General Information for New Faculty
MOLLOY COLLEGE

I  PARKING
1. Register your car and obtain parking validation sign from Public Safety Department.
2. All cars must park head-in.

II  MAIL
Faculty mailboxes are located on the third floor of Kellenberg Hall (room K322). See a colleague for room lock combination in the event the door is locked. Any concerns regarding mailboxes should be made by calling (x3058) Ken Bornholdt in K024 or Lorraine Jackson (x3051) in K012.

Administration and Staff mailboxes are located in the MAIL ROOM on the lower level of Kellenberg Hall (K024).

III  FACULTY-STUDENT INTERACTIONS
A. Course Outlines – Basic components (see attached sheet)
   1. Course Content
   2. Textbook information
   3. Policies set forth by Instructor
      * grading scale (see current Catalog)
      * attendance policy
      * assignments and significant grading rubrics
      * laboratory exercises, if applicable
      * “Communicating Across the Curriculum” criteria – (see catalog)
      * Statement regarding Academic Integrity Policy – (see catalog)
      * Statement on disabilities

B. Cancellation of class due to Instructor absence – should be reported to Associate Dean for Academic Affairs (x3015), Office of the Registrar (x4300), and Chairperson/Dean of your Department/Division. Class Cancellation/Faculty Absence Form must be filed out by Instructor upon return.

C. Mid-Semester Appraisals – Online alert for any student(s) in danger of failing a course. For additional information see Associate Dean for Academic Support Services, (x3023).

D. Academic Support Services – Nicolette Cee, Director of Academic Support Services/TRIO Project (x3282) arranges for various services to be available to all Molloy students. Services available include:
   - AcE Program (tutoring) – Casey Center, Room C019, (Kimberly Havens, x3450).
   - Writing Resource Center (C016)(Pamela Kenley-Meschino, x3296)
   - DSS/STEEP Program (Disability Support Services/Success Through Expanded Education Program) (C011) – provides assistance to students with learning disabilities, (Cari Rose-Tomo, x3315).
   - TRIO Project/Student Support Services: a federally funded program, provides extra assistance to high-risk students to achieve their educational goals. In addition to the academic services offered to all students, these specially selected students are afforded intensive follow-up through a professional team approach, and possibly extra funding in their financial aid packages (W103) (x4200)

E. Digital Communication – all faculty and students should have e-mail access with a campus e-mail address.

F. Voice mail is available for full-time faculty - see office assistant in department/division for more information regarding setting up a voice mail account.

IV  FACULTY PROFESSIONAL CENTER
Faculty Professional Center (K322) – contains resources and offers consultation, workshops and other services to faculty engaged in teaching and research. Watch for information regarding these services Anne Tumbarello, Director, (x3071).
V  BOOKSTORE
A. Located in the Public Square
B. Online book orders may be placed by accessing efollett.com (Please be observant of deadlines.)
C. Complimentary copies of textbooks are ordered by the individual faculty member by contacting the publisher.

VI  TOBIN LIBRARY
A. Located on the second floor of Kellenberg Hall – Judith Brink-Drescher, Director (x3925)
   (Stop by to speak with a librarian to learn about policies, discuss student research assignments, set-up a library session for your class, and find out your department/division Library Liaison, etc.)
B. Information Commons (Public Square – 2nd Floor)

VII  FACULTY MEDIA ROOM
Located on the second floor of Kellenberg Building (K209) available to faculty. Contact Faculty Professional Center for Keypad Combination.

VIII  REGISTRAR’S OFFICE
Located in Wilbur Arts Building – second floor (W235)
Susan Fortman, Registrar (x4311)
   Policies governing – Registration, Final Exams, Grades, Incompletes, etc.
   **No online access to the above material until taking the FERPA tutorial found at http://lionsden.molloy.edu/ics/ferpa/index.htm
   (See College Catalog for background info on FERPA).

IX  INFORMATION ON SNOW DAYS – EMERGENCY CLOSINGS
   ALERT SYSTEM and MOLLOY WEBSITE are best sources of information for weather-related closings or delayed openings.

X  PHYSICAL PLANT
   Repairs, maintenance, etc. are the responsibility of the Physical Plant Department (K110), Ralph Raele (x3063)

XI  ADDITIONAL INFORMATION
A. Fire Drills
   Exit directions posted in all classrooms
   Faculty Responsibilities: Instructor is last to leave classroom
   Take class list with him/her
   Close all windows
   Retake attendance after drill
B. Payroll Checks: Accounting Office – first floor (Kellenberg Hall)

SUMMARY: In order to be fully informed about life on the Molloy College Campus, all full-time faculty should have the following items available: College Catalog containing calendar for academic year and a Faculty Handbook. The Handbook is available at http://www.molloy.edu/Documents/Human%20Resources/Faculty%20Handbook.pdf

   Faculty must be careful about noting the change in some class days, i.e., a Monday class being held on a Tuesday or Wednesday during a certain week. This type of information will be found in the Academic Calendar, and/or issued in response to circumstances arising during a semester.

   The information memo was prepared initially by Gloria Gentile, M.S., Former Adjunct Assistant Professor, Department of Bio/Chem/EnvSci, Molloy College, Rockville Centre August 28, 1999