVANCEMENT</p>	 <p>Brad Smith <i>Vice President for Institutional Advancement</i></p> <p>Ext. 5620 bsmith@coa.edu 2nd floor Turrets</p>	<p>Philanthropy at COA</p>
	 <p>Kelly Dickson <i>Grant Writer</i></p> <p>Ext. 5624 kdickson@coa.edu 2nd floor Turrets</p>	<p>Grant funding and stewardship</p>
<p>BUILDINGS & GROUNDS</p>	 <p>Dan Daigle <i>Director of Buildings, Grounds, and Campus Safety</i></p> <p>Ext. 5690 ddaigle@coa.edu B&G Shed</p>	<p>Campus safety, maintenance, keys, parking, accessing locked buildings after hours</p>

OFFICE	PERSON	HOW THEY CAN HELP YOU
	 <p>Regan Greer <i>Assistant Director of Buildings, Grounds, and Campus Safety</i></p> <p>Ext. 5696 rgreer@coa.edu B&G Shed</p>	
<p>BUSINESS OFFICE</p>	 <p>Missy Cook <i>Controller</i></p> <p>Ext. 5610 mcook@coa.edu 1st floor annex Turrets</p>	<p>Business Office policies, salary, budgets, budget management</p>
	 <p>Jenel Thurlow <i>Accounts Payable Representative</i></p> <p>Ext. 5612 jthurlow@coa.edu 1st floor annex Turrets</p>	<p>Purchase orders, accounts payables, reimbursements</p>
	 <p>Shana Willey <i>HR Payroll / Benefits Administrator</i></p> <p>Ext. 5613 swilley@coa.edu 1st floor annex Turrets</p>	<p>Benefits, employment records</p>

OFFICE	PERSON	HOW THEY CAN HELP YOU
<p>COMMUNICATIONS</p>	 <p>Rob Levin <i>Dean of Communications</i></p> <p>Ext. 5623 rlevin@coa.edu 3rd floor Turrets</p>	<p>Publicizing student and faculty work, public relations, publicizing events</p>
<p>EVENTS & SUMMER PROGRAMS</p>	 <p>Cora Carvalho e Silva <i>Director of Internal Events</i></p> <p>ccarvalhoesilva@coa.edu 3rd floor Turrets</p>	<p>Hosting an event on campus</p>
	 <p>Jenna Horton <i>Director of Summer Programs</i></p> <p>Ext. 5635 jhorton@coa.edu 3rd floor Turrets</p>	<p>Summer conferences & events</p>
<p>FINANCIAL AID</p>	 <p>Amy McIntire <i>Director of Financial Aid</i></p> <p>Ext. 5645 amcintire@coa.edu 1st floor Kaelber Hall</p>	<p>General financial aid questions</p>

OFFICE	PERSON	HOW THEY CAN HELP YOU
	 <p>Willow Gibson <i>Financial Aid Assistant</i></p> <p>Ext. 5646 wgibson@coa.edu 1st floor Kaelber Hall</p>	<p>Work-study assignments</p>
<p>IT / HELPDESK</p>	 <p>Jarly Bobadilla <i>Desktop Support Manager</i></p> <p>Ext. 5652 jbobadilla@coa.edu 1st floor Arts & Sciences Bldg.</p>	<p>Assessing the campus network, G-suite, COA email, ordering computers and other equipment, troubleshooting tech issues, creating email groups</p>
<p>PRESIDENT'S OFFICE</p>	 <p>Sylvia Torti <i>President</i></p> <p>Ext. 5601 storti@coa.edu 2nd floor Turrets</p>  <p>Kara Daul <i>Executive Assistant to the President</i></p> <p>Ext. 5602 kdaul@coa.edu 2nd floor Turrets</p>	<p>Support for initiatives, speaking at events</p> <p>Scheduling with the President's Office</p>

OFFICE	PERSON	HOW THEY CAN HELP YOU
REGISTRAR'S OFFICE	 <p>Krystal Meservey <i>Registrar</i></p> <p>Ext. 5680 registrar@coa.edu kmeservey@coa.edu 1st floor Turrets</p>	<p>Class scheduling, new course proposals, course projections, grades and narrative evaluations</p>
	 <p>Kellie Hoffart <i>Assistant Registrar</i></p> <p>Ext. 5681 registrar@coa.edu khoffart@coa.edu 1st floor Turrets</p>	
STUDENT LIFE	 <p>Josh Luce <i>Dean of Student Life</i></p> <p>Ext. 5670 jluce@coa.edu 2nd floor Deering</p>	<p>Student support services, aiding students in crises</p>
	 <p>Nick Jenei <i>Director of Outdoor Programs</i></p> <p>Ext. 5672 njenei@coa.edu 2nd floor Deering</p>	<p>Outdoor education and leadership, field activities</p>

OFFICE	PERSON	HOW THEY CAN HELP YOU
	 <p>Ingrid Hill <i>Student Life Operations Manager</i></p> <p>Ext. 5674 ihill@coa.edu 2nd floor Deering</p>	<p>Student Life general information, orientation</p>
	 <p>Barbara Conry <i>Director of Student Support and Wellness</i></p> <p>Ext. 5671 bconry@coa.edu 2nd floor Deering</p>	<p>ADA compliance, disability accommodations, student emotional/physical wellbeing</p>
<p>TITLE IX AND CIVIL RIGHTS COMPLIANCE</p>	 <p>Puranjot Kaur <i>Title IX Coordinator & HR Support</i></p> <p>Ext. 5614 pkaur@coa.edu 3rd floor Deering</p>	<p>Title IX Coordinator & HR Support</p>
	 <p>Pamela Gagnon da Silva <i>Confidential Resource Advisor</i></p> <p>207-479-0553 pgagnon@coa.edu 1st floor Deering</p>	<p>Identity-based bias response & confidential disclosure</p>

OFFICE

PERSON

**HOW THEY
CAN HELP YOU**

**THORNDIKE
LIBRARY**



Catherine Preston-Schreck

Co-Director, Thorndike Library

Ext. 5660

preston-schreck@coa.edu

2nd floor Kaelber Hall

Off-campus access to databases, library resources and services, reserves and interlibrary loan



Trisha Cantwell

Co-Director, Thorndike Library

Ext. 5661

tcantwell@coa.edu

2nd floor Kaelber Hall



Hannah Stevens

Librarian

Ext. 5662

hstevens@coa.edu

2nd floor Kaelber Hall

General library resources



Elliot Santavicca

Archivist/Librarian

Ext. 5664

esantavicca@coa.edu

2nd floor Kaelber Hall

COA archives, senior project submissions

OFFICE

PERSON

HOW THEY CAN HELP YOU

WRITING CENTER



Su Yin Khor

Director of the Writing Program

Ext. 5701

skhor@coa.edu

2nd floor Witchcliff

Writing requirements, writing tutors, incorporating writing into the curriculum, supporting students' writing goals



Valeria Tsygankova

Director of the Writing Center

Ext. 5814

vtsygankova@coa.edu

3rd floor Deering

SELECT LOGISTICAL ADVICE

COA is a small, relatively young campus with roots as an experimental and progressive educational institution, so you may find that procedures here are less regimented than at larger or older institutions. This guide describes current policies and processes, but these are subject to change as we work toward the goals of our 2030 Strategic Plan. If you want to know how something is done here, the best approach is to talk to someone who does it. Your faculty mentor is an important source of guidance, but it's also important to talk to other people—the dean's team, staff, faculty, students—to get a sense of how things run here. Below we offer some select logistical advice.

OFFICE SPACE

Lothar Holzke will assign you an office with standard furnishing. If anything in your office needs fixing, upgrading, or painting before you move in, contact Buildings and Grounds (Dan Daigle or Regan Greer). The B&G crew can also help you find furniture if you need extra chairs, cabinets, bookcases, etc.; if furniture cannot be repurposed from elsewhere on campus, Lothar can assist with purchasing. IT will provide you with a monitor, laptop computer, and landline phone with a unique extension.

COMPUTERS AND TECH SUPPORT

If you need assistance with your phone, computer, or the campus network, contact IT at helpdesk@coa.edu. This will automatically generate a work ticket that everyone in IT can access. If you use a personal laptop to access e-mail on campus, it needs to be

registered with IT and have appropriate security software installed (Macs as well as PCs). Your tablet and smartphone can also be set up to use the school internet. Please become familiar with the COA Computer Usage Policy, available at coa.edu/policies/it-policies.

CAMPUS PHONES

The campus directory is maintained and distributed by

Lothar Holzke. Every employee's extension can also be found on their profile page on the COA website. If you request a COA voicemail account, your voicemail number will be assigned by Eric Johnson. When making a phone call from a campus phone, dial 9 for an outside line or, to contact someone on campus, simply dial the four-digit extension. To contact people from off campus, dial 207-801 followed by their extension. To access your voicemail from off campus dial 288-2944 and press #. Please see the Business Office for a long distance access PIN. You will need this both for the phone and for the fax machine.

CAMS PORTAL & GOOGLE SUITE

COA has an online portal (CAMS) where you can manage your courses and advisees. We will be updating our student information system in the coming year and in the meantime, most faculty use CAMS only when necessary. Many faculty use Google Classroom as their default learning management system. It's a good idea to familiarize yourself with both systems before you begin. Feel free to contact any member of your orientation team for help. If you have not received your login and password for the portal, contact the registrar. You can use Google Classroom or the CAMS portal (whichever you prefer) to email your students and post readings and other course resources. The CAMS portal allows you to communicate with advisees, see your schedule, the times/places of other courses, and a number of other functions. You are **required** to use the portal to enter final grades every term. The first time you enter grades, it's a good idea to do it during business hours so that you can call the Registrar's Office for support if needed. If you choose to use Google Suite for assignments, make sure to familiarize yourself with how it manages permissions; for instance, make sure documents that shouldn't be modified are write-protected, so that students who are unfamiliar with Google Drive won't modify them by accident. At the end of each term, IT recommends that you archive your old courses. If you have trouble figuring out how to do that in Google Classroom, contact IT.

AUDIO/VISUAL SERVICES

TVs, DVD players, overheads, and screens are available in most classrooms. Most classrooms include LCD projectors and stereo receivers. Additional LCD projectors are available for check out at the library. If you have particular needs for your teaching spaces you should contact Director of A/V Services Zach Soares. Support for events must be requested at least two weeks before the event is scheduled to ensure coverage.

ONLINE PROFILES

Your COA faculty profile should already be set up. You can find it by searching for yourself on the main webpage, and you can personalize or link to another site by clicking on the “Edit Your Profile!” link at the bottom of the page. Log in using your coa.edu credentials. The interface is fairly self-explanatory, but if you have trouble, just email webteam@coa.edu. Prospective students and their families—as well as many other constituencies—use these pages to get a sense of our academic program, so it’s important to update your profile annually or as needed.

COURSE SCHEDULING

No later than the end of week four of each term, you will need to contact the registrar to lock in your course preferences for the following term (i.e., course title, time, date, classroom preference, etc.). For more information, see “course projections” and “scheduling a new course” in Section III.

CLASSROOMS

Well before a term begins, you should check your classroom(s) to make sure it suits your needs. Is there room for all enrolled students? Does the classroom configuration meet your needs? Are there sufficient blackboard/whiteboard spaces? Can the window shades be drawn if you need to darken the room for projecting images? If there is a storage space where projectors and other equipment is kept during off hours, do you have the key/access code? Do you have the necessary audiovisual equipment, and does it interface with your computer if needed? Is there space for all the equipment that you need, and are electrical outlets available where you need

them? If the answers to these questions are not self-evident, you may want to ask your faculty mentor and/or other faculty who frequently teach in the space. Zach Soares can help with audiovisual issues, but may need 1–2 weeks of lead time. Someone from B&G may be able to resolve issues like window shades, but again, lead time is necessary, so plan ahead. If your classroom is not suitable, contact the registrar 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. If you have questions about classroom spaces after the start of the term, contact Lothar Holzke.

CLASS ROSTERS

Class rosters can be found on your CAMS portal. You should check how many students are enrolled in your class and whether there is a waitlist. To see the waitlist, click on the “My Schedule” tab in the CAMS portal. You should print the roster before classes begin and bring it with you to take attendance. You can also use the portal to get photographs of all students in your classes who have consented to share their photos. Students tend to shop around the first week of classes but are expected to make firm course choices by the end of the first week. 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.

COURSE BOOKS

Federal law requires that textbooks are listed on the CAMS portal so that students can estimate costs prior to and during registration. You should also send the library a list of the books you will use in your courses; they will ensure the library has the books in their collection and will place a copy of each book on a four-hour reserve in the library. Prior to each term, 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 to check on availability and order desk copies. Barbara will send out an email reminder each term. If books are not returnable, COA has to purchase them, and the expense will be taken from the faculty member’s course budget. Barbara will notify you if any of your books fit this category

and discuss options. Some faculty choose not to use Sherman's and instead advise students to buy books from an online retailer. COA employees also receive a 20% discount on books for classes from Blue Hill Books in Blue Hill. You can place an order by emailing them at info@bluehillbooks.com.



FIELD TRIPS AND RESERVING COA VANS




The college maintains a fleet of vans to accommodate academic and extracurricular programming. We currently have two mini buses that can hold 15 people, three minivans that can hold seven people, and nine vans that carry 12 passengers (all including the driver). Drivers of COA vehicles must be 21 years of age or older and van certified. Barbara Carter can provide you with a list of eligible student drivers. Make arrangements with Barbara

to reserve a van and pick up keys. It is recommended that you reserve vans for the entire term ahead of time, ideally 4–6 weeks before the term starts. Fall is a particularly busy term for field-based courses, so there can be competition for van reservations. Van keys are typically put in your faculty mailbox before the trip, and there is a key return box next to the mailboxes in Turrets. Use of vans will be charged to your course budget. The current rates are \$10/half day, \$20/full day, plus \$.50/mile after the first 50 miles. Drivers can be reimbursed \$0.67 per mile if using personal vehicles. To reimburse a driver (including yourself), fill out a payment voucher, found in the Business Office, and return it to the tray labeled “Payment Vouchers.”

If you would like to schedule a field trip to one of COA's field stations or off-campus properties, contact the coordinator listed in Table 2.

Table 2. COA properties and field stations

PROPERTIES AND FIELD STATIONS	COORDINATOR	DETAILS
<p>Islands and boats</p> <p>(Great Duck Island and Mount Desert Rock)</p>	 <p>Toby Stephenson <i>Captain and Director of Boats and Marine Operations</i></p> <p>tstephenson@coa.edu</p>	<p>COA has multiple boats and two islands. Contact Toby with any questions about getting students on the water.</p>
<p>Beech Hill Farm</p>	 <p>Anna Davis & David Levinson <i>Co-Managers, Beech Hill Farm</i></p> <p>beechhillfarm@coa.edu</p>	<p>Beech Hill Farm is located at 171 Beech Hill Rd in Mt Desert.</p>

PROPERTIES AND FIELD STATIONS	COORDINATOR	DETAILS
<p><u>Peggy Rockefeller Farm (PRF)</u></p>	 <p>April Nugent <i>Manager, Peggy Rockefeller Farm</i></p> <p>prf@coa.edu</p>	<p>PRF is located at the corner of Crooked Road and Norway Drive in Bar Harbor.</p>
<p><u>The Cox Protectorate</u></p>	 <p>Ken Cline <i>Faculty, Law and Public Policy</i></p> <p>kcline@coa.edu</p>	<p>The Cox Protectorate is located on Norway Drive, just north of Mill Brook Road.</p>
<p><u>North Woods Ways</u></p>	 <p>Nick Jenei <i>Director of Outdoor Programs</i></p> <p>nww-stewards@coa.edu</p>	<p>North Woods Ways is a “winter academic basecamp” and wilderness center where students learn traditional skills.</p>

ACADEMIC & MENTAL HEALTH SUPPORT FOR STUDENTS

If you are concerned about a student’s engagement in your class, speak with them directly. If problems continue, you should contact the student’s advisor and the provost to alert them to the difficulties. You can find the advisor’s name through the CAMS portal, or you can ask Lothar Holzke. Students who need support with writing should be referred to the Writing Center. Tutors are available every term and the hours are posted online. If a student needs additional support or lacks confidence in their writing ability, contact Su

Yin Khor, director of the writing program. Students who need extra support with library research can attend library tutoring sessions or contact Trisha Cantwell or Catherine Preston-Schreck for individual help.

The college contracts external services for counseling and support with time management, study skills, and more. Most of these resources are free for students, or may be discounted or waived. For academic support services, consult Lothar Holzke. If you are concerned that a student is struggling with mental health or other challenges beyond academics, contact Director of Student Support & Wellness Barbara Conry.

Barbara will direct students to qualified counseling services. As you build strong advising relationships with students, they may come to you to discuss serious issues beyond the scope of their education. Please remember that faculty are not trained counselors. You are not required to advise students beyond your expertise, and indeed, you should direct students to the director of student support & wellness if you have any concerns about their mental health or wellbeing. Any questions pertaining to student mental health or wellness should be directed to Josh Luce or Barbara Conry.

COURSE BUDGETS

Every faculty member has a unique course budget number. Lothar Holzke or the Business Office will provide you with your course budget number. Each academic year the account is refreshed with \$300 for each class you are anticipated to teach in that year. If your course has additional lab fees to cover higher costs, that money is also added to the account. You do not need to divide your course budget evenly between courses. Your course budget is essentially your budget for all expenses related to being a faculty member at COA. Note that course budgets do not rollover annually; any unused course funds go back into the general operating budget at the end of each fiscal year (June 30), so use it or lose it. Things your course budget can cover include office supplies, books, photocopying, field trips, film rentals, and guest speaker travel/honorarium. You can also use this budget for professional development costs, such as society memberships, and small amounts of professional travel.

PROFESSIONAL DEVELOPMENT FUNDS (155 ACCOUNTS)

All faculty are provided with an endowed (155) account for professional development related to their area of research and study. Full-time contracted faculty receive \$4,000/year and less than full-time faculty receive \$2,000/year. Endowed chairs receive \$5,000/year. The funds are intended to support professional development and course enhancement. Funds may be used for: general professional development for faculty, staff, and students, including support for travel, conferences, food, and lodging; course enhancements (e.g., purchase of course materials/equipment, payment for visiting speakers, TAs for small classes, class travel); or professional

memberships/organizational fees. Any equipment purchased from a 155 becomes college property. Funds may not be used for faculty salary in any form, donations to other agencies or nonprofits, or class parties/food for classes (use course budget for this).

No outside funds can be placed into the 155 accounts—in other words, no budget transfers from course budgets, grants, or other sources. Large equipment purchases (\$500 or more) or self-pay must be approved by the provost or their designee. Faculty need additional authorization from the administrative dean if items are related to payroll-incurred expenses (e.g. hiring a student worker). Faculty may lose access to their 155 account if they do not meet baseline workload expectations (see Appendix 1). 155 funds roll over from year to year (including debits and savings). The Business Office can provide you with information about how to track your account balance online; however, we recommend that you also track your own spending in a spreadsheet.

PURCHASES AND REIMBURSEMENTS

You can purchase supplies using your course budget, 155 account, or any other budget that you manage. The Business Office prefers that you use a purchase order (PO) whenever possible, and may require a PO for large (> \$1,000) purchases. When ordering supplies and materials, ask the Business Office if your supplier is likely to accept POs; most local businesses will accept them. For supermarket purchases, you can get a Hannaford card from Barbara Carter. For purchases where POs cannot be used, you can either order items yourself or have Barbara Carter order them for you on a COA credit card (this is especially easy through Amazon and other online vendors). Whenever possible, it is best to use purchase orders or COA cards. COA has a tax exemption, and if you use your personal card you may not get reimbursed for the tax. If you do use a personal credit card, receipts for reimbursement must be submitted within 60 days of the transaction or by the end of the fiscal year, whichever is sooner. The paperwork to turn in with your receipts is available outside the Business Office. When completing reimbursement forms, you must include receipts and the budget code that should be charged.

W.B. MASON / AMAZON BUSINESS / DICK BLICK

Barbara Carter can set you up with a [W.B. Mason](#) or [Amazon](#) Business account upon request. You may use this account to order supplies that will be delivered directly to campus. When ordering through this site, you can pay for expenses directly using any COA budget number (e.g., course budgets, grant budgets, or 155 accounts). We also have an account with Dick Blick but are unable to set up individual user accounts. To place an order through Dick Blick, contact Barbara Carter.

SCHEDULING & PROMOTING EVENTS

If you would like to organize an event on campus and need logistical support, Cora Carvalho e Silva (director of internal events) and Rob Levin (dean of communications) can together provide assistance with space reservation, liaising with COA offices such as Dining Services and Buildings & Grounds, and internal and external promotion. Generally, they need all event details one month before the scheduled event to do their work. Please consider them as early in the process as possible.

The communications office offers the following promotional services: Calendar event on [coa.edu](#); promotion on Instagram stories; promo post on LinkedIn; publish as an event on Facebook; event listing on WERU and Maine Public radio community calendars; press release and calendar listing info to Mount Desert Islander, Bar Harbor Story, and other regional venues.

What Rob needs from you: Event title; date and time; location; cost; who may attend (open to public, COA only, etc); one-sentence summary; longer description; bio info for any people involved, if not easily available online; photo to promote event with (must be at least 300k); contact person (if other than you); any other relevant info you would like included.

RESERVING SPACES ON CAMPUS

To reserve campus spaces other than those assigned for your class(es) during the academic year, email Lothar Holzke. During the summer, spaces are reserved through the Summer Programs Office, so you should contact Director

of Summer Programs Jenna Horton at jhorton@coa.edu. To check a room's availability, go to [coa.skedda.com](#). Refer to this page for more information: [coa.edu/space-use](#).

PHOTOCOPYING

Copy machines are located in Thorndike Library and in the copier room on the first floor of Turrets. With advanced notice, work-study students may be available to do copying for you through the Academic Services Office. A minimum of 24 hours notice is appreciated. Trisha Cantwell or Catherine Preston-Schreck can provide you with your personal code for the copier in the Thorndike Library. Your course budget will be charged \$.05/page for photocopying/printing. The Turrets copier does not require a code.

MAIL

Faculty and staff mailboxes are on the first floor of Turrets. If you do not already have a mailbox upon your arrival, contact Lothar Holzke. COA's mail service should not be used as your personal address. You may send any COA-related mail through the college; simply drop outgoing mail at the front desk located on the first floor of Kaelber Hall outside of admissions. When dropping mail, be sure to provide the budget that should be charged for the postage. Packages are delivered to the first floor of Kaelber, to the right of the stairs to the library. You will get an email if you have a package to pick up. There is limited storage space for packages, so please pick them up promptly. You may also send packages from this same location through UPS or Federal Express. See the front desk for assistance. You must use COA's return address for any packages shipped from campus. UPS picks up packages once a day, around 11:30 a.m. Student mailboxes are on the second (ground) floor of the Arts & Sciences building, next to the Writing Center.

ID CARDS

In your first week you should visit the IT department to get your COA employee ID. You will use this ID card to purchase food in the dining hall (Take-A-Break) and Sea Urchin. Once you have your ID card, you can visit the Business Office to add dining dollars to your card.

DINING HALL AND EMPLOYEE MEAL DISCOUNT

The main campus dining hall is Take-A-Break (TAB). TAB serves three meals a day when classes are in session. All meals are made from scratch, and often feature local and organic food including meat and produce from COA's two farms. The meals are delicious and very affordable (~\$6 for lunch). You can also purchase food on campus from Sea Urchin Cafe, located on the first floor of Deering Common. Both TAB and Sea Urchin accept payment in the form of cash or dining dollars. COA employees receive a discount on dining dollars. You can purchase dining dollars by visiting the Business Office, where you can pay \$80 USD for \$100 of meal credits that will be added to your employee ID card. Be aware that the declining balance carries over from fall to winter term and from winter to spring term, but does not carry over from one academic year to the next.

THE WRITING CENTER

If you plan to have writing assignments in your classes, the Writing Center is an excellent resource. COA's Writing Center aims to assist students in any and all parts of the writing process. The Writing Center provides much more than proofreading! Trained tutors can help students understand assignments, brainstorm, outline, figure out citations, navigate and implement feedback, develop a revision plan, and talk through ideas when feeling stuck. If a student needs help, they can drop by the center, [schedule an appointment](#), or email writing@coa.edu. Tutors are available every term. The Writing Center is located on the first floor of the Arts & Sciences building.

SELECT ACADEMIC POLICIES

Below we highlight some important academic policies and procedures, from how to propose new courses to how to evaluate student work.

10-WEEK TERMS

COA terms run for 10 weeks. Fall term has an initial half-week (“week zero”) and another half-week partway through the term for a faculty retreat. Everything—including final exams/papers/projects—falls into those 10 weeks. If you have taught semester-long courses, the COA term will feel like a sprint. The more you have prepared ahead of time, the easier it will be to keep your head above water. That being said, translating a semester course into a COA term course is an uncertain art form. It may seem that you could take the first or last 10 weeks of a semester course and slot it into a 10-week term, but experience suggests that this approach produces an overstuffed course that creates anxiety for both students and professor.

Other factors make the term even shorter: Students tend to “shop around” for classes in the first week during drop/add, and your course enrollment may change quite a bit during that time (see course enrollment policies, below). Professors are also expected to build in time for a midterm check-in (see course evaluations, below) in the fourth or fifth week of each term. Because of the limited contact time, many professors choose to assign take-home exams or other projects instead of giving in-class exams.

ADVISING

Because of our student-centered curriculum, advising plays a central role in developing a student’s course of study at COA. After your first year, you will be assigned several advisees at the beginning of each academic year. Students in your classes or students who share similar interests may ask you to become their advisor or to join their advising team with another faculty or staff member. Full-time faculty should advise an average of 12 students per academic year. An average of seven students is too

few and 20 is too many. Students will need you to fill out a Change of Advisor Form to add you as an advisor. Students can have more than one advisor, but it is a good practice to make sure that there is one lead advisor who signs forms and ensures the student is making progress in their course of study. Being an advisor allows you to see a student’s records on the [faculty portal](#). Any questions you have about advising should be directed to Kourtney Collum, Scott Woolsey, and/or Lothar Holzke. They can provide you with some guidelines for advising. It can be useful to talk with your faculty mentor and other colleagues about approaches to advising. Although advising styles differ, you should meet with your advisees at least once a term. Refer also to the [Advising Worksheet](#) and [Advising Guidelines with FAQ](#).

PROPOSING NEW COURSES

COA faculty are empowered to propose new courses at their discretion, based on the needs of the academic program. New courses should be discussed and approved by the appropriate resource area first, and then submitted to the Academic Affairs Committee (AAC) for final approval. Because time for resource area meetings is limited, these discussions can sometimes be conducted by email. New faculty should talk with their mentors about the courses that they plan to teach in the first few years, and request time in a resource area meeting to discuss course planning. The descriptions of all currently offered courses can be found in the *Course Catalog & Academic Handbook*. Additionally, the projections for courses for the current three-year period can be found on the [registrar’s webpage](#).

When developing your course descriptions, it’s useful to read a variety of current descriptions and talk to your mentor and other faculty members. Every course description should include a summary of what students will learn, how they will learn, and how they will be evaluated. If the course is aimed at a particular sector of the student population, it is useful to indicate that in the description

(e.g., “This course is designed for students with a basic knowledge of X”). The recommended length for course descriptions is 150–250 words. Along with the description, you should determine the following information about your new course:

- Whether it will be team-taught, and if so, by whom
- The level of the course (introductory, intermediate, advanced)
- Any prerequisites (e.g., specific course requirements, “a knowledge of algebra,” etc.)
- Whether instructor permission is required (instructor permission should only be required in rare and exceptional cases)
- Whether there is a lab fee and what it will be used for
- The course size limit and a justification if it is smaller than 12 or larger than 20
- Whether the course meets curricular requirements (resource area, HY, QR, W)

Once the course has been discussed and approved by the resource area, you must submit it to AAC online using the [New Course Form for Permanent Faculty](#).

COURSE PROJECTIONS

All faculty are required to provide the registrar with three-year course projections. During your first year as a new faculty member, your mentor and other faculty—especially those from your resource area—will help you think through the courses you should offer in the curriculum. Once you have your three-year course projections figured out, send them to the registrar. All faculty are required to update these every year. Your projections may shift due to unforeseen circumstances (e.g., student demand, parental leave, etc.) but it’s important that these are as accurate as possible so that students can plan their course of study.

COURSE SYLLABI

All courses are required to have syllabi, which are given to students and also archived by the college. Lothar Holzke will email you at the beginning of every term to request

your syllabi (you can also be proactive and send them unprompted). There is no required template for syllabi, but all must contain professor contact information and office hours (specific sign up times or by appointment), a course description, learning outcomes and assessment, a list of learning topics and dates, what assessment in the course will be based upon, and the set of readings or other required materials for the term. Additionally, the college requires two statements be included in all syllabi:

- **Statement of time commitment** (you can use this boilerplate or develop your own): *You should expect to spend a minimum of 150 academically engaged hours associated with this one-credit course. These 150 hours will be spent roughly as follows: [insert approximate time allocation here].*
- **Statement on plagiarism and academic honesty.** *By enrolling in an academic institution, a student is subscribing to common standards of academic honesty. Any cheating, plagiarism, falsifying or fabricating of data is a breach of such standards. A student must make it their responsibility to not use words or works of others without proper acknowledgment. Plagiarism is unacceptable and evidence of such activity is reported to the academic dean or their designee. Two violations of academic integrity are grounds for dismissal from the college. Students should request in-class discussions of such questions when complex issues of ethical scholarship arise.*

COURSE ENROLLMENT POLICIES

The recommended minimum course enrollment size is eight, and classes must have at least five students enrolled in order to run (see Appendix 1 for baseline expectations and guidelines for faculty workload). When you write a new course proposal, you will specify the number of students who will be allowed to register for a class. Popular classes may have a waitlist. To see the waitlist, click on the “My Schedule” tab in the CAMS portal. The waitlist is numbered, but the ranks are often separated by only a few seconds depending on the student’s internet connection speed at registration time. Note that students on the waitlist may or may not show up for your class in the first week, and students who are not on the waitlist may show up. When considering who to allow in off the waitlist (or

otherwise), most professors give priority to the students who show up on the first day and who demonstrate strong need for the class. If your course is under-enrolled before the term starts (i.e., fewer than five students enrolled), check with your faculty mentor for strategies to increase enrollment.

Faculty are not allowed to discriminate against students by applying arbitrary criteria to control who is allowed to enroll in a course. In rare and exceptional circumstances, you may offer courses “by permission of instructor” (POI). If using a POI, you must have clear, written criteria for selecting students. POI is almost always reserved for upper-level courses where professors want to screen students’ academic qualifications and level of preparation. *Note that the registration system at COA does not automatically exclude students who lack prerequisites for a course.* If you do teach an upper level course with an indispensable prerequisite, you may need to check with students in the first class meeting to ensure that they are actually prepared.

After the term starts, you can control who is allowed to add your course. If a student wants to add your course, you will need to sign their add/drop form, even if they are on the waitlist. The final add/drop deadline is at 4 p.m. on the fifth day of classes (Wednesday of week one in fall term due to the zero week, and Friday of week one in winter and spring). At that time, you should examine your final class list on your CAMS portal. If you find any errors, email the registrar.

AUDITORS

COA students can audit classes and will receive a designation on their transcript that they have done so if they meet your expectations. If there is room, Hancock County residents (non-matriculating individuals in the community that are interested in taking a course) may attend classes with your permission and the payment of a registration fee; direct them to the Registrar’s Office for a form. Current COA students must be given priority in classes with limited space. Auditors and Hancock County students are not allowed in classes if you have cut out any credit-seeking COA students. Deciding whether to add an auditor is up to you—you may decide that your class requires a commitment that is not possible from an

auditor. If you do decide to take auditors, be clear at the start about the level of participation you desire or allow.

OFFICE HOURS

Some faculty arrange office hours by appointment; others have set hours. Students are accustomed to having regular contact out of class with faculty. How you let students sign up to see you is up to you; some faculty have online calendars, some have signup sheets on their office door, and some do it solely by appointment. However you decide to communicate with students, you should make plenty of time (about three hours/week) available for meetings outside of class.

MID-TERM COURSE EVALUATIONS

All faculty must perform informal midterm course evaluations or check-ins. In week five of each term you will receive a reminder email with suggested questions for the students to ask the instructor, the instructor to ask the class, and the students to ask each other. Make sure to reserve time in your course schedule for this check-in. Based on the feedback you receive, you may decide to modify the rest of the course in some way. For a new course, you may want to do an initial check-in sooner. Don’t hesitate to direct questions about the course check-in to your faculty mentor, the academic deans, or to other faculty.

FINAL COURSE EVALUATIONS

Students are asked to complete course evaluations at the end of each term. They must complete these evaluations in order to see their final grade. Faculty have the option of assigning online evaluations (this is the default) or distributing paper evaluations in class. Barbara Carter will email you copies of your course evaluations at the end of each term. If you do not receive them, you should request them. These evaluations are taken into account during faculty contract reviews. We strongly recommend that you read them consistently to assess and modify your teaching as needed. Note that for team-taught courses, each student is only given one evaluation (e.g., there is not a separate evaluation for each professor).

GRADES AND NARRATIVE EVALUATIONS

At the end of each term you must evaluate students' performance using grades and narrative evaluations. As mentioned, students will have opted for a letter grade or credit/no credit during week one of the term; once they select an option, they cannot change it. Grades and narrative evaluations must be turned in no later than three weeks after the end of term. This is crucial, as late evaluations can affect students' financial aid, academic status, external scholarships, and ultimately persistence.

Grades and narrative evaluations must be entered through the CAMS portal. The Registrar's Office will email instructions for submitting grades at the end of each term. Narrative evaluations provide a forum for noting the aspects of a student's performance that letter grades gloss over. Ask your mentor and other faculty members for advice on crafting these narratives. Evaluations have two audiences: the student and the outside world. Students' official transcripts will contain the course description, your written evaluation, and an optional student self-evaluation (different from the course evaluation). You can find examples of narrative evaluations in Appendix 3.

GRADUATION REQUIREMENTS

To graduate with a Bachelor of Arts in human ecology, students must:

complete all freshman requirements (the Core Course and one course each with a writing (W), quantitative reasoning (QR), and history (HY) designation. Confusingly, not all "freshman" requirements must be completed in a student's first year; rather, students must complete these requirements if they begin their degree at COA (i.e., are not transferring in credits).

complete the resource area requirements, which entails taking two classes in each resource area (AD, ES, HS). These classes must be taught by different instructors

- submit a writing portfolio.
- complete 40-hours of community service.
- complete an internship.

- submit the Human Ecology Essay.
- complete a senior project.
- earn a minimum total of 36 credits.

You can find more information about degree requirements [here](#). The [Certification of Degree Requirements Form](#) is also a good tool for advising students and helping them think through their progress toward graduation.

HUMAN ECOLOGY ESSAY (HEE)

Students must submit an essay about human ecology to graduate. You can find information about this requirement in the front of the *Course Catalog & Academic Handbook*. Seniors may ask you to be a reader on their Human Ecology Essay (HEE), due during the winter term of their senior year. Students are required to have two readers on their essay—their academic advisor is one and they recruit a second faculty reader. A typical load of HEEs is four per faculty member per year, on average. Collections of essays from previous years are available in the library; they are lovely to read and checking a copy out will help you get a sense of what they entail.

INTERNSHIPS

All students are required to complete an internship in order to graduate. Faculty are an important resource for students in this area. Director of Internships and Career Development Jeffry Neuhouser maintains an internship database. You can direct students to Jeffry for help and also share potential internship opportunities with Jeffry. Additionally, we recommend that you create a spreadsheet to track organizations where students you work with have interned. This will be a helpful tool for advising future students, and can be useful when writing grant reports and more.

Students may elect to do an internship for credit (three COA credits) or not for credit (zero COA credits). Both options satisfy the degree requirement. Students complete 440 academically engaged hours for the for-credit internship, or 320 hours for the no-credit internship. Up to 40 hours may be recorded for time spent researching internship opportunities, writing the proposal, preparing for the internship, and writing the post-internship report.

For information about internships, contact Director of Internships and Career Development Jeffry Neuhouser and check out the [Internship Requirements and Proposals webpage](#).

SENIOR PROJECTS (SP) AND INDEPENDENT STUDIES (IS)

All COA students are required to complete a three-credit senior project in order to graduate (450 academically engaged hours). You can find information on senior project requirements and deadlines [here](#). Students may approach you at any time during the year to request that you direct their senior project or supervise an independent study with them. Most faculty advise an average of 2.5 senior projects per year. Seniors receive three credits for their senior project, which they may take all in one term (in lieu of enrolling in courses) or which they can spread out over two or three terms, in combination with courses.

Faculty advise an average of 3.5 independent studies annually. Before committing to directing a student's senior project or independent study, you may request that they send you a draft proposal, and you can request that they give it to you well ahead of the enrollment deadline. Most faculty will not do this kind of independent work with students that they have not already had in a class. The [registrar's webpage](#) includes links to the guidelines for senior project and independent study proposals. These forms will give you a sense of the parameters and expectations for these kinds of work. That said, there is a range of expectations among faculty and students regarding what constitutes an independent study, as well as a senior project, so it is wise to set clear guidelines and expectations with students when committing to direct either. Given how short the academic terms are, some faculty also require that work on senior projects begins prior to spring term, whether or not all the senior project credits are used in the spring. For June graduation, seniors must have their senior projects completed and signed off on by the Friday of week nine of classes (one week before classes end).

WRITING PORTFOLIOS

All students must submit a writing portfolio in their second year of study. These portfolios are assessed by the directors of the writing program and Writing Center. You can read more about this requirement [here](#).

COMMITTEE WORK AND GOVERNANCE

Faculty are expected to attend all faculty meetings and resource area meetings. Additionally, you should participate in the All College Meeting (ACM) on a regular basis. In practice, only about a quarter of faculty attend any given ACM. The faculty moderator will send out an agenda prior to the weekly faculty meeting, and the student moderator will do the same with the weekly ACM agenda. You are also expected to serve on a minimum of one major committee and one minor committee/service project per year. Most faculty are not assigned committee work in their first year, so that they can take that time to orient themselves to the college. However, some faculty choose to audit a committee in their first year, or may join one by necessity if it is strongly linked to their area (for example, if your position is connected with the islands, farms, museum, etc.). You should meet with the academic deans and your mentor to discuss appropriate college service and committee work for your first year. You can find the operating model for COA governance [here](#). Table 3 describes the college's major standing committees and their weekly meeting times.

Table 3. Key committees

COMMITTEE	MEETING DAY AND TIME
Faculty Development Group (FDG)	Wednesdays 8:30–9:25 a.m.
Campus Planning & Building (CPBC)	Wednesdays 9–10 a.m.
Academic Affairs	Wednesdays 9–10:35 a.m.
Personnel (PC)	Wednesdays 9:30–10:30 a.m.
Faculty Meeting	Wednesdays 10:40 a.m.–12 p.m.
All College Meeting	Wednesdays 1–2:30 p.m.

SELECT PERSONNEL AND COMMUNITY POLICIES

All personnel policies can be found in the [COA Administrative Staff and Support Staff Manual](#) and [COA Faculty Manual](#). You can also find descriptions of community policies here. Questions about these policies should be directed to the chair of the Faculty Development Group (Kourtney Collum) or Personnel Committee (Bear Paul). Below are a few policies you'll want to know about immediately.

ALCOHOL POLICY

The college's alcohol policy, which by state law the college and its employees must abide by, is stated in the [COA Faculty Manual](#).

AMOROUS RELATIONSHIP POLICY

As 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.*

PARKING POLICY

Parking on campus is free but you must register your car with B&G and display a COA parking permit. There is typically an email notice for permits every fall, but if you miss it simply contact B&G. COA community members are expected to park in designated parking spaces only (see Appendix 2 for a map that includes parking information). You can find COA's full parking policy [here](#).

SEXUAL MISCONDUCT AND HARASSMENT POLICY

The college has an extensive policy on sexual harassment

that defines sexual harassment and other forms of misconduct and specifies procedures for reporting. You are responsible for understanding and abiding by this policy. COA Title IX Coordinator Puranjot Kaur and/or Lothar Holzke will reach out to you to complete necessary compliance training shortly after your start date. The sexual misconduct and harassment policy is stated in full in the [COA Faculty Manual](#). You can find detailed information about our policies, reporting procedures, and support resources on the [Office of Title IX and Civil Rights Compliance webpage](#). If you have any questions or concerns please contact Puranjot Kaur.

SMOKING POLICY

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, with the exception of 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.

The following are designated as smoke-free areas: The Newlin Gardens area (i.e., the Red Bricks) including the stairways leading to the Newlin Gardens, the campus walk (the pathway connecting the Newlin Gardens to the Davis Center for Human Ecology), the courtyard of Blair-Tyson, and the courtyard created by Deering Common, Seafox, and the Kathryn W. Davis Residence Village.

The following are designated as 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 the lean-to adjacent to the bike shed at Blair-Tyson. At the discretion of CPBC these areas can be changed or moved.

We hope you have found this SURVIVAL GUIDE helpful! This guide has been revised and updated by many people over the years, with input from many faculty and staff.

If you find any errors in this report or have suggestions for improving it, please contact the editors of this edition, Kourtney Collum (kcollum@coa.edu) and Lothar Holzke (lholtzke@coa.edu).

APPENDIX 1

BASELINE EXPECTATIONS AND GUIDELINES FOR FACULTY WORKLOAD

BASELINE EXPECTATIONS

Contractual requirements for all full-time permanent faculty

CATEGORY	EXPECTATION
A*	<ul style="list-style-type: none">• Teach 5 courses per year + one of the following: a) approved college service, b) committee work, or c) a 6th course• Advise students• Be on campus at least 4 days per week during the academic term• Be available at least 90 minutes per week per class to meet with students• Supervise independent studies, residencies, and senior projects• Read human ecology essays• Attend faculty meetings, resource area meetings, and campus-wide advising forums
B	<ul style="list-style-type: none">• Turn in on time: 1) student grades and narrative evaluations, 2) course syllabi, 3) sabbatical reports, 4) annual 155/chair reports, and 5) annual workload reports including a current CV• Complete on time all federally mandated training including FERPA and Title IX

*On occasion, faculty members may work with the provost and Faculty Development Group (FDG) to adjust the Category A expectations for discrete events or for a single term. For example, a faculty member may be on sabbatical, emergency medical leave, or parental leave; they may be teaching an expeditionary course that requires a schedule shift; or they may be traveling to attend a conference. These exceptions are rare and must be coordinated with the provost and, when necessary, FDG.

GUIDELINES

To help full-time permanent faculty gauge their workload

GUIDELINE	ADDITIONAL DETAILS
Offer a range of introductory, intermediate, and advanced courses in consultation with resource areas and Academic Affairs Committee (AAC)	
Teach an average of 68 credits per year (credits are calculated based on student enrollment in courses, senior projects, independent studies, residencies, and tutorials)	<ul style="list-style-type: none">• The average class size is 12. Depending on the nature of a faculty member's courses, a concern may be raised during a review if the faculty member's 5-year average class size is under 10 students per class.• The yearly average advising load is 3.5 for independent studies and 2.5 for senior projects.
Meet with advisees at least once per term	Faculty should advise an average of 12 students per academic year. An average of 7 students is too few and 20 is too many.
Serve on at least one major and one minor committee	
Participate in at least two college service activities per year	Examples include hosting visiting students in classes, participating in a Fall Fly-In or Family Weekend activity or other admissions work, speaking at orientation or graduation, and working with the advancement team
Read an average of 4 human ecology essays per academic year	
Participate actively in job searches and faculty reviews	

APPENDIX 2

COA MAIN CAMPUS MAP

College of the Atlantic
life changing. world changing.

FRENCHMAN BAY

College of the Atlantic is located on the traditional lands of the Wabanaki people.

1. ARTS & SCIENCES BUILDING
IT Services
Writing Center

2. BEATRIX FARRAND GARDENS

3. BLAIR/TYSON RESIDENCE

4. BUILDINGS & GROUNDS

5. CLIMBING SHED

6. COLLINS HOUSE

7. COMMUNITY GARDEN

8. COTTAGE HOUSE

9. DAVIS CARRIAGE RESIDENCE

10. DAVIS CENTER FOR HUMAN ECOLOGY (CHE)

11. DAVIS GARAGE

12. DEERING COMMON COMMUNITY CENTER
Health Center
Sea Urchin Café
Student Life Offices

13. GEORGE B. DORR MUSEUM OF NATURAL HISTORY

14. THOMAS S. GATES, JR. COMMUNITY CENTER
Ethel H. Blum Gallery
McCormick Lecture Hall

15. KAELEBER HALL
Admission & Financial Aid
Blair Dining Hall | Take-A-Break (TAB)
Mailroom
Thorndike Library

16. KATHRYN W. DAVIS CENTER FOR INTERNATIONAL & REGIONAL STUDIES

17. KATHRYN W. DAVIS VILLAGE
Dority, Eno, Hamill, Milliken, Millard, and Shorey Houses

18. LARGE ELK
WENDY KLEMPERER, 2011

19. PEACH HOUSE

20. PIER

21. POTTERY STUDIO

22. ROAD LINE
ANDY GOLDSWORTHY, 2023

23. SEAFOX RESIDENCE

24. STUDIOS 5 & 6

25. THE TURRETS
Administrative Offices
Allied Whale

26. THE TURRETS SEASIDE GARDEN

27. WHALE SKULL
BALAENOPTERA PHYSALUS, 1984

28. WITCHCLIFF

29. WITCHCLIFF APARTMENTS

Commuter parking
Overnight parking
Accessible parking
Electric vehicle charging station
Gender-inclusive bathroom

207-288-5015
COA.EDU

You can find additional campus maps and directions [here](#).