



TROCAIRE
C O L L E G E

FACULTY HANDBOOK

Created by the Faculty Senate:
A Resource of Information and Forms for Faculty

Last Update: Spring 2021(JCH)

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I. Introduction

FOREWORD

The Faculty Handbook is intended to help full time and part time faculty as educators at Trocaire College, outlining the policies and procedures, with access to forms and other pertinent information.

- Faculty who would like additional information regarding faculty duties may refer to the Faculty Collective Bargaining Agreement (CBA) found at **S:/Publications/FACULTY/Faculty Contract**.
- Faculty who want to review Administrative regulations refer to the Administrative Regulations (AR) found at **S:/Publications/Administrative Regulations**.
- An electronic copy of this handbook can be found at: **S:/Publications/Handbook**.

This handbook has been prepared in a spirit of gratitude to those members of the faculty who, through the years, have established Trocaire as a quality Mercy institution where knowledge and caring come together.

NOTE: the **S:/Drive** is found on campus computers. The S:/Drive should include the most up to date versions of important documents.

History

The history of Trocaire College may be found in the College Catalog at <https://trocaire.edu/about-trocaire/history/>.

Mission Statement

Trocaire College, a private career-oriented Catholic college in the spirit of the Sisters of Mercy, strives to empower students toward personal enrichment, dignity, and self-worth through education in a variety of professions and in the liberal arts. Recognizing the individual needs of a diverse student body Trocaire College provides life learning and development within a community-based environment.

Trocaire College prepares students for service in the universal community.

Vision Statement

Trocaire is the college where lives are transformed. Our students will be graduates of choice in career-oriented professions.

II. Faculty Senate

The Faculty Senate considers matters of academic concern (see [S:/Publications/Administrative Regulations/Policy # 142 Faculty Senate](#)). Senators are elected from the list of full time faculty members by full time faculty members. The Faculty Senate represents all members of the Trocaire College Faculty and senators are expected to be members of Faculty Senate committees.

Faculty Senate meetings are announced via Email. Meetings are open to ALL faculty members and Senate minutes are archived on the shared internal drive.

See <https://my.trocaire.edu/faculty-senate/> for current information regarding Faculty Senate.

Role of the Senate

- Participate in the decision-making process affecting academic policies and procedures
- Serve on Academic Policy and Curriculum Committee (APCC) and Administrative Advisory Council (AAC)
- Represent faculty at college, administrative, standing and ad hoc committees
- Identify and respond to faculty/academic concerns
- Promote communication with faculty, administration, and staff
- Coordinate faculty development days in collaboration with the Coordinator of the Mary Clare Development Center

Academic Policy and Curriculum Committee (APCC)

Representatives from Faculty Senate are elected to APCC as voting members. A copy of the Faculty Senate Constitution can be found at: <https://my.trocaire.edu/faculty-senate/>. Of the 12-elected faculty, 5 serve on APCC.

Faculty Senate Committee Membership

- A faculty senator will serve as chair on each Standing Committee.
- Full and part time faculty will be invited to serve on each Faculty Senate committee.
- For more information on Standing and Ad Hoc committees, as above, see the Faculty Senate Constitution.

III. Trocaire Faculty Association

The Trocaire Faculty Association (TFA) considers matters of terms and conditions of faculty employment.

The TFA is the faculty union at Trocaire College. Its leadership is elected pursuant to bylaws, by the faculty members. The purpose of the TFA is to improve the terms and conditions of employment of those it represents; to promote mutual assistance and cooperation among the members of TFA; to promote the principle of unity and collective bargaining in higher education; and to defend the civil, professional, and human rights of those it represents. The TFA monitors compliance with any agreement between TFA and the College.

Role of the Trocaire Faculty Association

- Negotiate and monitor the Collective Bargaining Agreement (CBA) with the College
- Represent union membership at college meetings
- Identify and respond to faculty contract concerns
- Represent faculty issues related to the contract
- Promote communication between faculty and administration

All full-time faculty are required to have membership in the TFA with a dues fee of \$30 every pay period (temporarily \$15 as of March 2019 with \$15 offset from TFA funds). For more information on the rights and responsibilities as faculty, see the CBA at: [S:/Publications/FACULTY/Faculty Contract](#).

2020-2022 Elected Officers

President: Mitch Tucker

1st Vice President: Joanna Hillman

2nd Vice President: Kelly Wallace

Secretary: Martha Bronstein

Treasurer: TBD

Trocaire Faculty Association meetings are announced via email and meetings are open to all members.

IV. Education/Teaching

TEACHING INFORMATION**Academic Freedom**

An instructor is entitled to full freedom in research, publication and in classroom teaching. For the full statement of the Professional Standard established for the Trocaire community, please see the **Faculty Shared Drive (M:)**

Copyright Laws

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. As specified in the law, a photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. For more information visit:

<https://library.trocaire.edu/services/facultyservices/copyright/>.

Library and Copy Center personnel reserve the right to refuse a request for a copying order if fulfillment of the order would involve violation of copyright law.

For further information on permission to reproduce copyrighted material go to www.copyright.com and <http://fairuse.stanford.edu>.

Educational Technology

The Department of Educational Technology (EdTech) supports all classroom and instructional technology, including Moodle, Trocaire’s Learning Management System (LMS), Akindi, Panopto video lecture capture, Turnitin plagiarism detector, etc. During new student orientation, an overview of Moodle is presented. All students receive a Moodle account and are provided a username and password.

Each classroom is equipped with a suite of hardware, and software. The suite includes a podium, projector, HP desktop computer and monitor. The EdTech office also contains a limited number of TurningPoint response clickers and Logitech presentation advancers which faculty members are able to check out and are to be returned at the end of the same term.

Information pertaining to educational technology needs can be found at <https://my.trocaire.edu/oit/> and faculty members are encouraged to contact the Educational Technology Department at edtech@trocaire.edu with any questions. One-on-one training sessions are available upon request.

CAMS

Trocaire uses the ERP software CAMS for integration of faculty and student needs. These portals are entitled e-faculty (<https://ecams.trocaire.edu/efaculty/>) and e-student (<https://ecams.trocaire.edu/estudent/>), respectively. E-faculty contains features such as class rosters, course schedules, submitting midterm and final grades, submitting daily attendance records, communicating en masse to course sections, degree information and faculty directory.

CAMS is managed by the Office of Information Technology (OIT) and any questions regarding e-faculty can be directed to helpdesk@trocaire.edu. For more information on CAMS, see <https://my.trocaire.edu/oit/systems/>.

Moodle

Trocaire uses Moodle (<https://trocaire.mrooms.net/login/index.php>) as the Learning Management System (LMS) for all courses regardless of teaching modality. Moodle gives each instructor an online course webpage for them to post notes, homework assignments, quizzes, grades, links, discussion forums, etc.

New faculty should contact the Educational Technology Department (edtech@trocaire.edu) for a brief tutorial covering the features, access, and functionality of Moodle. All hybrid courses are conducted through Moodle and any Faculty interested in teaching hybrid courses should contact the Educational Technology Department, as additional training may be required.

GRADING PROCEDURES AND REPORTS

Mid-Semester and Final Grades

Grade submission is done through CAMS (<https://ecams.trocaire.edu/efaculty/>), and step-by-step instructions are typically provided via e-mail from the registrar's office. Faculty are required to input grades below a "C" at Mid-Semester on CAMS using 'Direct Grades Submit' choosing Midterm. Final grades are submitted on CAMS using the 'Direct Grades Submit' choosing Final.

Faculty are to award all students in each of their courses a final grade on an A-F scale. At the end of the semester, faculty are to submit grades as soon as possible after an examination is completed, but no later than 72 hours after the last day the class meets for the semester. (As per the CBA at: [S:/Publications/FACULTY/Faculty Contract.](#))

Faculty are urged to exercise care in the computation of grades. Grades filed with the Registrar will not be changed unless an error was made in computation. In the case of error, the instructor must provide an explanation for the grade change. Changes in final grade can be completed through the Faculty Portal Direct Grade Submit link (<https://ecams.trocaire.edu/efaculty/login.asp>).

A student who misses assigned work, due to illness or other serious circumstances, may receive a grade of "Incomplete" at the instructor's discretion. The "I" grade must be completed within 30 days of the last day of the semester, and the student must make arrangements with the instructor to complete missed assignments or assessments. In order to qualify for the "I" the student must be passing the class at the time of the missed work.

In the case that a student was not present for a substantial amount of course content (i.e. 5 unexcused absences throughout the semester for a class that meets 2 times/week or 3 unexcused absences throughout the semester for a class that meets 1 time/week), the faculty member may award a grade of "FX." If a student chooses to withdraw from a course, they must do so through the Registrar's office. If a student stops attending course sessions, that does NOT constitute a withdrawal, but instead that student should be awarded an "FX." All grades awarded are subject to review and/or appeal, so all faculty are strongly encouraged to maintain records of all grades, graded assessments, rubrics, criteria, etc.

Student Action Form

Trocaire College uses an electronic Student Action Form to identify students who are having difficulty in a class, any time during the semester. As a faculty member, you are likely the first person to identify students having academic, or other, issues which may require additional support. The purpose of the Student Action Form is to notify students of concerns that are specific to the student and beyond anything addressed in class. The student and their academic advisor are emailed a copy of the alert. Faculty are able to submit Student Action Forms via CAMS at any point throughout the semester as it pertains to individual student performance. For specific instructions on how to submit an electronic Student Action Form go to [S:/Publications/Academic Forms](#).

The student action form can be found in the Faculty Portal (<https://ecams.trocaire.edu/efaculty/login.asp>).

Trocaire Grading System

The grading system can be found in the College Catalog (www.trocaire.edu → Academics tab)

STUDENT ACADEMIC SERVICES

Library

The Libraries offer a wide-range of services. Faculty seeking assistance may contact the staff from the college or from home at: <https://library.trocaire.edu/>. Current Library hours at the Main Campus and Extension Center are listed on the library website: <https://library.trocaire.edu/hours/>.

Online Library Resources

The Library's catalog can be accessed on campus/off campus by visiting the Library's home page (<https://library.trocaire.edu/>). The Library subscribes to variety of research databases including: ProQuest, EBSCOhost, Cengage, Credo Reference and more.

Faculty & Staff Services

The Library has specific services for Faculty which include Instructional Services, guidelines on Course Reserves, Open Education Resources, Interlibrary loan/AcademicSHARE of resources, and Subject Librarians (who specialize in a specific area) at <https://library.trocaire.edu/services/facultyservices/faculty-resources-2/>.

Student Affairs

The Student Affairs (SA) team offers students a variety of support services can be found in the College Catalog (www.trocaire.edu → Academics tab).

Also, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992, Trocaire provides services on an individual basis for students with special needs. In order to receive testing accommodations, the student must contact the student services staff member to fill out the appropriate forms. Specific responsibilities for students and faculty members will be outlined by staff and discussed before accommodations take place as dates/times must be agreed upon. See <https://trocaire.edu/app/uploads/2018/01/Trocaire-College-Telephone-Directory.pdf> for contact information. Also, see page 25 for more information about SA.

SERVICE AND CAMPUS MINISTRY

Faculty interested in learning about service learning and the college mission should contact the Director of Mission, Ministry and Service or visit <https://trocaire.edu/student-life/mission-ministry-service/>.

Service Learning

Service learning opportunities are available for all courses in order to integrate traditional classroom learning with the values expressed in the college mission. Faculty interested in having students complete a service learning project for class should contact the Coordinator of Service Learning and visit <https://trocaire.edu/student-life/mission-ministry-service/faculty-resources/>.

Campus Ministry

The Office of Campus Ministry is available to employees and students of every faith. The McAuley Room, located on the third floor of the Choate campus, is a quiet space for prayer and reflection, and is available to all members of the college community. A notebook is available in the McAuley Room for prayer requests.

ADDITIONAL SERVICES

Campus Bookstore

The campus bookstore is located on the first floor of the college. Faculty must submit textbook orders each semester for each course they are teaching by using the *Faculty Enlight* textbook adoption platform (<https://www.facultyenlight.com/?storeNbr=8183>). A guide to *Faculty Enlight* by Barnes and Noble can be obtained from the bookstore manager. Book orders need to be submitted 60 days prior to the start of each semester due to Federal Disclosure Laws. Faculty are expected to request desk copies directly through the publisher. **Hours of operation and information about the Bookstore can be found at** <https://trocaire.bncollege.com/shop/trocaire/home>.

Office supplies required for teaching purposes are obtained from the Administrative Assistant of the faculty members department. A list of the Academic Administrative Assistants can be found in the Trocaire College Telephone Directory (<https://trocaire.edu/app/uploads/2018/01/Trocaire-College-Telephone-Directory.pdf>)

Copy Center

The Copy Center is in room B08 near the Registrar's Office. Faculty should provide 48-hour notice for copy services. The copy center completes copy requests, scanning, binding, folding, distribution of paper and shredding. A copy work request form or notification by email with specific completion directions is required. Email requests can be sent to Copies@Trocaire.edu as an attachment. Please have the document formatted properly for the result you want (ie. brochures, booklets, fliers, font, colors, etc.).

- In the body of your email please provide the date you need the job finished by and details of the job (Please allow at least 48 hours turnaround time). Printer capabilities are: double or single sided, color or black and white, staple, and three hole punch. Paper size options are 8x11, 8x 14, 11x 17. Regular copy paper, colored copy paper, or cardstock is available for printing.
- Copy jobs should consist of at least 50 pages, unless you require higher quality color that other printers cannot supply. Smaller jobs should be done on the copiers located throughout the campus.

The copy center also prepares outgoing mail/bulk mailings and distributes the incoming mail. Any job related items can receive postage via the mailroom (including packages for Fedex/UPS/USPS). This postage is charged to your department. All outgoing mail must be received by 9:00am Monday-Friday. There is also a 2:00pm mail pick-up on Fridays only. Any mail posted after that time will be mailed the following day. If there is to be a large mailing (e.g. anything over 100 pieces), one week's notice is to be given to the Business Office before the mailing so that there is adequate postage in the machine (visit <https://trocaire.edu/app/uploads/2018/01/Trocaire-College-Telephone-Directory.pdf> for contact information and location).

What to Do BEFORE Classes Start

- Develop and/or review Course Outlines.
- Request desk copies, as needed, for selected textbooks and place order for class through Faculty Enlight (<https://www.facultyenlight.com/>) which sends adopted course material to the Trocaire Bookstore.
- Create Syllabi (for Minimum Requirements see [S:/Publications/AcademicForms](#)); email a copy to the Administrative Assistant to your program Dean and to the Administrative Assistant to the Vice President Academic Affairs before the first day of class. Faculty are encouraged to post Syllabi to Moodle to save on copying.
- Faculty are expected to maintain a schedule of 3 Office Hours per week (as per the CBA) to meet with students for individual conferences and advisement. Submit an electronic copy of Faculty Schedule of Office Hours to the Administrative Assistant to the Dean each semester. See [S:/Publications/AcademicForms](#) for Faculty Office Hours Template.
- Check class enrollment and roster.
- Prepare class handouts, assessments, and technology, as needed.
- Office supplies required for teaching purposes are ordered through the Administrative Assistant to the Dean.

What to Do AFTER Classes Start

- Report attendance on CAMS, as per the CBA.
- Record mid-term (encouraged) and final (required) grades on CAMS, as per the Academic Calendar.
- Advise students: meet with assigned advisees at least three times during the semester. For more information see Academic Advisement in the section on Service.
- Unlock Registration: students need to meet with advisors to review program audit sheet and choose courses for the next semester the 2 weeks prior to registration opening each semester. Advisement sessions can be held in person, over the phone or by E-mail.
- Assessment of Student Learning at the Course Level; see [S:/Publication/College Wide Assessment Plan/Tier 1...](#) for course assessment.
 - NOTE: It is strongly suggested that Faculty keep copies of graded assessments (e.g. quizzes, exams, papers, projects, etc.) for their records for **at least 6 years**. This will help in future Outcome Assessments and provide support for student grades.
- Course evaluations are completed at the end of each semester and students can complete them online through the E-Student portal. It is helpful to remind them, as they will not be able to access their final class grade through CAMS unless they take the Course Evaluation for each class.
- Classes are to be held at the time and place designated on the official schedule and are to begin and end on time. Classes must remain the format published in the Course Schedule; such that a seated class must meet on campus in the assigned room. Seated classes cannot be made into a Hybrid (online) format.
- A class may be automatically dismissed if the faculty fails to appear within ten minutes after the beginning of the class period.

- Classroom management begins with faculty, but it is helpful to remind students of the ethical guidelines outlined fully in the Student Handbook and briefly stated in the Syllabus.

Class Cancellations

Class cancellation procedures resulting from a planned absence:

1. A planned absence is defined as an absence that you tell your students about ahead of time. At least a week prior.
2. The faculty member verbally reminds students in advance that the subsequent class has been cancelled.
3. The faculty member informs administration of the cancelled class by sending an email to your program director.
4. There is no notice posted anywhere on campus as students are made aware of the cancellation in advance.

Class cancellation procedures resulting from an unplanned absence:

1. The faculty member emails students via Moodle/CAMS/Email to alert students to the cancelled class.
2. The faculty member informs administration of the cancelled class by calling the Trocaire College auto attendant at 716-826-1200. After the general greeting, follow: “for college employees, to cancel a class.” Using these prompts, the faculty member will reach security and will verbalize their class cancellation. After building hours, the faculty member uses the above prompts to leave a voicemail message.
3. A hard copy notice will be placed for you on your classroom door.
4. Faculty will then fill out and turn in a ‘FACULTY ABSENCE FORM’ (the form can be found at: **S:\Publications\Human Resources\Faculty Policies and Forms**) to the Administrative Assistant of their department as soon as possible. Please follow the directions on the form regarding the number of hours to include.

Guest Lecturers

Faculty members should inform the Program Director of a Guest Lecturer prior to an invitation to class.

STUDENT INFORMATION

FERPA

Faculty need to be aware that all information pertaining to students are protected by federal privacy law (for details visit <https://trocaire.edu/privacy-student-records-family-educational-rights-privacy-act-ferpa/>). Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA). When accessing CAMS faculty should proceed only if specifically authorized to do so (i.e. student is in your class or is an advisee) and are required to accept consent acknowledging FERPA. FERPA training is required yearly as part of the SafeColleges Training and is completed as online training modules during professional development days prior to the start of the fall semester. An email is sent by the Vice President of Academic Affairs containing the link to these required training modules.

Academic Regulations

All faculty members are expected to have full knowledge and understanding of all academic policies. Academic policies are found in the College Catalog and Student Handbook and on [S:/Publications/Administrative Regulations](#).

ACADEMIC POLICIES

Drop/Add

During the Drop/Add period, students can change, drop, or add classes without penalty or financial commitment. See <https://trocaire.edu> → Academics tab for the Academic Calendar and specific dates related to academic procedures.

Attendance Policy for Students

Students are expected to attend all regularly scheduled classes, and attendance is required for seated and online classes. Faculty determine the specific academic assignments that will be the requirement for attendance within online courses (accessing the class is not sufficient for attendance; work must be submitted weekly in order to be counted as “present” for a course); however, the seated classes are the days/times set by the college and based on the Federal Credit Hour computations. These requirements should be clearly stated in course contracts (syllabi). In programs, where applicable, attendance requirements for labs, clinical and seminars will be determined by the Division and communicated in writing at the Program Orientation.

When absence occurs, students should follow the absence policy. Each instructor is expected to distribute a written attendance policy to all students and state it in the syllabus. (Again, see [S:/Publications/AcademicForms](#) for the Syllabi Minimum Requirements.)

Communication

As per the Board of Trustees, an official form of communication is through the Trocaire e-mail. The IT department sets up e-mail accounts for faculty (and for students who are expected to use this email for academic purposes).

V. Professional Development

Development and Scholarship

Faculty development is the responsibility of each faculty member, activity of which may impact professional rank and re-appointment. For more information see the CBA

([S:/Publications/FACULTY/FacultyContract](#)). The Coordinator of the Mary Clare Development Center (MCDC) in consultation with the Faculty Senate and the Vice President of Academic Affairs, will offer programs throughout the year. It is the responsibility of faculty to check the schedule of events that is posted in the MCDC. Faculty may attend professional development programs off campus as well. The college allocates funds for professional development activities (as per the CBA) for full-time faculty members.

Expectation for Professional Development and Scholarship

Professional development is an expectation and can be achieved in a variety of ways including, but not limited to:

- Attendance at/presenting at workshops or seminars.
- Membership in Professional Organizations.
- Continuing education for Degrees, Certificates, and Licenses.
- Update teaching methodologies to meet the needs of the multicultural student body (see [S:/Publications/Administrative Regulations/Reg 146 Diversity & Inclusion Committee...](#)).
- Engage in interdisciplinary collaboration.
- Entering a mentoring relationship.
- Publication in peer-reviewed journals.

Professionals are courteous, respectful, and tolerant. Faculty are expected to understand and promote the college mission and vision through professional goals, provide competent student advisement and be familiar with educational changes occurring in methodology, philosophy, the nature of students, and legal issues (FERPA, ADA, Copyright, etc.).

Attendance at Professional Conferences and Travel – Procedures and Forms

When Faculty plan to be off campus for a professional conference or meeting, prior to booking travel or committing to conference attendance, the faculty is expected to complete a “Copy of Approval for Conference or offsite meeting” form (see [S:/Publications/Human Resources/Accounting Forms and Procedures](#)). This form requests information on the relevance of the conference to professional development and anticipated expense (e.g. conference fees, airfare, hotel, parking, taxi, food, etc.) with documentation (i.e. copy of conference announcement). Once completed, “approval” (verbal or written) from your Dean or Program Director is required.

- The President of the TFA signs off on the request, the faculty then takes it to the Academic Dean for approval signature, then the form goes to the Accounts Payable Coordinator through the Administrative Assistant to the Senior Vice President.
- Upon approval, the faculty can then commit to the conference, paying in advance at their expense, or use the college credit card for conference registration and airfare (only). Contact Accounts Payable Coordinator for the college credit card.
- After returning, faculty then complete the form (right column), providing all receipts for reimbursement. If faculty require mileage reimbursement, they should fill out the Mileage Reimbursement Form, which can be found on the S drive → Publications.

VI. Service

ACADEMIC ADVISEMENT

Full time faculty are expected to participate in Academic Advisement. Faculty Advisors having students with special problems may refer students to the Director of the Advisement & Student Services Center (ASSC; see <https://trocaire.edu/app/uploads/2018/01/Trocaire-College-Telephone-Directory.pdf>), especially in cases of possible withdrawal from courses or from the college. All student advisement information is located in the Advisement Dashboard in the eFaculty portal. Paper advisement files no longer exist. More information can be found at: <https://my.trocaire.edu/advisement-services/>.

Faculty Advisement Responsibilities

Faculty advisors will receive their advisee list via email from the Advisement & Student Service Center during the 2nd week of each semester. Faculty Advisors should make themselves available to meet with advisees at least 3 times each semester, additional meetings with students may be arranged with the mutual agreement of the faculty member. Advisement sessions may be scheduled during office hours. (per the CBA).

Advisor responsibilities include:

- Introduce yourself to your new advisees by the end of September. Use email, phone, face to face – whatever works best for both of you. Let them know your office hours and how you want them to schedule future appointments with you.
- Electronically document important details of each student meeting in the Advisor Notes section in the **Advisement Dashboard** in eFaculty.
- Follow through with all **Academic Alerts and Midterm Warnings** your advisees receive – **students need to receive a communication from you regarding these**. What has the student done in response to the Alert? Is it possible to be successful in this class or is it better to withdraw? What is preventing the student from being successful?
- Be ready to offer an **alternate program suggestion** if a student is having difficulty reaching the goals for a particular program. All admission requirements can be found on the website with each program.
 - Program Transfer Request Form (available [S:/Publications/Academic Forms](#))
 - Program requirements and prerequisites (see College Catalog found at: <https://www.trocaire.edu> → Academics tab)
- Refer students to the Palisano Learning Center for Tutoring and Academic Coaching. Both face-to-face and online tutoring is available. Students must request a tutor electronically by submitting a form available on the PLC website or in Moodle. Online tutoring is available through the “24/7” link on the student’s Moodle homepage.

Remind students:

- If applying, can only register for general requirements until accepted into program
 - Immediately after acceptance, register for all courses (in Advisement office, as per letter of acceptance), but include program classes in planning for semester schedule
- Part-time (or Evening) students must take indicated general education classes within the appropriate block before moving onto the next semester of professional courses.

Notes for Advisement

- Full time = 12 credits, Part time = 6 credits, Summer (Full time) = 6 credits
- For Financial Aid information refer to the Financial Aid Office (For up to date contact information visit: <https://trocaire.edu/app/uploads/2018/01/Trocaire-College-Telephone-Directory.pdf>).

Academic Probation

The period of time students are placed on academic probation when the GPA semester requirements are not met. For more information see the College Catalog (<https://www.trocaire.edu> → Academics tab).

Academic Dismissal

The action taken when a student has been placed on academic probation (failing to achieve a 2.0 semester average) for two consecutive semesters. For more information see the College Catalog (<https://www.trocaire.edu> → Academics tab).

College Repeat Policy

A student may repeat a course only once unless they have signed authorization from the Dean of the academic program in which they are enrolled to repeat a course for the second time. A grade of “W” is considered an attempt at taking the course.

Faculty Meetings

Faculty meetings may be called by the Vice President Academic Affairs, Departmental Deans, Program Directors, or the Faculty Senate. The agenda is communicated to the faculty in advance of the meeting. Faculty wishing to submit agenda items or materials for distribution are asked to notify the Vice President Academic Affairs or Faculty Senate a week in advance of the meeting via email.

Committee Participation

A list of possible committees can be found in the Faculty Senate Constitution on the Faculty Senate webpage: <https://my.trocaire.edu/faculty-senate/>

Commencement and Academic Attire

Faculty are required to attend the Fall and Spring Commencements, as per the CBA. Attendance requires that faculty wear professional Academic Regalia. This can be rented or purchased at the expense of the faculty, usually from the faculty member’s alma mater. The Director of Student Engagement will provide information each semester.

VII. Facilities

HUMAN RESOURCES

Human Resources provides faculty with services related to employment. Human Resources is available to consult with faculty regarding pay, benefits, employment, employee relations issues (including perceived discrimination or harassment), staffing, work environment or other issues relating to Human Resources.

Human Resource Administrative Regulations, Human Resource forms and the pay date schedule can be found on [S:/Publications/Human Resources](#).

Faculty Hiring Procedures

The hiring procedure for Full-Time Faculty is found on [S:/Publications/Administrative Regulation/Reg 821 Hiring Full-Time Faculty](#). Part-Time Faculty is found at: [S:/Publications/Administrative Regulation/Reg 825 Hiring Adjunct and Clinical Faculty 4-2008](#).

Faculty Employment Provisions

Contractual provisions are described in the Collective Bargaining Agreement (CBA) between Trocaire College and the Faculty Association. All full and part-time faculty, constituting the unit for purpose of collective bargaining within the meaning of Section 9 (B) of the National Labor Relations Board, receive a copy of this agreement when hired. The CBA can be found at:

[S:/Publications/FACULTY/Faculty Contract](#).

Pay Schedule

Faculty are paid bi-weekly on Thursday. Checks or Pay Stubs are mailed out on the Wednesday before unless a Faculty member has notified the Human Resources Office that they want to pick their check up in person on Thursday. Direct Deposit is encouraged. Pay statements can be viewed through iPay (ADP) for those who participate in Direct Deposit. Instructions for accessing iPay may be obtained from the Human Resources office.

All full-time faculty are paid over 12 months. Adjunct Faculty and Clinical Instructors are paid by semester, generally 7 or 8 pays for the Fall and Spring Semester, and summer session pay is determined by the class modality (e.g. seated class in Summer Sessions I/II (5 week) is 3 pay periods, while online class (10 weeks) is 5 pay periods).

Contracts for Adjunct faculty, Clinical Instructors and overload for full time Faculty are distributed during the third week of each semester in faculty member's mailboxes or mailed to the Faculty members' home address. The contracts must be signed and returned to Human Resources. The pay begins once signed contracts are returned to Human Resources.

Occasionally, faculty will have special extra hours that are not included in their contract (such as administering a challenge exam or tutoring). These hours are submitted on a Time Sheet (available in Human Resources). Forms must be signed by the program director or dean and must be submitted to Human Resources no later than 9:30am on the Monday before the pay date.

Sick and Personal Time Off

For sick and personal days earned see CBA, [S:/Publications/Human Resources/Faculty Policies and Forms](#). As mentioned on p. 13, fill out and turn in a 'Faculty Absence Form Sick & Personal Time' (see [S:/Publications/Human Resources/Faculty Policies and Forms](#)) to the Administrative Assistant to your

department as soon as possible. This and other forms can be found at: [S:/Publications/Human Resources/Faculty Polices and Forms](#).

Tuition Waiver Request Form

Refer to Administrative Regulation #867 for instructions at [S:/Publications/Human Resources\Faculty Policies and Forms](#).

Change of Address

Faculty are to notify the Human Resource Office if they have a change of address.

Personnel Files

Personnel files for faculty are kept in the Academic Office. The academic personnel folders contain original applications, transcripts, résumés, letters of recommendation, and evaluation materials.

The CBA outlines procedures for maintenance and review of personnel files.

New faculty complete required paperwork before their first day. This includes tax forms, application, employee information form, background check authorization form, I-9 Employment Eligibility Verification, as well as benefits forms if full time. Program Directors complete a Personnel Action Form for each new hire.

Employee Assistance Program

The College provides an Employee Assistance Program (EAP). Trained professionals are available to work with employees and their immediate dependent family members to help deal with a variety of personal and professional issues. The program is voluntary and confidential. The EAP may be reached by calling anytime, toll free 1-855-283-1915 or visit www.mylifevalues.com (log in with your user name and password: resources). Contact the Human Resources department for further information.

Building

The Facilities and Security Department of Trocaire College handles repair, maintenance, cleaning, security, switchboard, and shuttle services at the college.

Room reservations are made using the Room Reservation Form which is found under [MyTrocaire: Faculty and Staff Resources](#).

Facilities requests and work order requests are made using the Facilities Request/Work Order System under [MyTrocaire: Faculty and Staff Resources](#).

Emergencies should be reported to Campus Security (360 Choate Avenue) at the Front Desk: Ext. 2500 or off campus 827-2500. After 6:30 p.m. use outside line and call this cell phone number: 445-2104 (see <https://trocaire.edu/app/uploads/2018/01/Trocaire-College-Telephone-Directory.pdf>).

Assessment and Research

The Office of Assessment and Research collects, organizes, analyzes, maintains, and reports on internal and external data to support planning, decision-making, new program development and accountability throughout the college. The office oversees college-wide outcomes assessment activities of all departments and programs, including Student Learning Outcomes (SLO) assessment. Faculty can meet

with the Faculty Outcomes Assessment Coordinator for training or for help on their course's assessment.

The office also assists with Middle States and program-specific accreditation efforts.

Administrative Information Services

The Data administration office is responsible for the College Databases and data maintenance, support, integrity, security.

Questions or concerns regarding Student and Faculty portals, CAMS, college email and custom reports should be directed to Helpdesk on the Trocaire College e-mail. Information on the Office of Information Technology (OIT) can also be found at [MyTrocaire: Faculty and Staff Resources: Office of Information Technology](#).

TROCAIRE COLLEGE EXTENSION CENTER

The Russell J. Salvatore School of Hospitality and Business is located within the Extension Center at 6681 Transit Road, at Freeman Road, Williamsville, NY 14221. Telephone: 716.827.4300

The Massage Therapy Program and additional classroom space is located at 2262 Seneca Street Buffalo, NY 14210.

A daily courier service provides mail service between the main campus and the extension site (both in house and postal mail). Mail received at the Extension Site can be picked up in the faculty/staff lounge located on the first floor. Copiers and printers are available at the Extension Center.

Classroom reservations are requested through the Registrar. Requests to reserve a classroom should be addressed to the Registrar. To reserve any other room, use the Room Reservation Form that can be found at: [MyTrocaire: Faculty and Staff Resources: Room Reservation Form](#) or <https://my.trocaire.edu/app/uploads/2017/02/Room-Reservation-Form-2017-1.pdf>.

VIII. Trocaire College (Organization)

Strategic Plan

The President and Board of Trustees created a Strategic Plan to promote “Student Success.” Information about the President can be found at: <https://trocaire.edu/presidents-page/>. Information about the Board of Trustees can be found at: <https://trocaire.edu/board-trustees-information/>. The complete Trocaire’s 2020 Strategic Plan is located at: <https://trocaire.edu/app/uploads/2016/09/2020-Strategic-Plan-Report.pdf>.

Organizational Chart

To view the most up to date operations and shared governance organizational chart see [S:/Publication/Organizational Chart](#).

ACADEMIC AFFAIRS

Faculty should be familiar with the Academic organization, so that they can contact the appropriate person for questions or concerns. The Academic Administration of Trocaire College:

Vice President Academic Affairs

Dean of Nursing

Associate Dean of Nursing

Dean of Arts, Sciences and Professional Studies

Associate Dean for the Russell J. Salvatore School of Hospitality and Business

Director of Health Information Management

Program Advisor, Computer Network Administration

Program Advisor, Human Resource Management

Program Director - Brewing Sciences

Dean of the Division of Health Professions

Program Director, Imaging

Program Director, Medical Assisting

Program Director, Massage Therapy

Program Director, Nutrition and Dietetics

Program Director, Surgical Technology

Academic Administrative Descriptions**Dean of Nursing**

The Dean is the chief academic administrator within the Division, overseeing academic programs and coursework the Catherine McAuley School of Nursing which includes the Practical Nursing Certificate Program; the Associate in Applied Science Nursing Degree; and the Baccalaureate of Science Degree with a major in Nursing program.

S/He is responsible for all aspects of the management of the academic programs within the division, including program and curriculum review, selection, supervision and evaluation of faculty within those programs, addressing faculty concerns relevant to the programs, supervising, and participating in accreditation activities, collection and evaluation of student outcomes information, and budget preparation. The Dean develops and promotes activities that support a diverse faculty and participates in campus-wide shared governance processes to promote student success. The Dean creates an environment of learning, scholarly activity, and service among the faculty. S/he is responsible for strengthening

communication throughout the college and acts as an advocate for the area. The Dean participates with administration, faculty, and staff in short- and long-term planning and development of new programs.

Associate Dean of Nursing

Under the direct supervision of the Dean of the Catherine McAuley School of Nursing serves in an administrative role in collaboration with the Dean in managing the Practical Nursing Certificate Program; the Associate Degree in Applied Science; and the Bachelor of Science in Nursing Program. S/He is responsible for managing the day to day operations of the Associates Degree in Applied Science Nursing program. This position provides collaboration, supervision, and support to the campus nursing program chairs, assists the faculty in achieving student learning outcomes, assessment, curriculum, and other matters as assigned in accordance with the mission, core values, and purposes of the college. In the absence of the Dean, the Associate Dean serves as the primary manager of all nursing programs. S/he assists the Dean in recruitment and mentoring of faculty and staff.

Dean of Arts, Sciences, and Professional Studies

The Dean oversees the Division of Arts, Sciences & Professional Studies which includes the Liberal Arts and Sciences, General Education Curriculum, Transitional Studies Curriculum, The Russell J. Salvatore School of Hospitality and Business, and The School of Informatics, including all programs housed within the Division.

S/he is responsible for developing long and short-term goals and plans for all programs, is responsible for the management of each program, selects, supervises, and evaluates faculty, deals with faculty concerns, and prepares the budget. The Dean creates an environment of learning, scholarly activity, and service among the faculty. S/he is also responsible for strengthening communication throughout the college and acts as an advocate for the Division. S/he has primary responsibility for the General Studies A.S. program, General Education and Transitional Studies curriculum and instruction.

Associate Dean for the Russell J. Salvatore School of Hospitality and Business

The Associate Dean oversees academic programming and overall operations of The Russell J. Salvatore School of Hospitality and Business. S/he is responsible for developing long and short-term goals and plans for the programs housed within the school and is responsible for the management of each program, selects, supervises, and evaluates faculty, deals with faculty and student concerns, and assists the Dean in preparing the budget. The Associate Dean directly oversees the operations of the building and handles related concerns. The Associate Dean creates an environment of learning, scholarly activity, and service among the faculty.

S/he is also responsible for strengthening communication throughout the college and acts as an advocate for the RJS School of Hospitality and Business through the development of partnerships in the community.

Dean of the Division of Health Professions

The Dean of Health Professions provides College-wide leadership for allied health credit and non-credit education. The position has responsibility for marketing, management, and assisting in curriculum design of educational programs that serve employers', employees', and student needs. The Dean works closely with health industry partners to determine program development needs, to design innovative curricula that enhance employees' skills and knowledge and comply with professional accreditation requirements, to recruit students and faculty, and to manage the operational logistics of major grants and contracts. This position serves as liaison with outside agencies, community organizations, and other constituencies within the college.

ENROLLMENT MANAGEMENT / PROGRAM DEVELOPMENT

Admissions

This office is responsible for the recruitment, admittance and registration of new students into the college. The office of Admissions will mail program information and discuss programs with prospective students; recruit to high schools, college fairs and businesses; host open house events and onsite visits from various institutions; schedule placement test and receive results.

Registrar

The Registrar has responsibility for initiating and maintaining the permanent academic record of each student. The Registrar works with the Academic Deans in coordinating the time schedule for classes including the assignment of classroom space; maintains accurate records of all college courses and curriculum requirements; oversees the registration process of all accepted students into the college; records and certifies all candidates for graduation.

Financial Aid

The Financial Aid Office is responsible for coordinating and determining what financial assistance a student is eligible for and may receive, including college, state, and federal loans and/or awards. The office primarily communicates to students directly; however, the office may contact an instructor or advisor for assistance in sending the student to the Financial Aid Office.

Student Accounts

The office of Student Accounts is responsible for the billing and collection of college tuition and fees as well as dispersal of tuition refunds. In order to guarantee the appropriate and accurate dispersal of refunds, student attendance is required, therefore all faculty must report accurate and timely attendance in CAMS.

If a student has a business hold, this may prevent their ability to register for courses as well as receive grades and transcripts. In this case, faculty should refer the student to the Student Accounts office.

Veteran Students

Veteran Support services are a joint effort between the Student Life and Financial Aid offices. The Student Life Office is in charge of veteran outreach and engagement. This includes overseeing the Veteran Lounge on the 2nd floor. They also provide specific events for Veterans, such as resume workshops and transitioning to civilian and work-life workshops.

For more information contact the Student Life Office, located in room 141 on the Choate campus, (716) 827-2433, StudentLife@Trocaire.edu.

There are a variety of financial assistance programs available to reservists, veterans and their dependents all based on an individual's personal military service record. For questions on this or any other questions or concerns about your certification, Post 9-11 GI Bill, or tuition please contact your assigned Financial Aid Advisor, found at <https://trocaire.edu/admissions-aid/financial-aid/>.

More information on veteran benefits can be found at: <https://trocaire.edu/admissions-aid/veterans/>.

INSTITUTIONAL ADVANCEMENT

The Division of Institutional Advancement at Trocaire College includes Marketing and Communications, Public Relations, Faculty Grant Initiatives, Development, and Community,

Government, Foundation, and Alumni Relations. Institutional Advancement facilitates and secures philanthropic support to advance Trocaire's mission, competitive position, and to better serve students, alumni, and the community. The Division also promotes the college and its programs and drives robust communication to generate awareness, increase enrollment, and develop relationships with pertinent stakeholder groups. General questions may be routed to Institutional Advancement at 716-827-4340. The physical location of the department is 317 and 315 Choate Avenue.

Communications Support

The Communications Office assists departments in executing press and news releases, media coverage, photography, publications and more. Online forms are available in the Communications link on the **MyTrocaire** web page for website needs, business cards, What's Happening and PR submissions and publications requests. Each division of the college has an assigned content editor for basic web page updates. If you are unsure who your contact is, please check with your President's Council member or department administrative assistant. Technical or functional issues with the web site should be reported to helpdesk@Trocaire.edu. All other communications specific questions may be routed to the Director of Marketing and Public Relations.

Grants, Development, and Alumni Relations

The grants coordinator works in conjunction with the Director of Development on all grant submissions. Cross-departmental work teams from faculty and staff are built for each individual grant. For questions or suggestions regarding grants please contact the Grant Coordinator. For questions or suggestions regarding individual or corporate donors, alumni, the Alumni Board of Directors, or the Alumni Association, contact the Director of Development. Additionally, academic support should be sought of the faculty member's Dean or Program Director.

College Support Services

Any general questions regarding the types of support services that may be available to a faculty member can be addressed to the Administrative Assistant of the faculty members department.

IX. Faculty Information

Academic Year

The academic year shall commence the week before the first day of classes of the fall semester. Faculty Development Day is determined in consultation with Faculty Senate. See [S:/Publications/Administrative Regulation/ Reg 114 Academic Calendar Development](#) and <https://trocaire.edu/app/uploads/2020/07/Final-2020-2021-Ac-Calendar-APCC-approved.pdf> for the Academic Calendar. Faculty are required to attend 2 development days scheduled during the week before start of the Fall semester that are planned and implemented by the college. In the event that the college requires faculty to attend development days prior to the Spring semester, faculty will be compensated at a rate of \$250/day, as per the current CBA (2021).

The college President holds an “All College Meeting” at the beginning of both the Fall and Spring semesters (and frequently once during the semester) to present the state of the college to all employees. This is an opportunity to gain information and ask questions of the college administration.

Evaluation of Instruction

The Faculty Senate established the faculty evaluation process to facilitate faculty in development of educational expertise and skill. The Faculty Evaluation process includes a pre-evaluation conference and a post-evaluation conference with the Program Director. This process was developed to ensure that the faculty member’s performance reflects the College mission and the recommendations of their program. The time frame for faculty evaluations is based on the length of time a faculty member has been employed at the College. Faculty have the right to review and respond to comments and to insist on strict adherence to contractual procedures. See [S:/Publications/FACULTY/Faculty Evaluation](#) for the Faculty Evaluation Form.

Faculty Portfolios

Faculty members are evaluated by the Program Director and a portfolio that is submitted prior to a teaching observation. Faculty Portfolio should include a Curriculum Vitae (CV or Resume) and evidence that supports the 3 major areas of promotion; Teaching, Professional Development, and Service. For more information see [S:/Publications/FACULTY/Faculty Evaluation](#) for the Faculty Portfolio Requirements. A document on tips for building a better portfolio can be found at [S:\Publications\FACULTY\Faculty Senate\Senate Committees\Professional Development Committee \[Standing\]\FA19 Faculty Development Day](#). Portfolio recommendations are set by the Faculty Senate.

Promotion and Rank

Rank is earned based on academic experience at the time of hire and continued promotions are based on the requirements outlined in the CBA (at the date of hire). The CBA can be found at: [S:/Publications/FACULTY/Faculty Contract](#).

PROCEDURES AND GENERAL POLICIES

Affirmative Action Statement

Trocaire College does not discriminate in admission, employment, in the administration of its educational policies, scholarship and loan programs, and other institutionally administered programs on the basis of race, color, age, national and ethnic origin, religion, gender, marital status, veteran status, sexual orientation, or disability.

Bulletin Boards

Official notices affecting the faculty will be posted on official bulletin boards and in the mailroom. See [S:/Publications/Administrative Regulation/Reg 566 Bulletin Boards](#).

Clearance of Events

To prevent conflicts, approval of events held in the college is obtained through the Student Life Office. Rooms should be cleared through the Registrar's Office, Student Life Office, or through the Facilities Office. The Desmon Boardroom is scheduled through the Executive Assistant to the President and Board of Trustees. No events may be held unless they are formally scheduled on the calendar.

First Aid Procedures

Any injury should be reported and the immediate supervisor notified.

Incident Reports

Incidents must be completed by an employee who either witnesses an occurrence or who is first at the scene. In case of emergencies in the evening, contact the switchboard. After the switchboard closes, call Campus Security can be reached by dialing HELP (4357) or 2500 from any campus extension or by dialing (716) 445-2104 (the Security cell #) from any phone. The "C" button on campus phones is a "panic button" that will automatically connect to a 9-1-1 operator.

Mail Service

Mailboxes, located adjacent to the Commons area, are provided for all faculty members. Faculty members are requested to check mailboxes each day.

Emergency Notification System/ College Closing

See <https://my.trocaire.edu/student-services/safety-emergency/> for safety and emergency information. Trocaire College has implemented a campus Emergency Notification System which allows the Communications Office to send time-sensitive emergency notifications via voice mail, e-mail, and text messaging. School closings due to inclement weather will also activate the notification system. Go to <https://trocaire.bbcportal.com/> to register for emergency notifications.

Parking

Parking is available for employees at the Salem Lutheran Parking lot off McClellan Circle and at the Knights Parking Lot at 261 South Legion Drive. Shuttle service is available. Shuttle schedules are posted at the front desk. See <https://trocaire.edu/student-life/getting-around/> for the Shuttle Schedule and Shuttle Map.

Inter-Campus Travel

Faculty members are eligible for reimbursement for necessary travel in between any of the three college campuses using a personal vehicle, on the same day. The 1.1.20 Mileage Reimbursement Form must be submitted to the Administrative Assistant of the faculty member's department within 30 days

of the end of the month for which a faculty member is requesting reimbursement. The form found at: [S:/Publications/Accounting Forms and Procedures](#).

Office Telephones

Outgoing calls made on college phones are to be made only for college related purposes. Dial 8 to get an outside line. Long distance business calls should be reversed when possible. Telephones are located throughout the building for all employees for use in case of emergency. Again, a Campus Directory can be found at: [S:/Publications/Directories](#).

Security

Security personnel are available during all hours of college operation. See **Incident Reports** above.

Employee Directory

For a list of names and addresses of the College Community see the telephone directory. The directory is updated weekly and posted monthly to <https://trocaire.edu/app/uploads/2018/01/Trocaire-College-Telephone-Directory.pdf>.

The Blaze: What's Happening

A weekly publication by the Office of Institutional Advancement to communicate professional and personal events, and employee accomplishments.

- Interested Faculty can request to be added to the email list to receive “This Week at Trocaire” the Student weekly publication, as well as Student text notifications. Contact the Director of Student Engagement to learn more.