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Dear Adjunct Faculty Member:

I am very pleased to welcome you to Bentley University. This Adjunct Handbook is intended to introduce you to the Bentley and, in particular, to some important resources that are available to you or that you may find useful as you work with your students. We welcome your suggesting additions and changes to the Handbook that should be included in future versions.

Knowing that it is never possible to address every aspect of a complex community such as Bentley in such a handbook and that information may go out of date very quickly, we also invite you to reach out to my office and the many other resources highlighted in the book whenever you have concerns or questions. Your department chair, the administrative assistant for your department, course coordinators, and the Bentley website will be great resources for you as well.

Our adjunct faculty are valuable members of the Bentley community on whom we rely in our efforts to provide the best possible experience for our students. I hope that you will find your experience at Bentley to be supportive and rewarding both professionally and personally.

All the best,

Vicki

Vicki LaFarge, PhD
Associate Dean for Academic Affairs
Morison 301
1-781-891-2089
vlafarge@bentley.edu
Starting Out

Paperwork

By this point, you have probably already filled out all the necessary paperwork through Human Resources and now have access to e-mail, My Bentley, the Blackboard course management system, and other resources. If you have any questions about paperwork or have not filled out the requisite forms, please stop by Human Resources on the second floor of the Rauch Administration Center or call them at 781-891-3427.

Important Systems and Other Start-up Tasks

MyBentley: MyBentley (my.bentley.edu) is the site that Bentley uses for most administrative activities. Students use MyBentley to register for and change classes, check their student accounts, and view their grades. As a faculty member, some of the ways in which you may use MyBentley include getting a parking decal, completing mid-semester progress reports, entering final grades, and obtaining updated class lists. Pay stubs and tax information are also available through MyBentley. It is important to become familiar with MyBentley as soon as you can.

To use MyBentley, go to my.bentley.edu, click on “Sign In” at the top right of the page, then enter your user name and password. For employee information, such as pay stubs, click on the “Faculty/Staff Self-Service” button on the left and access the drop-down menu. For teaching information, such as class lists and entering grades, click on “Teaching and Advising” at the top of the page, then on the “Faculty Self-Service” button on the left and access that drop-down menu.

Parking Registration: Parking decals are required to park in all Bentley University parking lots. Registration is completed online by accessing the Faculty/Staff Self-Service menu at my.bentley.edu. Parking decals are issued free of charge by University Police. Once you have registered your vehicle online, bring your valid vehicle registration and a form of ID to the University Police to get your parking decal and Bentley ID. Check the website http://www.bentley.edu/campus-life/safety-transit/card-office for hours during which the office is open. (If you are unable to come to the Card Office during regular business hours, please call 781-891-2292 to make arrangements.) Be sure to bring your valid driver's license and valid motor vehicle registration.

Special parking permits for people with physical disabilities, supported by medical documentation, must be obtained through the City of Waltham or the Registry of Motor Vehicles; contact University Police (781-891-2201) for details.

Identification Card: When you pick up your parking decal at University Police you can also obtain your Bentley ID card. You need your ID card to register your vehicle, borrow materials from the library, use the athletic facilities, etc. Identification cards, coded with appropriate security information, will also enable you to enter buildings during the times when they are
normally locked. The Card Office is generally open 8:30 a.m. to 4:30 p.m., Monday through Friday during the school year but and has extended hours during the first two weeks of the fall semester. However, it is open for shorter periods during the summer. Check the website http://www.bentley.edu/campus-life/safety-transit/card-office for hours during which the office is open.

**Blackboard:** Blackboard is a learning management system that provides web-based "course sites." For each course you teach at Bentley, a course site is already set up enabling you to post course-related materials including your syllabus, to communicate with students via announcements and email, to provide students with online collaborative tools, and to collect and grade online assignments and tests. Bentley students will expect to find your syllabus and other basic course information on Blackboard before the start of classes.

Go to https://blackboard.bentley.edu/webapps/login/ to log in and access your course sites. Although the students registered in your course are automatically enrolled in your Blackboard site, please note that students do not have access to the site until you make it available, so every semester you must change the availability setting inside each course site.

The Academic Technology Center (ATC) offers monthly workshops on how to use Blackboard, and help is provided on the Blackboard website. You may also call the ATC at 781-891-3421 for individual assistance.

**Contracts:** The Office of Academic and Accreditation Services and External Relations (AAERAS) in Adamian 160 (x2922) issues faculty contracts, handles special projects payments, and is a great overall resource for faculty.

**Adjunct Liaison:** In 2009 President Gloria Larson appointed an Adjunct Task Force to explore the issues facing adjunct faculty members at Bentley and to make recommendations for changes with respect to those issues. One of the recommendations called for the selection of an adjunct to sit on the Faculty Senate. In fall 2011, the adjunct faculty elected the first Adjunct Faculty Senator, Joan Atlas of the Department of English and Media Studies.

**Benefits for Adjuncts:** A description of benefits available to adjuncts can be found at http://www.bentley.edu/offices/human-resources/benefits. Click on the benefits summaries and then Adjunct Faculty. A summary of those benefits (as of 1/1/15) is attached as Appendix A.

**Other Useful Resources**

**Academic Technology Center (ATC):** The ATC offers monthly workshops for faculty on topics such as Blackboard, Web 2.0 and software collaboration tools, plagiarism detection and prevention, using Smartboard technology in the classroom, and statistical and qualitative research tools. The ATC also provides classroom presentation technologies and video production and streaming services, as well as support for Bentley's online learning program and various learning labs on campus. Go to http://atc.bentley.edu for available resources, ATC staff contacts, and a schedule of workshops, or watch your e-mail for the monthly schedules.

Location: Adamian 168
Phone: 781-891-3421
Client Services: Client Services offers a variety of services and resources for Bentley adjunct faculty. Client Services will assist you with connecting your personal computers to network resources, setting up your personal device(s) with Bentley e-mail and mapping your shared Bentley drives. Discounted software is available through OntheHub. Accounts are created by submitting a request to the HelpDesk.

Adjunct faculty are strongly encouraged to contact the HelpDesk with any University-related technology questions. If we cannot answer your question, we will direct you to the appropriate department. Contact Client Services via phone at (781) 891-2854, e-mail at helpdesk@bentley.edu or visit us at the lower level of the Library

Information Desk: The Information Desk provides information about campus, the Bentley Shuttle, and local areas such as Waltham Center and Harvard Square. Discount movie tickets are sold for both AMC Theaters and Showcase Cinemas.

Location: Student Center, Back Bay Lobby, ground floor
Phone: 781-891-2255

Shuttle Service: Bentley provides free shuttle bus service between Harvard Square and the University campus. The Harvard bus also stops at Waverly Square in Belmont, connecting with the MBTA commuter line and local supermarkets/pharmacies. A Bentley ID is needed to board the bus. For the shuttle schedule and more information, go to http://www.bentley.edu/campus-life/safety-transit/shuttle-schedule.

Photocopying: There are copy machines that you may use yourself in various places on campus, including in the lower level of the Adamian Academic Center, all floors in Morison, and in the Library. A department photocopy access code is needed to operate these machines; you can obtain the code from your department administrative assistant, who can also direct you to the most convenient copy machines.

Faculty Lounges: The main Faculty Lounge is located on the third floor of LaCava, just past the Faculty Dining Room. Use your Bentley ID to swipe the keypad to the right of the door to unlock it. The Faculty Lounge has comfortable furniture and complimentary coffee, tea and pastries. Another small faculty service area is located on the third floor of Morison Hall; complimentary coffee, tea and cocoa is available there. Note: Your department may also supply complimentary coffee, tea and cocoa.

Dining Facilities: As a Bentley employee, you are able to utilize all of the university’s dining facilities. The facilities available on the upper campus near the Library and the classroom buildings include the Faculty Dining Room on the third floor of the LaCava Campus Center, the Food Court and Express Station in the Food Court on the ground floor of the LaCava Campus Center, and the Deloitte Café, featuring Einstein Bros. Bagels, in the Bentley Library. A Dunkin’ Donuts is located in Collins Hall near the Bentley Bookstore and other facilities are available in the Student Center and the Dana Center. The hours for all of these facilities, which change depending on the season, can be found on the MyBentley welcome page.
Faculty and staff now have the ability to deposit money to Falcon Funds through MyBentley from on or off campus and all faculty and staff Falcon Funds purchases are given a 10% discount. Simply log into MyBentley and click on the HR Information tab. Once you are on the HR Information page, click on the Deposit to Falcon Card link. *Note that transactions take up to 10 minutes for Falcon Funds balances to be updated. If you would like to use cash or check to purchase Falcon Funds, you will need to go to the Card Office in the University Police office to make the deposit.

**Meeting Space:** If you have not been assigned an office, or if you need to meet with students at a time when your office is being used by another faculty member, you may reserve a meeting room or classroom online if one is available by going to [http://ems.bentley.edu/VirtualEms/](http://ems.bentley.edu/VirtualEms/). If you have any difficulty with the room reservation process, contact the Conference Center at x2273 or ask your departmental administrative assistant for help. Among the rooms that can be reserved are six small conference rooms, plus a lounge, on the basement level of LaCava, behind the Lower Café. Although you may reserve one of these rooms using the ems system, you may also find one vacant. To access these rooms, you must have your Bentley ID to swipe into the keypad to the right of the main door.

**On Campus Events:** Throughout the year, various offices and organizations sponsor workshops, speaker series, and other events. These are generally announced via Bentley Email and may also be listed in the calendar area of MyBentley [http://events.bentley.edu/](http://events.bentley.edu/). Many of these events are held the twice weekly activity period and are open to the entire Bentley community.
Class-Related Policies and Information

Academic Calendar and Attendance Expectations

The start, end, and withdrawal dates for Bentley classes, official holidays, and final exam periods are set out in the Academic Calendar published by the Registrar’s office and found at http://www.bentley.edu/calendar. In order to insure that Bentley remains in compliance with federally mandated credit hour policies, classes must be held in all the periods scheduled in the Academic Calendar, and last through the final exam block. The requirement that courses last through the final exam block can be met through a final exam, a final paper, a final project, or an in-class activity (e.g. presentations) that is due or scheduled during that block. If a final project, presentation, or exam is due earlier than the final exam block, then the faculty member must have some other required course activity or assignment during the exam period. Any deviations must be approved in advance by your department chair.

Students are expected to attend all class meetings; there is no “cut allowance.” Students who will be absent from class for an extended period of time (one week or longer) because of an emergency situation should immediately contact the Office of the Dean of Student Affairs, Student Health Services, or Counseling and Student Development for assistance.

Students, whether registered in the course or not, must start attending full semester classes no later than the first meeting of the second week of classes. A student who has not attended by the first class meeting of the second week will need faculty and department chair approval to enter the class. Instructors retain the right to deny admission to a course to any student who wishes to enroll after the first week of classes.

After the second week, students may not register for a course, and may not start to attend classes, including those classes for which they are already registered. Instructors must report missing students as “no-shows” to the Registrar at the end of the second week of classes.

Exceptions can be made only in the following cases:

- The student has been attending one section of a course but needs to switch to another section.
- The student has been mistakenly placed in the wrong course and needs to be reassigned.

In such cases the exception will be made by the chair of the relevant department on a case by case basis.

For intensive courses, a student who has missed the pre-session meeting must, prior to the first class meeting, must get the instructor’s permission to attend. Students who are not present at the start of the first class may not thereafter attend.
Bentley Grading System

At the end of the semester, you will enter final grades using the Bentley system outlined below with the alphabetical and numerical equivalents. Near the end of the semester, you will receive an e-mail from the Registrar informing you of the procedures for entering grades and grade submission deadlines. To insure the grades are submitted properly, it is important for you to follow these procedures and adhere to the deadlines.

Some faculty prefer to record interim grades using the Bentley system. Others prefer to use the alphabetical or numerical system. Although it is your choice regarding how to record interim grades, it is important that students understand how your interim grades will transfer into the final Bentley grade. Students are required to earn a passing grade of at least 0.7 in each course.

<table>
<thead>
<tr>
<th>Bentley Grade</th>
<th>Alphabetical Equivalent</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>3.7</td>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>3.3</td>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>2.7</td>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>2.3</td>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>2.0</td>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>1.7</td>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>1.3</td>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>1.0</td>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>0.7</td>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>0</td>
<td>F</td>
<td>below 60</td>
</tr>
</tbody>
</table>

Incomplete Grades: As a general rule, all coursework must be completed by the end of the semester in which the course is offered. An incomplete grade may be granted to a student, at the discretion of the faculty member, as an accommodation for unforeseen and extraordinary circumstances. It is a temporary designation issued when required work that can be made up is not completed by the end of the semester or term. It is the student’s responsibility to work with the faculty member to clear the incomplete grade.

An incomplete grade issued in the Fall or Wintersession term must be completed no later than March 30 of the subsequent Spring semester. An incomplete grade issued in the Spring or Summer term must be completed no later than November 15 of the subsequent Fall semester. Faculty members have the discretion to require outstanding coursework to be submitted earlier than the deadlines stated above.

An incomplete grade not completed within the required period will automatically convert to an ‘F’. A faculty member may, at his or her discretion, extend the completion deadline for a student.
by notifying the Office of the Registrar in writing. A faculty member cannot extend the deadline beyond one year of the issuance of the incomplete grade without permission from the Associate Dean for Academic Services.

When issuing an incomplete grade, a faculty member is expected to adhere to the following practices:

- Discuss the remaining course requirements with the student prior to the completion of the semester. If a student does not or cannot contact the faculty member prior to the end of the semester, an “F” is the appropriate grade; if warranted, this grade can be changed to an “I” at a later date.
- Follow up with the student in writing (e-mail, letter, faculty designed form) detailing the outstanding requirements, the deadline for the completion of the work, and any additional information pertinent to the completion of the course.
- In order to avoid issues concerning the nature and scope of the outstanding requirements, the faculty member should keep a copy of the communication detailing the work necessary to complete the course requirements and retain this communication consistent with the Faculty Manual policy on grading.

There are circumstances in which an incomplete grade is considered inappropriate. For example, an incomplete grade should not be issued in the following situations:

- If the student must attend and repeat most of the course in the next semester.
- If the student stopped attending class and did not contact the faculty member.
- To provide a grade in the system when the final grading of the course has not been completed by the grading deadline. If a faculty member is not able to submit grades by the deadline, he or she should contact the Registrar. When a grade designation is required, the faculty member, Registrar, and Department Chair will coordinate such designation.
- To allow the student the opportunity to complete additional work or improve upon previously completed requirements after the semester has ended, when this opportunity was not available to all students during the semester.

These guidelines are not designed to cover every circumstance. Faculty members are encouraged to seek guidance from their Department Chair or the Registrar when questions arise. When assigning an incomplete grade via MyBentley, the reasons for the incomplete grade must be given. This is accomplished by a page that will appear when an incomplete grade is entered.

**Pass/Fail Option and Grades:** As Bentley attracts more highly qualified students and offers a greater range of challenging courses, the pass/fail option has become a way for interested students to risk taking elective courses that are intellectually challenging without jeopardizing their GPA. Sophomores, juniors, and seniors may use the pass-fail option for one course, with some limits to which courses are eligible, in their curriculum.

Students bear the responsibility for understanding and adhering to all the policies related to using the pass/fail option. Students must submit a form requesting the Pass/Fail option to the Registrar prior to the end of the add/drop period. No faculty member or department chair can waive this
Deadline. Faculty will submit the regular Bentley grade that will be converted by the Registrar's office.

Effective in the spring of 2013, an academic department may submit a request to the Registrar that a particular course be excluded from the Pass/Fail option. Exclusions will be noted with “not eligible for P/F” along with course prerequisites on the on-line course listings and in the registration booklet. If a course is excluded from the Pass/Fail option, it must apply to every section of the course.

**Grade Disputes:** Clear grading expectations and policies outlined in your syllabus along with regular communication with students about their progress in your class will help to prevent grade disputes. Every attempt should be made to preserve confidentiality for all involved in the process. At any point during the process, the student may terminate the process and accept the original course grade. The Bentley University administration, including deans, has no authority to change course grades. The procedures for handling grade disputes, outlined more completely in the Faculty Manual and Student Handbook, are summarized in Appendix B of this document.

**Repeating a Course:** In rare cases, you may have a student in your class who is repeating the course. In order to repeat a course, the student must have received permission from either the department chair or the Registrar. If you have any question about whether a student has received this permission, please see your department chair.

**Academic Integrity**

The Academic Integrity System was developed jointly by students, faculty, and administration and endorsed by the Bentley community in 2004. The system requires faculty members to deal directly with cases of academic dishonesty that occur in the courses they teach. Suspected violations of academic integrity may be identified by faculty, other university officials, or students.

At the beginning of each course, every faculty member is encouraged to define clearly the expectations and procedures for academic work in the course, including guidelines for citing sources in written work, for collaborating and/or receiving outside assistance on homework and other assignments, and so on. The faculty member is encouraged to provide academic integrity guidelines in writing in the syllabus and in assignments, and to facilitate a brief class discussion to explain how the Honor Code and the Academic Integrity System relate to issues of ethical and moral behavior in the particular field or discipline.

More information on the Bentley Academic Integrity System can be found in Appendix C and on the Academic Integrity Blackboard site on which all students and faculty are enrolled. If you have any questions or concerns regarding a particular situation, please contact Professor Chris Beneke, Associate Professor of History, who serves as the Academic Integrity Director. Contact Information is 781-891-2844 or GA_AcademicIntegrity@bentley.edu.
**Student Evaluation of Teaching (SETS)**

Before the end of each semester, students are required to complete an online SET form for each course in which they are enrolled. The Registrar notifies the faculty when they are available, and provides instructions to students regarding how they can access the SETS.

The SETs include developmental information (“Blue Questions”) to which only the faculty member has access. Answers to the “Orange Questions” are reported for all courses and course sections and are available on-line to the community. The SET reports are not available until several weeks after grades have been submitted. The text of the SETS is contained in Appendix D.

**Managing Student Behavior**

In the classroom, students and faculty are expected to adhere to the Bentley Belief state that we strive at all times to treat one another with respect. All students are required to comply with a request of a faculty member to ceasing behavior that disrupts the learning environment. Sometimes, however, students are unaware of the impact that their behavior has on the classroom environment. Preventive measures that have proved useful in managing the rare instances of disruptive behavior have included:

- Creating a “contract” regarding general expectations as part of your syllabus that students are made aware of during their first class
- Informing students of the behaviors that are unacceptable in your class
- Reminding students that complying with a faculty request is a Bentley Policy, as stated in the student handbook.

If you have concerns about the behavior of any student on your class, please inform your Department Chair. Other information and resources related to managing student behavior provided by the Office of the Dean of Student Affairs can be found in Appendix E.

**Resources and Centers to Support Your Work in the Classroom**

Bentley provides a large number of resources for faculty and students through its Library, the Offices of Academic Services for undergraduates, the Office of Graduate Student and Academic Services for graduate students, and our Learning Centers. Please feel free to avail yourself of these resources and the help that their staff can offer as well as to refer your students to them.

**The Bentley Library**

The Bentley Library provides space for individual and group study, print and online resources for research, and books, audiobooks and DVDs for recreational reading and viewing. Library staff members are available to assist faculty with the following services:

- Circulation
- Reserves
- Interlibrary loan
- Research assistance
• Classroom instruction
• Selection of materials for research interests and curriculum development

The library’s Web site is http://library.bentley.edu.

**Library Collections**

Library holdings include:

<table>
<thead>
<tr>
<th>Print/Physical Format</th>
<th>Electronic Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 180,000 print volumes</td>
<td>• 80+ online research databases</td>
</tr>
<tr>
<td>• 10,000 Reference titles</td>
<td>• 55,000 full-text journals via article databases</td>
</tr>
<tr>
<td>• 700 print journals and newspapers</td>
<td>• 8,000+ streaming films/videos</td>
</tr>
<tr>
<td>• 600 audiobooks on CD</td>
<td>• 191,000 electronic books</td>
</tr>
<tr>
<td>• 7,700 academic and popular DVDs</td>
<td>• 1,900 e-books and e-audiobooks via OverDrive Downloadable Books</td>
</tr>
</tbody>
</table>

New books, audiobooks on CD, OverDrive downloadable e-books/e-audiobooks, and DVDs are posted monthly to the library’s web page: http://library.bentley.edu/research/newmaterials.asp

**Searching for Materials**

The library’s online catalog, available at http://library.bentley.edu, provides both basic and advanced search interfaces. Items that can be searched and displayed via the catalog include books, audiobooks and journal articles in both print and electronic formats, DVDs, government documents, and streaming films. Electronic journals containing full text articles may also be searched using the Journals Finder database located on the library’s home page.

**Using Online Databases** - http://library.bentley.edu/research/databasesaz.asp

The library’s databases feature full-text articles and/or specialized content including information on countries, companies, industries, economies, and demographics. Databases may be searched from any computer on campus, and most can be used off campus by entering your Bentley University email address and network password where requested. If you encounter a problem while searching the library’s databases, please contact the Reference Desk at 781.891.2300 or send email to refdesk@bentley.edu.

**Using Streaming Films**

The library offers both academic and feature streaming films via the Films on Demand, Kanopy, and Swank Motion Pictures databases. These may be accessed directly via links on the library’s Databases A-Z or Databases by Subject pages. Films may be viewed for personal use and/or embedded in a Blackboard course page.

**Borrowing Print Materials**

Library materials may be borrowed according to the Borrowing Policies section of this Handbook. Reference titles and issues of periodicals and journals are generally restricted to library use, but faculty may borrow items for short periods of time on a case-by-case basis. If you wish to borrow these materials, please contact the Reference Desk at 781.891.2300 or send email to refdesk@bentley.edu.
**Library Services to Faculty**

**Reference Assistance** – [http://library.bentley.edu/research/askalibrarian.asp](http://library.bentley.edu/research/askalibrarian.asp)
Reference service is available during most library hours and is available in person at the Reference Desk, or via email, phone, or chat. Contact the Reference Desk or your library liaison (see below) for help with these and other aspects of academic work:

- Planning a research strategy
- Selecting the most relevant online databases for research
- Searching databases and the Web
- Searching the online catalog for books, films and audiobooks
- Locating books and journals at other libraries

Reference librarians have created a variety of library research guides, designed to help researchers locate print and online sources that are most relevant to their information needs. Research guides are available for curricular subjects, popular topics and specific classes. The collection may be viewed at [http://libguides.bentley.edu](http://libguides.bentley.edu).

**Library Liaisons**
Every academic department is served by a reference librarian who acts as a liaison. Liaisons are available for assistance with research questions and/or projects, and can assist with selecting and navigating databases.

Liaisons are also responsible for selecting and purchasing books, DVDs, journals, and online resources within their subject specialties for the library’s collection. Faculty may suggest specific titles for purchase by contacting their departmental liaison, or by completing the form at [http://library.bentley.edu/services/suggestapurchase.asp](http://library.bentley.edu/services/suggestapurchase.asp).

**Library Instruction**
The Reference Department maintains an active library instruction program available to all faculty members for their classes. Instruction may be arranged at the convenience of the instructor for small groups or entire classes. Classes are usually taught in the library's Research Instruction Center located on the lower level of the Library. Faculty members requesting library instruction should contact the Reference Department at least two weeks in advance to ensure room and staff availability. More information may be found here: [http://library.bentley.edu/services/servicesforfaculty.asp](http://library.bentley.edu/services/servicesforfaculty.asp)

**Interlibrary Loan** – [http://library.bentley.edu/research/interlibraryloan.asp](http://library.bentley.edu/research/interlibraryloan.asp)
Faculty may request books, articles, and other materials that are not owned by the Bentley Library through Interlibrary Loan (ILL). All interlibrary loan requests must be placed online using ILLiad, the InterLibrary Loan internet accessible database, which is used worldwide. This service is free to the Bentley community and fills thousands of requests for books, journal articles, and other materials every year.

**Reserves and e-Reserves**
Library Services staff members are available to assist faculty in placing items on course reserve. Reserve material can either be library-owned or personal copies of physical items kept in the
reserve stacks for student access, or digitized material posted to your Blackboard site. All submitted requests will undergo a thorough evaluation to determine copyright compliance. For detailed information on submission procedures and guidelines, please visit our faculty course reserves page - http://library.bentley.edu/research/coursereservesfaculty.asp.

**Borrowing Policies**
Your Bentley ID acts as your library card. You must bring your Bentley ID with you to borrow materials from the circulating collection and those that have been placed on reserve at the Library Services desk. Your Bentley ID is also used when you want to print using the Library’s networked printers. With your Bentley ID you are also able to access your library account online. Your library account lists all of the materials currently on loan to you and allows you to renew materials, place holds on materials you would like to borrow, and save catalog searches for future reference.

Borrowing privileges for faculty and staff differ from those for students. The normal borrowing period for students is four weeks with one four-week renewal. For faculty and staff the borrowing period is one semester with up to four one-semester renewals. A book can be recalled for use by another patron after it has been checked out for three weeks. In this situation a notice is sent to the current borrower requesting its return, and alerting the borrower to a new shortened due date; a prompt return is appreciated, and a fine will be assessed if the item is not returned by the new due date.

Circulation periods for materials in the Careers collection, Popular Reading, the Audio collection and the Bowles collection are four weeks plus one renewal to ensure maximum availability of these collections to everyone in the Bentley community. Popular DVDs may be borrowed for seven days with one renewal; fines are assessed if Popular DVDs are returned late.

**Additional Borrowing and Visiting Privileges**
Faculty may use the Brandeis University borrowing card to check out material from the Brandeis Library. The borrowing cards are circulated through the Library Services Desk. Find more information on borrowing privileges from other libraries here - http://library.bentley.edu/research/borrowingprivileges.asp

**Library Facilities**

**Library Hours**
The Library is open 110 hours per week. Hours vary during the semester, during breaks and holidays, and during final exam times. Hours may be viewed on the library’s homepage.

**Group Study Rooms**
There are 24 group study rooms located in the library, 19 of which are equipped with a computer and large LCD monitor. All rooms contain network ports and whiteboards with dry erase markers. Wireless network access is available in all rooms and throughout the Library. Group study room use is reserved for current Bentley students ONLY.

**Periodical and Newspaper Browsing Area**
The Periodical and Newspaper Browsing Area is located on the main floor of the library. This area consists of current issues of over 700 journal titles and approximately 20 newspaper titles.
Older issues and bound periodicals are shelved in the lower level. Periodicals are for use within the library only, but on occasion can be checked out by special request.

Printers, Scanners, Copiers, Microform, Fax Machine
The Library has networked high-speed black/white printers located in printing rooms on each floor of the building. Two color printers are available in the upper level printing room. Three scanners are available for use at no charge, and are located in the lower- and upper-level printing rooms. Copiers and a fax machine can be found in the printing room on the lower level of the Library. Copies cost 10 cents each and payment can be made with cash only. Faculty and staff may also use a second copier in that room using a departmental access code. A microfilm machine, located in the Bowles Room on the Library’s lower level, is available for viewing microfilms in the Library’s collection. It is linked to the Library print network.

Off-Campus Access to the Library's Catalog & Online Resources
Faculty may access the library’s extensive collection of electronic resources from off-campus using their Bentley network ID and password. If you need assistance with using resources remotely, phone the Reference Desk at 781-891-2300, or email refdesk@bentley.edu.

Support Services

Office of Academic Services
The Office of Academic Services (OAS) is information central for all full- and part-time undergraduate students. OAS staff members interpret and implement university policies and procedures, coordinate first-year programs, and offer tutoring and comprehensive academic services for "at risk" students as well as academic support for all students. The staff is committed to working with every student throughout their academic career to help create an individual education plan that will help them attain all the goals that they have set for themselves. Please feel free to refer any students who are having difficulty with your course, or academics in general, to OAS. You should also feel free to call or stop by the office to speak with any of the advisors about a student concern or for clarification of academic policies. In addition, you may refer to the OAS website at http://www.bentley.edu/offices/academic-services to learn more about the OAS advising philosophy, and academic policy and procedure information.

Academic Progress Reporting: This is a critical tool in OAS’s effort to reach students who are in academic difficulty at an early enough point in the semester to provide positive intervention. Your participation involves electronically submitting progress reports via MyBentley. There are two distinct groups of students for whom progress reports should be generated:

- Pre-selected student populations
- Any student who may be in danger of failing your class

Pre-selected populations include (1) students who are currently on academic probation, (2) athletes, for NCAA compliance, and (3) students who are tracked for retention purposes. For the students falling in group A, you should report their current status in class regardless of academic
concerns -- that is, OAS wants to receive positive as well as negative feedback. Pre-selected students appear on your class lists in MyBentley with their ID numbers in red.

Because early intervention with students in academic difficulty is our best method of providing assistance to students, OAS requests that you submit progress reports as early in the semester as you are able to gauge performance. In particular, you will be notified by e-mail of the last dates for students to withdraw from both half- and full-semester courses; it is important that students receive any progress report information before this date so they can communicate with you in a timely fashion.

_Laptop program:_ All full-time day students are required to participate in Bentley's laptop program, which means that they all own laptops and, depending on the course, can be expected to bring their laptops to class. You may of course set your own policy regarding the use of laptops in class. Note: In every classroom, instructors may disable the internet if they wish. If you are teaching an evening course, you should be aware that we have a small adult part-time population who, for the most part, work full-time and are juggling work, family, and school. Additionally, part-time evening students do not participate in the laptop program, so expectations for evening courses need to take that into consideration.

_First Year Seminar:_ If you are teaching first-year students, you should be aware that although these students are assigned a faculty academic advisor through their First Year Seminar section, the OAS professional advising staff is more knowledgeable about the minutiae of the curriculum and more adept at long-range planning. However, all faculty members can make significant contributions to student development and help students shape their personal and academic goals, and you are encouraged to participate in any way you see fit.

_Contacts:_ Although you can call the main OAS number for help at any time, keep the following in mind: First year issues are best referred to Gerry Stenerson (ext. 2597), and questions about tutoring and progress reports are best referred to Leslie Doolittle (ext. 2903).

Location: Lindsay 021 Phone: 781-891-2803 Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m. Evening appointments are available on Wednesday evenings.

**Graduate Student and Academic Services**

GSAS offers services to graduates similar to those described above for undergraduates. If you are teaching a graduate course and have any concerns about a student or questions about the graduate curriculum, GSAS is an excellent resource. More information is available on their website, [http://www.bentley.edu/graduate/gsas](http://www.bentley.edu/graduate/gsas)

Location: 295 LaCava Center Phone: 781-891-2348 Email: gradvising@bentley.edu

**The Counseling Center**

The Counseling Center exists to help all students function more effectively in the Bentley community and to address relevant issues surrounding college student development. Providing
confidential and free counseling to any Bentley student, a professional staff of psychologists and
counselors help students address a wide variety of issues, such as self-confidence, peer relations,
family life, stress, anxiety, loneliness and depression. Individual and group counseling, as well as
consultation to faculty, staff and students on any mental health issues, are included. The
office is currently located on the second floor of the Michael A. Callahan Building (University
Police are on the first floor). With a staff of five licensed psychologists and three doctoral
interns, students can usually be seen quickly. If you have reason to believe that a student is
having psychological difficulty or could benefit from counseling, please encourage him or her to
make an appointment with a member of the Counseling Center staff. Additional information is
available on their website: http://www.bentley.edu/campus-life/health-and-fitness/counseling
and they can be reached at 781-891-2274.

Office of Disability Services
Located in CSD, the Office of Disability Services is committed to ensuring that Bentley
University is an accessible, equitable, and inclusive learning environment for all students with
disabilities. It provides accommodations and services that promote individual growth and self-
advocacy. Bentley University abides by Section 504 of the Rehabilitation Act of 1973 and the
Americans with Disabilities Act of 1990, which stipulate that no student shall be denied the
benefits of an education solely by reason of a disability. The Office of Disability Services works
with any student diagnosed with a disability, included but not limited to the following: learning
disabilities, Attention Deficit/Hyperactivity Disorder, medical conditions (temporary and
permanent), psychological disabilities, and physical disabilities (including hearing and
vision). The Office will work with each qualified student to ensure their accommodations give
them equal access while at Bentley University. Additional information is available from their
or from Stephanie Brodeur, Assistant Director for Disability Services.

Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.
Office: Callahan Building, 2nd floor
Phone: 781-891-2004

The following Centers focus on providing help to students in course-related work. Please note
that the hours listed below may vary depending on the semester.

The Writing Center
The Bentley Writing Center, located on the ground (basement) level of the library, is open days
and evenings for students to receive one-to-one assistance with writing skills. It is staffed by a
director who is a skilled writing instructor and by peer tutors. Students may come to the Center at
any stage of the writing process: to use a peer tutor as a sounding board for their ideas before
they start writing; to discuss a draft; for help in understanding their teachers’ comments on past
papers; to discuss their writing in general. Please encourage your students to use the Writing
Center. You may also arrange for a tutor and/or the Writing Center director to come to your
class to provide an overview of what the Writing Center has to offer.

Hours: Monday through Thursday, 10:00 a.m. to 10:00 p.m.
Friday, 10:00 a.m. to 2:00 p.m.
Sunday, 6:00 p.m. to 10:00 p.m.
Drop-ins are welcome, but appointments are encouraged. For an appointment, students may call 781-891-3173, or visit the center’s online scheduling site.

The Writing Center also offers regular workshops on topics such as getting started on papers, organizing ideas, writing introductions and conclusions, citing sources and business writing. You will receive e-mails announcing these workshops, so you can recommend them to your students as appropriate.

The Center’s website is http://www.bentley.edu/academics/departments/english-and-media-studies/writing-center, and the appointment making site is apps.bentley.edu. If you have any questions about the Writing Center, contact the Director, Greg Farber-Mazor, at gfarber@bentley.edu or 781-891-2978.

ESOL Center
All Bentley University students who are English Speakers of Other Languages (ESOL) can receive English language support for courses across the curriculum. English and Media Studies Department faculty tutors who specialize in working with second language learners offer feedback and strategies for writing at any stages from early brainstorming through the drafting and organizing process. Additionally, students can receive help related to research, documenting sources, PowerPoint slides, pronunciation and oral presentations.

The ESOL Center is located in Room 026 of the Bentley Library (lower level). Students can make an appointment by going to https://bapps.bentley.edu/ and clicking on the ESOL Center, by calling 781-891-2021, or by dropping by the ESOL Center during the hours of operation to see if a tutor is available.

**Hours:**
- Monday: 10:00 a.m. to 9:30 p.m.
- Tuesday: 10:00 a.m. to 9:00 p.m.
- Wednesday: 10:00 a.m. to 9:00 p.m.
- Thursday: 10:00 a.m. to 9:30 p.m.
- Friday: 10:00 a.m. to 2:00 p.m.

Please consider including information regarding the ESOL Center on your syllabi and Blackboard sites. Although no referrals are necessary, it is beneficial when instructors regularly encourage students to take advantage of the ESOL Center services.

For further information about the ESOL Center or if you have concerns about any students, you can contact Pam Carpenter at pcarpenter@bentley.edu or at X3135. In addition to the ESOL Center’s support for international undergraduate and graduate students, Mary Wright provides ESOL services targeted to graduate students and may be reached at mwright@bentley.edu or X2055.

Mathematical Sciences Learning Center
This center provides drop-in tutoring to all students enrolled in mathematics courses at Bentley. The goal is to have students leave a tutoring session with increased understanding and confidence in their own ability to do mathematics. During all hours of operation, students may get help with all first-year mathematics courses, and there are selected hours when students may come for help with mathematics electives and GB213 (Business Statistics). The Center has three
computers and a printer, and computer assistance as it relates to a mathematics course or GB213 is also provided. The Center is staffed entirely by Bentley undergraduate students and is directed by a full-time faculty member, Nancy Harnden. Contact Nancy at X3172 or nharnden@bentley.edu if you have any questions.

Location: Jennison 206
Phone: 781-891-3180
Hours:
Monday, Tuesday, Wednesday: 9 a.m. - 9 p.m.
Thursday: 9 a.m. to 7:00 p.m.
Friday: 11:30 a.m. to 2 p.m.
Saturday: Closed
Sunday: 6 to 9 p.m.

The above hours start the second week of the semester and run until the last day of the semester; the hours for Reading Day and final exam week vary somewhat from semester to semester.

Accounting Center for Electronic Learning and Business Measurement (ACELAB)
The Howard A. Winer Accounting Center for Electronic Learning and Business Measurement (ACELAB) provides tutorial services for students who need help with accounting. The ACELAB also enables students to get hands-on experience with commercial accounting software, and students studying taxation can utilize TurboTax.

Location: Jennison Hall, 3rd floor
Hours: Mon. – Thurs. 11 A.M. – 9 P.M., and Sun. 5 – 9 P.M.
Contact: Prof. Arthur Reed, Director (areed@bentley.edu)
Phone: 781-891-3174 (ACE lab phone)

Economic/Finance./Statistics Learning Center
The Economics-Finance-Statistics Center provides a place for students to study and receive help from qualified tutors in economics, finance and statistics. The tutors are able to provide help with 100, 200 and 300-level courses in all three areas. A number of currently used textbooks, study guides and solution manuals are available. There are three computers and a laser printer which can be used by students for homework, under the supervision of a tutor. Private tutoring is also available.

Location: Adamian 122
Phone: 781-891-2139
Sunday: 6:00 to 9:00 p.m.
Monday through Wednesday: 1 p.m. to 9:00 p.m.
Thursday: 1:00 p.m. to 7:00 p.m.
Friday and Saturday: Closed

Computer Information Systems (CIS) Sandbox
The CIS Learning and Technology Sandbox is available to all Bentley students to receive help, to study, to collaborate, and to explore information technologies addressed both in and outside CIS coursework. The CIS Sandbox is staffed by undergraduate and graduate students trained in
these technologies serving as tutors and mentors. The CIS Sandbox also presents occasional speakers on tech topics and career information. The CIS Sandbox is located in Smith 234.

Phone: 781-891-3543
Hours: Mon-Wed: 10am-midnight*; Thu: 10am-11pm; Fri: 10am-6pm; Sat: 1pm-6pm; Sun: 12pm-midnight* *If no one is here at 11pm, they will close at 11pm.

Bentley Service-Learning Center (BSLC)

The Bentley Service-Learning Center promotes academic learning through community engagement. There are three types of classes that are offered to service-learning students:

- **An embedded class** is one in which the instructor designs a service-learning project that all students are required to engage in as part of the course. This project usually takes the place of another, more traditional assignment such as a term paper or an exam. The students do not receive extra credit for participating in the project, but if they are seeking to receive the Service-Learning Certificate when they complete their undergraduate education, they are credited with up to 20 service hours for their work.

- **An embedded track** is an arrangement whereby an instructor designs a service-learning project that is offered to all students as one of two or more possibilities in a class. Thus, a student might have the choice of doing a service-learning project or a traditional research paper for the same percentage of the course grade. The students do not receive extra credit for participating in the project, but if they are seeking to receive the Service-Learning Certificate when they complete their undergraduate education, they are credited with up to 20 service hours for their work.

- **A 4th-credit option** is an elective arrangement whereby an instructor allows students to enroll in a service-learning project for an additional, 4th credit. The instructor supervises the student, but there is a separate course registration that must be completed through the Service-Learning Center, as well as a separate grade. Students must complete a minimum of 20 hours of service and 10 hours of related academic processing (journals, papers, presentations) for the 4th-credit option. Instructors may devise their own 4th-credit project or draw upon a project regularly offered by the BSLC. However, in the latter case, it is essential that the project be tied substantively to the sponsoring course. Examples: (1) A writing class that includes a project on researching and writing about family history offers a 4th-credit option in which students work with residents of a senior housing complex to record their family histories. (2) An environmental science class offers students an opportunity to do research on energy efficiency resources created for small businesses and to advise a government office about the effectiveness of those resources. (3) An organizational behavior class allows students to use developing management skills to create activities for children in after-school programs. If students are seeking to receive the Service-Learning Certificate when they complete their undergraduate education, they are credited with up to 20 service hours for their work.
If an instructor wishes to offer the 4th-credit option to his/her students, the instructor should consult with Shawn Hauserman, BSLC Associate Director for Faculty Engagement, to determine what site or sites are appropriate for the sponsoring course. There is no extra payment for teaching an embedded service-learning class/class track. However, for offering the 4th-credit option, instructors receive $100 for each student they supervise, up to a maximum of $1000 per semester.

Location: Morison 101
Phone: 781-891-2170

**Bentley Beliefs**

The behavior of all students, faculty, and staff at Bentley is guided by the Bentley Beliefs, which include respectful treatment, the importance of learning from differences, acting with honesty and integrity, and furthering the growth and learning of all community members. The complete text of these beliefs can be found at [http://www.bentley.edu/about/bentley-beliefs](http://www.bentley.edu/about/bentley-beliefs) and programs designed to promote the Bentley Beliefs are the following:

- **Regular off-campus Diversity Retreats** designed to deepen awareness and understanding of diversity issues on the Bentley campus. The Diversity Retreat provides a forum for members of the Bentley community (both faculty and staff) to discuss and learn about how diversity issues such as gender, nationality, race and sexual orientation affect our functioning as a university. Each retreat includes a two-hour session on campus, followed by two days (8:30 a.m. - 4:30 p.m.) at a nearby off-campus conference facility. For more information, please contact Myrlene Bazile ([mbazile@bentley.edu](mailto:mbazile@bentley.edu)) or by phone at x3475.

- Bentley University **Ally Training**, sponsored by the LGBTQ Steering Committee, designed to identify and train staff and faculty who support the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) population, foster an understanding of issues facing LGBTQ individuals, and create awareness of the various LGBTQ resources both on and off campus. Individuals who complete the training are asked to post an Ally Sticker indicating that they are comfortable with LGBTQ students, faculty and staff approaching them to talk about LGBTQ related issues; able to help students find campus or local resources; willing to model behaviors that are inclusive; to strive to be free of bias, heterosexist assumptions, and homophobic comments or remarks at all times; and to practice the skills and tips presented through the training during their everyday lives. Ally workshops to which all faculty and staff are invited will be announced through e-mail.

- **Sexual Harassment Policy and Procedures**: Bentley has detailed policies about sexual harassment. Please refer to [http://www.bentley.edu/offices/human-resources/employment-policies-and-practices](http://www.bentley.edu/offices/human-resources/employment-policies-and-practices) for more information about these policies and avenues for addressing complaints.

- **Sexual Assault Support**: As a faculty member, you may develop close relationships with students who may confide sensitive information about sexual harassment or assault. As a member of the Bentley community, you have an important responsibility to help the student access appropriate resources. Remember that your role in this situation may be
different than your professional role with students. As the student decides his/her next steps, it may be hard not to tell the student what to do, but these decisions must be left up to the student. For some students, accessing resources after an assault can be overwhelming. You may offer to walk them to offices such as the Office of Counseling and Student Development (second floor of the Callahan Police Station), University Police (Michael Callahan Police Station) or the Center for Health and Wellness (Rhodes Hall ground floor). This small step can make an enormous difference for a student. If you have questions on whether you in your role on campus are required to report a sexual assault, call University Police at 781-891-2201. Whether you are required to or not, you can report a sexual assault without names by calling University Police (emergency line: 781-891-3131). To receive information about how to access personal support for yourself, you may wish to contact Human Resources (781-891-3427) or the Boston Area Rape Crisis Center (http://barcc.org/). More information about resources can be found at http://www.bentley.edu/campus-life/sexual-assault.
Appendix A: Adjunct Benefits

DEPARTMENT OF HUMAN RESOURCES
BENEFITS SUMMARY -- ADJUNCT FACULTY
(Effective JANUARY 1, 2015)

In brief, you must enroll in the insurance plans within 30 days of hire.

- Coverage is effective the first day of the month, if that is your date of hire, or following your date of hire.
- You may choose to cover your spouse or domestic partner, children to age 26, or unmarried disabled dependent children of any age under your medical, dental, vision and life insurance.
- Your elections will remain in effect through December 31. Certain benefits may be revised during the annual open enrollment period or if you experience a change in status event, such as marriage or divorce; birth or adoption of a child; change in your/your spouse’s employment status or cost of coverage; change in a dependent’s eligibility for benefits, etc. Changes must be requested in writing within 30 days of the event.

* You are strongly encouraged to carefully read the applicable enrollment materials and Summary Plan Descriptions for each benefit.

NOTE: If you wish to participate in the benefit programs, you must contact Sandy Smith, Sr. Benefits Specialist (ssmith@bentley.edu), to obtain the enrollment materials.

MEDICAL INSURANCE: Harvard Pilgrim - 3 insurance plans to choose from: “Best Buy” Deductible HMO, HMO or PPO. The employee is responsible for the full cost of the plan.

DENTAL INSURANCE: Delta Dental Premier – Standard Plan or High Plan. The employee is responsible for the full cost of the plan.

VISION INSURANCE: EyeMed Vision Care. Employee pays the full cost. Coverage is in addition to any vision benefits included in the medical plan.

VOLUNTARY RETIREMENT: All employees are eligible to make voluntary contributions to the SAVINGS: 403(b) Retirement Plan, up to the limit specified by IRS guidelines, at any time. Such contributions and any earnings are deferred from state and federal taxation until collected as income. The Retirement Plan Disclosure Notice about investment options is available at http://mv.participantdisclosure.com; password 52153.
TUITION REMISSION: Adjunct Faculty are eligible for tuition remission in any semester in which they teach one or more credit-bearing course sections. For one course, receive 25% tuition remission in that semester or for two or more courses, receive 50% tuition remission.

HEALTH ADVOCATE: Bentley provides a free and confidential service to employees and their eligible family members to assist with health and eldercare related matters. Health Advocate is staffed with registered nurses, experts in the healthcare and insurance fields, who can assist with claims, appeals, finding a specialist, second opinions etc.

EMPLOYEE ASSISTANCE PROGRAM: Bentley provides a free and confidential EAP through KGA, Inc. for employees and their family members. The program includes short-term counseling and support on topics like emotional well-being, financial issues, legal problems, addiction and recovery services, parenting and other family related problems.

CREDIT UNION: Employees may join at any time of the year for savings through payroll deduction. The credit union offers a wide range of financial services similar to a full service bank.

BANKING: Banking programs may be available to employees. The ATM for Santander is located in the Student Center and for Bank of America in LaCava and Collins.

DIRECT DEPOSIT: Employees must have their checks direct deposited at one or more banks of their choice. A direct deposit form is required.

ATHLETIC FACILITIES: Employees are invited to use the Dana Center athletic facilities, including the fitness room and pool, free of charge.

LIBRARY: Employees have full use of the library, including the withdrawal of books, video tapes and DVDs, and the use of research facilities.

PHOTO ID: Employees need to make arrangements with University Police for a photo ID. The ID gives employees a 10% discount on most items at the Bentley Bookstore, and access to the athletic facilities and library, and may be required for access to certain
work areas. Falcon Funds may also be stored on the card through MyBentley.

PARKING: Parking is available at no cost to employees. Employees need to obtain a parking sticker through the University Police Department.

ADDITIONAL BENEFITS: Meal Discounts, Discount Movie Tickets & Museum Passes
Auto/Home Insurance Discount Program
Campus Connections Employee Activities
Religious Services
On-campus retirement and investment counseling
Verizon and AT&T Wireless cell phone discount
Bose Corporation product discounts
Real Estate Program / Mortgage Service Program
Health and Wellness Programs

This document highlights the current benefits program. The terms of the plan documents and policies will govern. Bentley reserves the right to amend, supplement, or rescind any benefits program as it deems appropriate. Notice of changes will be provided whenever possible.

For additional information, please contact Human Resources at (781) 891-2817 or visit our website at http://www.bentley.edu/offices/human-resources/benefits for copies of Summary Plan Descriptions, certificates of insurance, links to our vendors etc.
Appendix B: Grade Disputes

1. All grading disputes shall begin with the student arranging a conference with the instructor. The student must initiate the dispute resolution process within 30 days of the posting of the final course grade.

2. If the dispute has not been resolved after the student-instructor conference, the student may choose to request a conference with the Department Chair of the instructor’s primary department, which is normally the department in which the course is offered. If the course in question has a Course Coordinator, such as for General Business courses, the Course Coordinator shall be included in this meeting, even if the Course Coordinator is from a different academic department.

3. Prior to the conference with the Department Chair, a written detailed explanation of the complaint, along with supporting documents, will be submitted by the student to the Department Chair.

4. After the conference with the student, the Department Chair shall consult with the instructor.

5. If the Department Chair believes that the instructor graded correctly, the process ends and the course grade will not be changed.

6. If the Department Chair believes that the student may have been graded incorrectly, the Department Chair will suggest that the instructor consider reevaluating the course grade.

7. If the instructor still does not believe a course grade change is warranted, the Department Chair shall request that the Chair of the Faculty Senate convene a Hearing Committee of three tenured faculty members to resolve the case.

8. The Hearing Committee will examine all evidence from the instructor and from the student disputing the course grade. Within one week of the Hearing Committee’s final decision, written findings and the Hearing Committee’s decision will be forwarded to the student, instructor, Department Chair, and Course Coordinator, if appropriate.

9. If the Hearing Committee rejects the assertion by the student that the course grade is incorrect, the process ends and the course grade will not be changed.

10. If the Hearing Committee decides in favor of the student, and the instructor is unwilling to follow the Hearing Committee’s recommendation, the Hearing Committee shall direct the Registrar to replace an F or other grade with an S grade. The course counts toward graduation, but is not included in the student’s grade point average.

11. Within 10 days of receiving the Hearing Committee’s written decision, the student must respond in writing to the Hearing Committee Chair, accepting either the Hearing Committee’s decision or the original grade. If the student does not respond, the original grade stands. Then the Hearing Committee Chair will inform the Registrar, Department Chair, instructor, course coordinator, and student of the outcome of the dispute process.
Appendix C: Academic Integrity Process

The underpinning of the Academic Integrity System is the Bentley Honor Code, by which all students are expected to maintain academic integrity in their own work and take responsibility for their own ethical behavior. Students are also expected to take responsible action when there is a reason to suspect academic dishonesty by others.

Bentley’s Honor Code

The students of Bentley, in a spirit of mutual trust and fellowship, aware of the values of a true education and the challenges posed by the world, do hereby pledge to accept the responsibility for honorable conduct in all academic activities, to assist one another in maintaining and promoting personal integrity, to abide by the principles set forth in the Honor Code, and to follow the procedures and observe the policies set forth in the Academic Integrity System.

Faculty and Student Responsibilities and Rights in the Academic Integrity System

A. Faculty Responsibilities and Rights
All faculty members are responsible for promoting academic integrity by managing their classes, assignments, and examinations so as to reduce temptation and opportunity for plagiarism and cheating. Faculty are required to clearly define the expectations and procedures for academic work, either as part of the individual assignment or in the syllabus or other document that presents coursework guidelines. These include, for example, overall classroom assessment procedures; examination protocols; and guidelines for citing sources in written work, for collaborating and/or receiving outside assistance on homework and other assignments.

Each faculty member is expected to abide by the principles and procedures established in Bentley’s Academic Integrity System. A faculty member who believes an academic integrity violation has occurred must file a Report. Staff members who become aware of a possible violation must notify the Director. No sanction can be imposed on a student without a Report first being filed with the Director.

The faculty member who alleges an academic integrity violation is entitled to ask the Director for additional resources to support the investigation of the violation and may question relevant students about an alleged violation.

B. Student Responsibilities and Rights
Each student is expected to become familiar with and at all times adhere to the Bentley Honor Code and Academic Integrity System, including standards and expectations set out in each course syllabus, assignment, and/or examination concerning collaboration, methods of research and data collection, and other practices. Students are also expected to uphold the Academic Integrity System. Therefore a student who is aware of a possible violation of the standards established in the Academic Integrity System is expected to report the suspected violation to a faculty member or the Director. A student who is suspected of committing a violation must
respond promptly and honestly when informed of a suspected academic integrity violation and must provide information that may aid in the investigation of an alleged violation.

A student charged with an academic integrity violation is entitled to ask the Director for a list of student support services and will be allowed to respond to an alleged violation before the faculty submits the Report to the Director.

C. Role of Observers
If a member of the Bentley community believes that s/he has observed behavior related to a faculty member’s class that violates academic integrity, it is the observer’s responsibility to bring the matter to the faculty member’s attention. If the observer is not satisfied with the faculty member’s response, the observer has the right to bring the matter directly to the Director’s attention for possible action. The Director will consult with the faculty member and investigate the incident to determine whether or not a Hearing is warranted. The Director may arrange a Hearing, with or without the faculty member’s explicit consent, if there is sufficient evidence to suggest a violation may have occurred.

Violation Levels Defined and Recommended Sanctions

Violations are categorized as either Level I or Level II based on severity. The level of an alleged violation determines the appropriate steps in the academic integrity process and recommended sanctions.

A. Levels Defined
   a. A Level I violation is a single incident involving a minor proportion of graded student work within a course, including but not limited to 1) failing to apply appropriate conventions for citing and documenting sources; 2) giving assistance to or receiving assistance from another student or any other person on an assignment or exam when such collaboration is prohibited; or 3) accessing prohibited materials during an examination.

   b. Any violation not categorized as Level I is a Level II violation. Level II violations are serious breaches of academic integrity. They include, but are not limited to, the following examples:
      i. committing any violation such as those listed under Level I that pertain to more than a small portion of the course grade;
      ii. submitting the same work or major portions thereof to satisfy the requirements of more than one course without written permission from each faculty member (including Honors and Capstone requirements);
      iii. using illicit means of acquiring data, fabricating evidence, falsifying data, or fabricating sources;
      iv. collaborating to exchange information during an examination or engaging in any action during an exam prohibited by the instructor, such as copying another student’s work, utilizing prohibited materials (e.g. books, notes, calculators, cell phones, or other electronic devices), helping other students to copy another student’s work on an examination;
v. altering a graded assignment or examination and asking for it to be re-graded;
vi. stealing and/or distributing an examination;

vii. purchasing or otherwise illicitly acquiring and submitting a paper or any other course materials as your own work;
viii. creating a paper or other course materials for sale and/or distribution;
ix. having a substitute take an examination or taking an examination for someone else;
x. stealing another student’s work;
xi. intentionally impeding an investigation of an academic integrity incident or giving false witness in a Hearing;

xii. engaging in actions designed to hinder the academic success of another student or students, for example, by impeding access to course materials, hiding or removing library resources;

xiii. using improper means to access computer files;
xiv. forging or falsifying a grade, transcript or diploma.

c. Any alleged violation involving a student who at the time has an earlier Report on file or under investigation must go to a Hearing.

B. Recommended Sanctions
a. Level I sanctions may include, but are not limited to: 1) a make-up assignment at a more difficult level than the original; 2) failure or other reduced grade on the examination or assignment.

b. Level II sanctions may include, but are not limited to: 1) any sanctions for Level I violations; 2) course grade of F; 3) course grade of F being permanently calculated into the Grade Point Average; 4) exclusion from activities such as study abroad, honors societies and programs, and varsity athletics; 5) suspension from Bentley University; 6) expulsion from Bentley University.

Academic Integrity Incident Reports and Consequences

The relevant faculty member should meet with the student(s) to discuss an alleged violation. If the faculty member still suspects that a violation has occurred, a Report must be filed promptly.

A. In the case of an alleged Level I or Level II violation, if the student(s) does not agree that a violation has taken place, the Director will schedule a Hearing.

B. In the case of an alleged Level I or Level II violation, if the student(s) agrees the incident is a violation of academic integrity, the faculty member shall propose a sanction(s) in consultation with the director.

a. For a Level I violation, if the student agrees to the proposed sanction(s), both the faculty member and the student sign the Report and it is forwarded to the Director. The faculty member implements the proposed sanction(s) only after the report has become the official record in the office of the Director. In this instance, no Hearing is required. If, however, new
information becomes available, the Director will schedule a Hearing.

b. For a Level II violation, if the student agrees to a proposed sanction(s) of lowering an assignment or grade for that course, both the faculty member and the student sign the Report and it is forwarded to the Director. No hearing is required but the faculty member implements the proposed sanction only after the Academic Integrity Council reviews and approves the sanction. Proposed sanction(s) that are more severe require a Hearing.

c. For Level I and Level II violations, if the faculty member and student cannot agree upon a sanction(s), the Report is sent to the Director who will schedule a Hearing. The student(s) is not, in this instance, required to sign the Report.

C. Regardless of level, second violations must go to a Hearing.
D. Regardless of level or prior agreement, the Director has the authority to call a Hearing with the agreement of the student to resolve the incident in the interest of academic integrity.
E. If a Hearing determines that the allegations were unfounded, the Report is destroyed.
F. At a Hearing, only the current Report and related information will be disclosed when determining whether the student is responsible for the violation. Once a Hearing has found a student to be responsible for a violation, the Director will disclose prior Report(s), if any, to the Hearing members before sanctions are determined. Only records filed with the Director are actionable.
G. Within the university, the existence and contents of all Reports are confidential and will be maintained by the Director for seven years.

Academic Integrity Hearing

A Hearing is convened by the Director. The Hearing members review evidence of an academic integrity incident, decides if a violation has occurred, and sets sanctions with consideration given to the faculty member’s proposed sanction.

A. Student and Faculty Rights: When a Hearing is convened, both faculty and students are entitled to: 1) a fair Hearing in a reasonable amount of time; 2) ample notice of the Hearing, a summary of the violation to be discussed, and an explanation of the Hearing process; 3) access to the Director to prepare for the Hearing; 4) the presence of witnesses accepted by the Director to give pertinent testimony; 5) the opportunity to hear all testimony presented in the Hearing, and to respond to all testimony presented in the Hearing; 6) the opportunity to speak on one’s behalf; 7) the presence of one person who is not an attorney to provide support; 8) written notice, within a reasonable amount of time, of the Hearing’s findings and any sanctions; and 9) notification of appeal decisions, if any.

B. The Hearing: A Hearing requires five voting members: three full-time faculty members, of whom at least one is tenured, and at least one is a member of the Academic Integrity Council. The Director solicits students from graduate and undergraduate student government. Student members are either graduate or undergraduate, corresponding with the student(s) subject to the incident review. One faculty member serves as Chair of the
Hearing. The Director attends all Hearings in a neutral supporting role and is not a voting member of the Hearing. The Hearing membership hears evidence, determines the presence or absence of an academic integrity violation, and sanctions a student, where appropriate.

C. **Communication:** The Director communicates the findings of the Hearing in writing to the faculty member and student involved within five (5) working days. If a Hearing finds that a violation has occurred, the Report and supporting documentation are retained in confidence for seven academic years by the Director. Outcomes affecting transcripts will be reported to the Registrar and other relevant campus officials. In addition, the Director is authorized to respond to requests from the Honors Program Director and the authorized non-student representative of the Falcon Society to verify that specified students, identified by name and student number, have not had sanctions imposed that violate the program guidelines regarding rules of membership to these program.

D. **Sanctions for Special Circumstances:** Sanctions may involve restrictions on or disqualification from participation in University programs or extra-curricular activities only with a Hearing. When such a sanction is imposed, the Director may disclose only those sanction restrictions involving that program or activity to the relevant campus official.

E. **Sanctions Involving Grades and Graduation:** The timing of the filing of Reports may result in investigation procedures that cannot be concluded before grade reporting or degree auditing for graduation. In the case of incidents that may reasonably be expected to affect a course grade, the faculty member of the course will post a grade of Incomplete, pending the completion of the academic integrity investigation. In the event that this Incomplete affects a graduation requirement, the student shall remain otherwise eligible to “walk at graduation.” The right of an Honors Program student to walk with the Honors Program cohort at graduation is governed by Honors Program guidelines. The awarding of the degree and final transcript must await the result of the investigation. In cases where the incident cannot be addressed prior to grade reporting or prior to awarding the degree and final transcript, relevant sanctions may be applied retroactively, including transcript modification and/or rescinding the degree, as determined by a Hearing.

F. **Appeals:** A student may appeal the outcome of a Hearing only when: 1) new material or information unavailable at the time of the Hearing becomes available or 2) evidence is provided that fair process has not been followed.
   a. An appeal of Hearing decisions must be submitted in writing to the Provost and must explain in detail the reason for the appeal. It must be submitted no later than five (5) working days from the date of the written notification from the Director informing the student of the Hearing outcome. The student will be notified within a reasonable time whether the appeal will be granted. Sanctions determined by a Hearing will stand until decision on the appeal is made.

   b. The Provost’s decision as to whether an appeal will be granted is final. If the appeal is denied, the sanction is implemented and the academic integrity process ends. The student cannot appeal the Provost’s decision.

   c. If an appeal is granted, then the Provost will either determine an appropriate sanction or refer the case to a new Hearing. If the case is to be heard again, the
student will be notified within a reasonable time as to the date and time of the Hearing.

d. The Provost, or a designee, will inform the Director of the outcome of any student appeal. The Director will notify other college officials as necessary.

**Bentley’s Academic Integrity Process Map**

Our system works like this:

1. A violation is suspected.

2. The instructor or university official (hereafter just “instructor”) collects evidence.
   - Collect all the evidence you can
   - You may want to use Turnitin for papers (The ATC department can help you learn the Turnitin system).
   - Invite the student to meet with you to discuss the allegations.

3. The instructor discreetly contacts the student(s) and they meet to discuss the perceived violation. Please do not confront the student in class or in front of others).

4. If the instructor is persuaded that an Academic Incident Report is warranted, the instructor and student(s) each describe the incident and sign the form (available on the Academic Integrity webpage and Blackboard). In consultation with the Director of Academic Integrity (GA_AcademicIntegrity@bentley.edu; x2813), the instructor proposes an appropriate sanction for the incident. The instructor signs that portion of the form. The student can then either sign (agreeing to the sanction) or not (rejecting the sanction). If the student doesn’t agree to the sanction, the instructor should notify the Director of Academic Integrity and a hearing panel will be convened.

5. Whether the student agrees to the sanction or not, the Incident Report, along with all supporting evidence, is sent to the Academic Integrity Administrator, Karen Hovsepian (SMI 417) OR via scanned electronic file to GA_AcademicIntegrity@bentley.edu. Only records kept in the AI office are considered official, though the instructor may keep a copy for his or her records.

6. Sanctions assigned to Level 2 violations are reviewed by the Academic Integrity Council. Once it approves, a Level 2 sanction may be applied.

7. If an Academic Integrity hearing is required, the AI office arranges for the hearing date and time, convenes a board of three faculty and two students. The instructor, student, hearing panel, and Director of Academic Integrity meet to discuss the situation. After the instructor and student leave the hearing room, the panel deliberates and issues a decision. The Director then writes a formal, board approved letter to the student.

8. If there is a record of a prior violation on file for that student, a hearing is also required and the process described in #7 is followed.
BENTLEY UNIVERSITY ACADEMIC INCIDENT REPORT

To be filled out by instructor or other university official

Student’s name_____________________________________________ Student’s ID#________________________

Undergraduate student ___ Graduate student ___ Other ___ Semester_______ Date of alleged violation__________

Instructor/University Official’s name________________________ Course in which alleged violation occurred_______

Viol[90x582]ation level designated by the instructor/university official ______

Part I - Instructor/University Official’s summary of the nature and relevant circumstances of the alleged violation.

Please attach all relevant materials, such as Turnitin reports, web source, etc.

_____________________________________________________________________________________________
_____________________________________________________________________________________________

_____________________________________________________

_____________________________________________________________________________________________

Student’s Response**:_____________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

The undersigned are in agreement on the nature and relevant circumstances of the alleged violation:

_________________________________________  ______________________________

Instructor/University Official  Student

_________________________________________  ______________________________

Date  Date

Part II - Instructor/University Official’s sanction or penalty (if any):

_____________________________________________________________________________________________
_____________________________________________________________________________________________

Faculty must sign. Students do not have to sign the report. If they decline to sign, their case will go to an Academic Integrity hearing in which a panel will arrive at a sanction that may be more or less severe than the one proposed by the instructor.

LEVELS

The instructor assigns a level of importance to the violation.

Level 1: A single incident involving a minor proportion of graded student work within a course.

Level 2: Serious breaches of academic integrity.

Please be sure these are full, descriptive statements. Students will sometimes be too brief. If the incident should resurface for any reason, the whole story needs to be accessible. So encourage them to be thorough. Attach additional documentation if necessary.
The undersigned are in agreement on this sanction:

_________________________________________  ______________________________
Instructor/University Official  Student

_________________________________________  ______________________________
Date  Date

** If the student has a prior violation on file, the sanction is subject to review by an Academic Integrity hearing panel.

Please return this completed form via hard copy or scanned electronic form to the Academic Integrity Administrator,

Karen Hovsepian (SMI 417) OR via scanned electronic file to GA_AcademicIntegrity@bentley.edu.

Please attach all documenting evidence you have collected regarding the incident. The student may also submit documenting evidence. Only records filed with the AI office are considered OFFICIAL records so please be sure the original Incident Report is the one you file with us.

PLEASE DON’T HESITATE TO CALL OR EMAIL

GA_AcademicIntegrity@bentley.edu
781-891-2844
Smith 417
Appendix D: Student Evaluation of Teaching Questions

Course Name: Department: Responsible Faculty:

The following questions measure how well the instructor facilitated your learning. Please offer your best judgment on the instructor’s performance using the 6-point scale below.

Facilitating Learning Questions (Orange Questions)

1. The Instructor explains the material well and provides useful examples
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Somewhat Disagree
   - Disagree
   - Strongly Disagree

2. The Instructor shows how the individual elements or components of the course fit together.

3. The Instructor creates an environment conducive to learning.

4. The instructor provides new knowledge, understanding or insight.

Student Interaction

The following questions measure your perception of the instructor’s interaction with students. Please offer your best judgment on the instructor’s interactions using the 6-point scale.

5. The Instructor shows enthusiasm about teaching.

6. The Instructor shows concern for students’ learning.

7. The Instructor challenges students intellectually and stimulates students’ thinking.

8. The Instructor provides opportunities for students to ask questions.

Developmental (Blue Questions)

The following questions will allow you to comment about your learning experience. Your thoughtful responses and constructive criticisms will be appreciated. Your comments will not be made available to the faculty member until after all of the course grades have been submitted.

9. What did you like MOST about the class?

10. What did you like LEAST?

11. What specific incidents/actions most affected your opinion of the class?

12. How could this class be improved?
Appendix E. Managing Student Behavior

Resources, Rights and Responsibilities: According to a 2011 report compiled by the Educational Advisory Board, colleges and Universities across the U.S. are experiencing increasing incidents of disruptive classroom behavior. Many of these institutions have found that at the root of these behaviors is a lack of awareness on the part of the student that their behavior disrupts the learning process and impacts those around them. In order to better serve the Faculty here at Bentley in dealing with such behaviors, the Office of the Dean of Student Affairs has assembled the following information to assist in the prevention and response to inappropriate classroom behaviors.

Preventative Recommendations: As stated above, often students are unaware of the impact that their behavior has on the classroom environment. Preventive measures that have proved useful at other colleges and universities have included:

- Creating a “contract” regarding general expectations as part of your syllabus that students are made aware of during their first class
- Informing students of the behaviors that are unacceptable in your class
- Reminding students that complying with a faculty request is a Bentley Policy, as stated in the student handbook:

Compliance with Administrative/Faculty Requests: The Bentley Beliefs state that we strive at all times to treat one another with respect. This includes interactions with administrative personnel, faculty, and student employees. Administrative personnel includes, but is not limited to, RAs, University Police, student event staff, Dana Center and fitness center staff, and all other full- and part-time Bentley staff.

All students are required to comply with a request of a faculty member, administrative staff member, or student employee. These requests include but are not limited to: ceasing disruptive classroom behavior, leaving a certain area, providing identification, and ending conduct (physical or verbal) that may be a violation of a university policy or rule.

The University will not tolerate behavior (whether physical or verbal) that includes, but is not limited to, threats of injury, obscenities, harassment, disruption of the academic environment or conduct that attempts to or prevents administrative personnel or faculty from carrying out their responsibilities or enforcement of university rules.

Resources for Faculty: If you are concerned about a student whether they are displaying any of the concerning behaviors above, or because they have presented with another issue, know that the following resources are available to you:

- Office of the Dean of Student Affairs-781.891.2161
- Office of Academic Services 781.891.2803
- The Counseling Center 781.891.2274
- Bentley CARE referral form www.bentley.edu/bentley-cares