

Full-Time and Part-Time Faculty Policy & Procedure Manual

2026-2027



MARIST
UNIVERSITY

MARIST ACADEMIC CALENDAR 2026-2027

TRADITIONAL 15-WEEK SEMESTER

Fall 2026

August	24 Monday – 29 Saturday	Move-In Week
	31 Monday	SEMESTER BEGINS FOR ALL PROGRAMS. Day & Evening classes begin.
	31 Monday - 4 Friday	Course Change period.
September	4 Friday	Last date for course changes (5 p.m.). Half tuition after this date.
	7 Monday	Labor Day. No classes held.
	14 Monday	Last day to register for elective credit internships.
	21 Monday	No tuition or housing refund after this date.
October	5 Monday	P/NC option due.
	16 Friday	Fall Recess.
	19 Monday	Classes resume.
	27 Tuesday	Midterm grades for undergraduate classes due by 12 p.m. (noon)
November	2 Monday	Undergraduate & Graduate graduation applications due to Registrar's Office for Jan. 2027 candidates
	2 Monday	Last date for withdrawing from courses without penalty of WF grades by 5 p.m.
	24 Tuesday	**MODIFIED CLASS SCHEDULE** <i>NO EVENING CLASSES</i>
	24 Tuesday	Residence Halls close at 7 p.m.
<u>11/24/2026 Modified Class Schedule:</u> All Tuesday DAY classes, including those that meet at 5 p.m., will meet during their normal time except: 1. Tuesday 11 a.m. classes do NOT meet 2. Tuesday 3:30 p.m. classes do NOT meet These Wednesday classes WILL meet on Tuesday, 11/24 : 1. Slot 5, Wed. 8 a.m. classes meet at 11 a.m. 2. Slot 12, Wed. 2 p.m. classes meet at 3:30 p.m.		
	25 Wednesday - 29 Sunday	Thanksgiving Holiday. No classes held.
	29 Sunday	Residence Halls open at 10 a.m.
	30 Monday	Classes Resume.
	30 Monday	Undergraduate & Graduate graduation applications due to Registrar's Office for May 2027 candidates
December	11 Friday	Last day of Fall 2026 classes.
	14 Monday - 18 Friday	Final Exam Period for all classes
	18 Friday	Residence Halls close at 7 p.m.
	22 Tuesday	Final grades due by 12 p.m. (noon)

MARIST ACADEMIC CALENDAR 2026-2027

Winter Session 2027

Dates to be determined. When determined, the dates will be published on the Marist website at:

<http://www.marist.edu/academics/calendars.html>

Spring 2027

January	18 Monday	Martin Luther King Jr. Holiday. No classes held.
	19 Tuesday	Residence Halls open.
	20 Wednesday	SEMESTER BEGINS FOR ALL PROGRAMS. Day & Evening classes begin.
	20 Wednesday - 26 Tuesday	Course Change period.
	22 Friday	Last date for resolving incompletes & grade changes for Fall 2026 & Winter 2027 by 5 p.m.
	26 Tuesday	Last day for course changes (5 p.m.). Half tuition refund after this date.
February	2 Tuesday	Last day to register for elective credit internships.
	9 Tuesday	No tuition or housing refund after this date.
	23 Tuesday	P/NC Option due by 5 p.m.
March	12 Friday	Residence Halls close at 7 p.m.
	13 Saturday – 21 Sunday	SPRING BREAK
	15 Monday	Midterm grades for undergraduate classes due by 12 p.m. (noon)
	21 Sunday	Residence Halls open at 10 a.m.
	22 Monday	Classes resume.
	31 Friday	Last date for withdrawing from courses without penalty of WF grades by 5 p.m.
April	14 Wednesday	Professional Development and Assessment Day (No classes)
	14 Wednesday	Fox Fest (No classes)
May	7 Friday	Last Day of Spring 2027 classes.
	10 Monday – 14 Friday	Final Exam period begins. Residence Halls close Friday, May 14, at 7 p.m. for underclassmen.
	20 Thursday	EIGHTY-FIRST COMMENCEMENT CEREMONY – Graduate Students
	21 Friday	EIGHTY-FIRST COMMENCEMENT CEREMONY – Undergraduate Students
	21 Friday	Residence Halls close at 5 p.m. for graduating seniors.
	24 Monday	Final grades due by 5 p.m.
June	25 Friday	Last date for grade changes & resolving incompletes for Spring 2027 by 5 p.m.

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FULL-TIME & PART-TIME FACULTY POLICY AND PROCEDURE MANUAL

I. ACADEMIC POLICIES AND INFORMATION

APPOINTMENTS OF FACULTY

Based upon consultation with and recommendation of the School Dean and the Department Chair/Program Director, the final decision regarding faculty appointments rests with the Provost/Dean of Faculty.

The offices of the School Deans are responsible for the issuing of part-time faculty agreements, contingent on the approval of the Provost/Dean of Faculty. All new faculty or returning faculty requiring new hire paperwork will receive paper agreements. The original signed agreement is to be returned to the Office of Human Resources along with all required forms. All new faculty members are required to complete an I-9 form. This form is federally mandated and requires two forms of personal identification. Further information pertaining to acceptable forms of identification and completing this form or other employment/benefits information at Marist can be obtained in the Office of Human Resources.

Most returning part-time faculty will receive agreements via myMarist requiring an online acknowledgement. Once the agreement is available, the faculty member will receive email notification in their Marist email account.

COURSE OUTLINES/SYLLABI AND OUTCOMES ASSESSMENT POLICY

Course outlines are to be submitted to the School Dean before classes commence each semester, if possible, but no later than one week after the start date of the session/semester. The content should include: course description, course objectives, classroom format (lecture, lab, discussion), audio-visual aids, term papers, semester schedules and assignment synopses, readings, examinations and grading, your attendance policy, and a statement on Academic Honesty. Outlines/Syllabi shall conform to the New York State regulations for credit hours that require 15 hours (of 50 minutes each) of instruction and 30 hours of supplementary assignments for each credit.

In keeping with the standards of the University's accrediting agency, the Middle States Commission on Higher Education, all faculty at the University are required to indicate a measured way to determine student success and learning outcomes in their courses. All faculty are expected to identify a set of student learning outcomes in each of their courses and to design a way to assess student performance relative to those outcomes. Outcomes assessment measures must be listed on the course syllabus and discussed with students. For example, pre- and post-course tests

may be conducted, or an additional question may be added to the final examination, to assess specific outcomes. Results may confirm that goals are being achieved and/or being used to improve the course when necessary.

STUDENT ATTENDANCE

Students with absences amounting to fewer than four consecutive calendar days should discuss the matter with each instructor and may wish to submit documentation for confidential review with the Center for Advising & Academic Services (CAAS). Instructors may also request documentation to be sent to CAAS. For students experiencing serious illness or emergency, CAAS serves as a support in communicating with individual instructors. To maintain confidentiality in all matters, students who will have four or more consecutive calendar days of absence are advised to contact CAAS (Advising@marist.edu and 845-575-3500) to provide documentation of the illness or emergency. CAAS will send an absence notification informing each instructor of the expected absences. CAAS will also verify documentation upon receipt. Please note the notification does not excuse the student's absences. Students are required to contact each instructor about the possibility of making up missed work and to understand how absences may affect their final grade. The decision to allow exceptions rests at the full discretion of each individual professor. Please note that for students entitled to the attendance flexibility accommodation, all documentation must be submitted through the Office of Accommodations and Accessibility.

GRADING AND EXAMINATIONS

Mid-term Grades

Undergraduate students in 15-week courses receive mid-term grades. Grading is performed on-line by faculty. Grading instructions are located at <http://my.marist.edu>. Click on "Faculty" tab at top of page. Scroll down to 8. How to Enter Midterm/Final Grades for instructions.

Final Grades

Students receive final grades for all courses. Grades for all classes are inputted by the professor on the Banner Self-Service System. Refer to ["How to Enter Midterm/Final Grades"](#) for instructions. ☎Call the Registrar's Office at ext. 3250 for any assistance needed.

Grading System

Grading is an objective measure of a student's mastery of a selected body of knowledge contained in a specific course. This mastery involves the elements of memory, understanding, and expression. Memory refers to retention of certain items of information. Understanding implies insight into the interpretation of these facts. This insight would include the meaning of the thing itself, its relationship with other things or data, and the ability to apply this information or data to new situations and problems. Expression is the ability to convey this assimilated knowledge to others. In assigning a grade to a student, the instructor must function as a judge in a courtroom: examine thoroughly all the evidence involved in the case, weigh the evidence, and make a decision on the basis of this evidence. In a similar way, the basis of the instructor's judgment is the concrete evidence the student himself provides. Formal examinations are only part of this evidence; questions asked by the student, recitation, term papers, book reports, written and oral quizzes, the student's participation in class discussion – each sheds light on the student's development in mastering a subject and is therefore pertinent to the instructor's grade evaluation of the student. Viewed in the light of the preceding statement, the grading system is as follows:

A

An A student is one who, in addition to all the qualities manifested by a B student, seeks mastery of a special field by reason of individual interest; he or she has initiative and originality in attacking and solving problems; he or she shows ability in rethinking problems and making associations and in adapting to new and changing situations; moreover, he or she has an appropriate vocabulary at his or her command.

B

To earn a B grade a student must manifest all the qualities characteristic of a C student and in addition reveal a memory that encompasses more than the basic elements of a course; he or she has a more personal grasp of the principles of the course and perceives wider application of them. The student should be able to discuss the subject matter of the course with ease.

C

To earn a C grade a student must be able to recall the basic elements of a course, understand the essential background and materials of a course, apply the basic principles involved, and express them intelligibly.

D

A student who is deficient in some degree in any of the areas that are characteristic of a C grade will earn a D.

F

The student has failed to show mastery of the basic subject matter for the course.

B+, C+, D+ /A-, B-, C-

The grades of B+, C+, D+, A-, B-, C- are used to indicate that a student has shown more or less than the usual competency required for that grade.

I

The temporary grade of I (incomplete) may be given by an instructor when a student has not completed the requirements of the course at the end of the term for serious reasons beyond the individual's control. The student must have successfully completed three-quarters of the required work for the course. It becomes the student's responsibility to resolve this grade within the published incomplete grading period by completing the course requirements. Failure to conform to this time limit results in a final grade of F. The student must contact his or her instructor not later than 24 hours after the time set aside for the final examination in the course to request the grade of incomplete. Instructors may only issue a grade of I in response to a written request from a student and with the approval of the school dean. Refer to the Academic Calendar for exact dates to resolve incomplete grades.

W/WF

The grade of W is assigned to a student who officially withdraws from a course between the fourth and ninth week of a semester (see Academic Calendar for specific dates). Withdrawal after this period results in a grade of WF. Exceptions may be made by the Director of The Center for Advising and Academic Services or, in the case of students enrolled in the Division of Extended Learning, from the Dean of the School, when circumstances warrant it. These exceptions are rare. The W grade is not counted in the student's grade-point average. WF is counted as an F in the grade-point average. Note that all withdrawals from courses require the advisor's signature on a withdrawal form available at the Office of the Registrar. If the advisor is unavailable and the deadline for withdrawals is at hand, the appropriate dean/department chairperson may sign the withdrawal form in the absence of the instructor. Students withdrawing from all of their courses must also follow the University's official withdrawal procedure.

NC (No Credit)

This grade is received by a student who does not meet minimum course requirements in one of the following circumstances:

- (1) He or she is exercising the Pass/No Credit/U option as described below.

OR

- (2) Approval of the Provost/Dean of Faculty has been obtained by the course instructor to grade students in a particular course on the Pass/No Credit/U scale.

OR

- (3) With approval of the appropriate dean, an instructor may award this grade when a student's failure is due to circumstances beyond the control of the student. A student's cumulative grade-point average is in no way influenced by this grade.

P (Pass)

This grade is awarded to a student who satisfactorily completes course requirements in either of the following circumstances:

- (1) He or she is exercising the Pass/No Credit/U option as described below.

OR

- (2) Approval of the Provost/Dean of Faculty has been obtained by the course instructor to grade students in a particular course on the Pass/No Credit/U scale. The **grade P** entitles a student to receive credit for the course but does not affect his or her cumulative grade-point average.

U (Unsatisfactory)

This grade is received by a student who is exercising the Pass/No Credit/U option as described below, who has not met the requirements for a passing grade, and the student has not met the course requirements for satisfactory attendance and has not completed assignments for the course. The student receives no academic credit for this course, nor does it affect his or her cumulative grade-point average.

P/NC/U Option

A student may elect to exercise the Pass/No Credit/U Option in courses that are not being used to satisfy major or minor field or Core requirements. Full-time students may exercise this option for three credits per semester. Part-time students may use this option for three of every twelve credits they take at Marist.

Requests must be made by the student within the official deadline by completing the necessary form from the course instructor. This will be the end of the first five weeks of a 15-week semester. *

At the end of the semester the student will either:

- (1) receive the grade of 'P' if the student meets the minimum course requirements for a passing grade,
- (2) receive the grade of 'NC' if the student does not meet the minimum course requirements for a passing grade, and the student has met the course requirements for satisfactory attendance and has completed the necessary assignments for the course,
- (3) receive the grade 'U' if the student does not meet the requirements for a passing grade, and the student has not met the course requirements for satisfactory attendance and has not completed assignments for the course.

AU (Audit)

This grade is received by a student who has audited a course for which he does not receive academic credit.

Final examinations are held according to a schedule issued by the Registrar's Office, which can be found at the Registrar's web page. Exams should be given only at the scheduled time during final examination week and not before. The final examination class period is counted in the instruction time required by New York State. Classes must meet during the scheduled exam time whether or not a final examination is given. Any schedule changes must be discussed with the School Dean. A copy of the final examination must also be submitted to the Dean.

GRADE APPEAL POLICY

The individual faculty member is responsible for establishing standards, consistent with the guidelines established in the university catalogue, and for assigning grades to student work. Furthermore, faculty are required to set forth, clearly and in writing, at the beginning of a course, a description of the course requirements and the basis upon which the student's grade will be determined. If a student feels that appropriate procedures have not been followed, or they have been graded unfairly, they should **use the following appeals procedure. The student must act in a timely manner following the steps below with the goal of resolving the grade dispute.** The timeline below refers to when classes are in session during the given semester.

If the student has been academically dismissed from the University and disputed grades may affect the status of the dismissal, the dismissal stands until the semester following the conclusion of the grade appeal process.

STEP ONE

The student should first meet with the faculty member who assigned the disputed grade to discuss the complaint and ask for an explanation within three weeks into the traditional semester (Fall or Spring) following the disputed grade. For instance, grades recorded in the Spring term must be appealed by the Fall and grades issued in the Fall term must be appealed by the next Spring. As a result of this informal conversation between instructor and student, the instructor will make a decision that may include determining the grade will stand, correcting an error, or changing a grade. Please note that the student may not challenge a published grading policy, only the inaccurate application of such a policy.

STEP TWO

If after consultation with the instructor, the student believes they have been graded inaccurately or unfairly, or if they do not hear back from the instructor within two weeks, they should communicate with the relevant department chair or program director. Outreach to the department chair or program director should occur within two weeks following the instructor's decision. The department chair will investigate the basis of the complaint with the student as well as the instructor and recommend a course of action in writing to the instructor.

STEP THREE

If after investigation by the department chair the student's concerns still remain, the student may submit a completed Grade Appeal Form along with supporting documentation to the school dean or designee within two weeks of ending discussion with the department chair. The dean or designee will communicate with the student, the instructor, the department chair, and/or any other relevant parties in investigating the complaint. The dean or designee will convey their decision, in writing and with explanation, to the student, the faculty member, and the department chair/program director.

STEP FOUR

If the student provides unequivocal evidence that there were procedural errors in the decision made by the dean, or new evidence has emerged, they may appeal by submitting a written report and supporting materials within two weeks of the dean's decision to the assistant provost for student success. The assistant provost for student success will review the facts of the case with the student, the dean, the department chair/program director, and the faculty member and send their final decision in writing to the same parties. Please note that to ensure procedures are fair and standardized, the assistant provost for student success does not meet with any of the parties but may request additional information in writing. In certain cases, the assistant provost for student success may appoint an ad hoc faculty panel to examine the case and render a final decision.

All decisions at each stage of the process must be rendered within two weeks of the written appeal.

GRADE CHANGE POLICY

Instructors may issue warranted grade changes until the grade change date, which is published on the University's Academic Calendar. Following this date, instructors must adhere to the following grade change guidelines and deadlines, to facilitate timely progress to degree completion. A final course grade may be changed only if there is unequivocal evidence that one or more of the following applies:

1. As the resolution to a grade of I (Incomplete), within the specified timeframe.
2. To correct an error in the grade calculation.
3. To correct an error in recording the grade.
4. As a result of missing information from an external source, e.g., clinical education site.
5. As a result of a student grade appeal.
6. As a result of an academic integrity hearing.

Please note that additional work in support of a final course grade may not be submitted after a course grade is entered or after a grade of "I" converts to a final course grade. Application for a change of grade, assigned by a faculty member, may be made at any time within six months from the end of the semester in which the course was taken. All change of grade requests must have Dean's approval. ***Grades cannot be changed once a student has graduated and their academic record is closed.***

COURSE EXPERIENCE SURVEYS (CES)

Purpose

The Course Experience Survey (CES) provides students with an opportunity to offer anonymous feedback regarding their courses and instructors. The survey is administered through Watermark and integrated with Brightspace. Results are used to support continuous course and instructional improvement.

Policy

The University utilizes Watermark Course Experience Surveys as the official student feedback instrument. Beginning Spring 2026, the Course Experience Survey replaced the traditional student course evaluation process following faculty approval. All surveys are administered electronically through Watermark. Faculty are not responsible for

manually distributing, collecting, or processing surveys. Student responses remain anonymous. Faculty survey results are released five (5) business days after final grades are due.

PROCEDURE

Survey Administration

- Course Experience Surveys are administered through Watermark and integrated with Brightspace.
- Students receive an email notification with survey instructions and a survey link.
- Participation is voluntary and anonymous.

Student Access to Surveys

- Brightspace Login Pop-Up: Students see a survey notification upon login and may select Go To Survey to access available surveys.
- Brightspace Homepage Survey Widget: Students may view and access all available surveys from the homepage widget. The widget does not appear when no surveys are available.
- Brightspace Course Homepage Link: Students may access the Course Experience Survey link within an individual course homepage to complete the survey for that course.

Faculty Responsibilities

- Inform students that responses are anonymous.
- Explain how feedback is used to improve courses and learning experiences.
- Include survey information in course syllabi.
- Provide reminders during the survey period.
- At faculty discretion, provide class time for survey completion while the instructor is not present.

Survey Results

- Responses remain anonymous.
- Results are available through Watermark.
- Results are released five (5) business days after final grades are due.

Accessing Watermark Reports

To view Course Experience Survey results, log in to Brightspace and open the Watermark Course Experience Surveys site (found in the Training Semester or your course list), then navigate to the Watermark Login and Help page to sign in automatically.

Once logged in, you can pull reports three ways:

- **By Hierarchy Level** – View aggregate data for a school, department, or other level; select the level, then click Detailed Reports + Comments to download.
- **By Course** – Search for a specific course by code, title, or hierarchy level; download one course's report individually, or check multiple courses and use Batch Report to download them together (as separate PDFs, a merged PDF, or aggregated data).

- **By Instructor** – Search for an instructor to view and download their course reports, individually or in batch, the same way.

For step-by-step screenshots and full details on each option, please refer to the complete instructions on the Watermark Information Unit in Brightspace.

AUDIT POLICY

The fee for auditing courses offered at Marist is \$250 per course. Students are expected to have met all course prerequisites and must obtain permission from the course instructor to audit the course. Students do not receive academic credit for courses they audit. Audited classes do not fulfill a student's degree program requirements. Any request to change from audit status or from credit to audit status must be submitted to the Office of the Registrar before the end of the third week of classes for traditional 15-week classes. Contact the Office of the Registrar for deadlines of all other programs.

CLASS CANCELLATIONS, DELAYS, ABSENCE, INCLEMENT WEATHER

Regular procedures exist for deciding and communicating university wide cancellation or delay of classes. The decision to cancel or delay daytime classes will be made by 6:00 a.m. Cancellation of evening classes will be decided by 3:00 p.m. -Class delays or cancellations are announced on the University's Severe Weather delay/cancellation phone messaging center at 575-5500 and are also posted at the Marist University homepage, www.marist.edu. Check either of these options which are updated regularly during inclement weather. You will also receive a notification from our Marist Alert System.

During the semester, please do not deviate from the regularly scheduled class days or hours (this applies in particular to early dismissal or classes scheduled near a holiday). If you must cancel a class, please attempt to make arrangements with colleagues to substitute, or schedule make-up classes and/or make-up assignments for your students. Consult with your School Dean regarding any special needs. Faculty who cannot meet a class, or must delay their class because of an emergency, **must** use one of the following procedures:

OPTION 1

If you need to notify the University and your students of a particular class cancellation you can do so by going onto your my.marist, under the Faculty & Staff tab, Class Meeting Cancellation - my.marist.edu/course-cancellation-admin.

OPTION 2

If notification occurs between 8:30 a.m. and 5:00 p.m., the office assistant of the School or the Dean must be notified of your cancellation or delay. The Dean or office assistant will then notify the Office of Security.

OPTION 3

If you need to notify the University of a class cancellation or delay prior to 8:30 a.m. or after 5:00 p.m., you must call the Campus Safety Non-Emergency Phone Line 845-575-3333

In **Options 2** and **3**, in order to report a class cancellation or delay you must identify yourself, your class location, your course, and the time at which your class is scheduled to meet. Other identifying information may be requested. When the Campus Safety has been appraised of a class cancellation prior to 8:30 a.m. or after 5:00 p.m., they will notify the School Dean of the absence of the faculty member involved as soon as possible.

If you cancel any classes, it is expected that this class time will be made up during the course of the semester. Documentation of this make-up time must be made to your dean. In the event the University cancels classes, you will be notified whether that day will have to be made up during the reading day or at some other time.

There has been a problem in the past with students, especially in the evening courses, traveling long distances to campus in bad weather when the University does not close, and being frustrated to find their classes canceled by the faculty member. It is imperative that if you are planning to cancel a class you seriously attempt to notify all your students, but especially these commuter students, by putting a message on your campus phone mail. Instructions for recording your message are explained below under ***“Recording your Alternate Greeting.”*** Please note that **you must continue to notify your School office when you cancel class.**

Thank you for your cooperation in handling this situation in a responsible and professional manner.

CLASS LISTS

Class lists can be obtained on-line on the Banner Self-Service System. Faculty can obtain their first class list(s) a few days prior to the semester’s start date. Add/Drop takes place the first week of the semester; faculty should reference their updated class lists toward the end of the second week of the semester, and then once again after the first 3 ½ weeks of school has passed.

****Students not on class list CANNOT be allowed to attend your class.
Send student to Registrar to resolve any issues.****

Emails regarding registration and grading will be sent to faculty throughout the semester. Due dates for mid-term and final grading can be found on the academic calendar.

CLASSROOM ASSIGNMENTS/CHANGES

The Registrar’s Office, located in Donnelly Hall 203, is responsible for the assignment of classrooms. All room request changes should be directed to your School Dean.

INTEGRITY POLICY

STATEMENT OF ACADEMIC INTEGRITY

Marist University is a learning community dedicated to helping students develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century. Students are expected to pursue excellence in their education while being honest about their work and fair to other members of the learning community. All work presented to instructors for evaluation must reflect their own ideas and effort and must properly acknowledge any contributions of others. Students should expect honesty and fairness in others as well.

As members of the Marist learning community, all students should adhere to the following principles of academic integrity outlined below.

A complete University policy on Academic Integrity can be found under Community Standards at:

[HTTPS://WWW.MARIST.EDU/STUDENT-LIFE/COMMUNITY/COMMUNITY-STANDARDS/ACADEMIC-INTEGRITY-POLICY](https://www.marist.edu/student-life/community/community-standards/academic-integrity-policy)

INSTITUTIONAL REVIEW BOARD

The Marist University Institutional Review Board is established by law to protect human subjects of research from all types of risks, whether physical or psychological. The IRB process offers protections to subject, researchers, and the institution. Securing IRB approval prior to conducting human subjects research is a federal requirement. Those found to be knowingly out of compliance, may be engaging in scientific misconduct. Below is a brief introduction to the IRB, and the complete Policy and Procedure Manual can be found on-line at <https://www.marist.edu/academic-resources/institutional-review-board>.

THE INSTITUTIONAL REVIEW BOARD FUNCTIONS TO ASSURE THAT:

1. Risks to human subjects of research are minimized, and any risks are reasonable in relation to anticipated benefits.
2. There is informed consent as defined by law and documented in the Marist IRB Policy Statement.
3. The rights and welfare of the subjects are maintained.
4. The privacy and confidentiality of the subjects are protected.

A. **What is a human subject?** A Human Subject is defined by The Office of Human Research Protections (OHRP) as - a living individual about whom an investigator (whether professional or student) conducting research obtains:

- Data derived through intervention or interaction with the individual
and
- Identifiable private information- Identifiable information as defined by OHRP - means information that is individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information).

B. **What is research?** The OHRP provides the following definition:

“Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.” CFR 45 Part 46.102

This statement hinges on the definition of generalizable knowledge.

For the purposes of the Marist University IRB, Generalizable Knowledge can be understood as having intent to distribute via publication or presentation, the data and any other product of the research outside Marist University. This includes presentation of the data or other research product at meetings, conferences, seminars, poster presentations, etc.

- C. **What is informed consent?** The subject must be informed and understand the nature of the proposed research, who is conducting the research, the agency that is sponsoring the research, the risks and benefits of participation, and who will have access to the data and results. The subject has an absolute right to refuse to participate in the research, and the subject may refuse to answer any questions, undergo any procedure, or stop at any time.
- D. **Whose research is reviewed?** Any research proposed by any member of the Marist community under the auspices of Marist University is subject to review by the IRB. Specifically, staff, faculty, and student research is reviewed.
- E. **Is the review process lengthy or difficult?** The IRB meets every other week throughout the year allowing the Board to review proposals efficiently. The process is not difficult, and IRB members will be available to assist the reviewer.
- F. **Where does one obtain the IRB forms?** One can obtain forms for IRB review on-line at <https://www.marist.edu/academic-resources/institutional-review-board>.

DATES ASSOCIATED WITH THE FACULTY HANDBOOK

September 1	Appointed and elected standing committee members are inaugurated to committee membership	Code 3.14
1	Changes in compensation to the faculty due	Code 9.11
15	Provost/Dean of Faculty submits to Rank and Tenure Committee list of faculty member's schedule for tenure review for following spring	Code 8.50
15	Composition of review committee for lecturers and professional lecturers	Code 8.70
15	Sabbatical proposals due	Code 6.42
15	Brief from lecturer and professional lecturers up for review due to review committee	Code 8.70
December 1	Research and Sabbatical Committee recommendations for sabbatical due to Provost/Dean of Faculty	Code 6.42
1	Peer review committee to interview tenure candidate before December 1	Code 8.60
15	Peer review committee report due on recommendation of continuance for lecturer and professional lecturer	Code 8.70
15	Report on promotion candidate due to Provost and copied to candidate	Code 8.40
15	Notification to second-year tenure track full-time faculty of non-renewal of contract	Code 9.15
January 15	Faculty member must notify Dean of intentions to apply for promotion	Code 8.40
15	Tenure candidates file due in Provost's office	Code 8.50
15	Peer review report due for tenure candidate	Code 8.60
15	Letter from School Dean due for tenure candidate	Code 8.50
February 10	Letters to candidates receiving sabbaticals. Letters to candidates denied sabbatical	Code 6.42
15	Announce sabbaticals to community	Code 6.42
March 1	Notification to first-year tenure track full-time faculty of non-renewal of contract	Code 9.15
April 15	Peer review committee to interview promotion candidate before April 15 th	Code 8.60
May 1	Submit list of names of Lecturers and Professional Lecturers to Deans of those due for term review during the next fall semester	Code 8.70
15	Peer review committee report due on recommendation of continuance for lecturer and professional lecturer	Code 8.70
June 1	Rank and Tenure Committee with newly elected members shall elect chair by secret ballot	Code 6.20
1	Faculty Grievance Committee with newly elected members shall elect chair by secret ballot	Code 6.30
1	Invitation to all faculty members to submit proposal for sabbatical	Code 6.42
15	Issuance of continuing full-time contracts	Code 9.11
15	Written evaluation of faculty due from Dean	Code 8.30
July 1	Letter of intent for promotion due to Chair of the Rank and Tenure Committee	Code 8.40

1	Faculty members return contracts after July 1	Code 9.11
August 1	Written brief and file due to Provost's office for promotion candidates	Code 8.40
1	Peer review report due for promotion candidate	Code 8.40
1	Letter from School Dean due for promotion candidate	Code 8.40
15	Letter to School Dean due from tenure candidate seeking promotion	Code 8.50

FACULTY DEVELOPMENT AND RESEARCH GRANT POLICY AND APPLICATION PROCEDURE (PART-TIME)

Description:

Part-time Faculty Development Funds are a contribution by the University community to an individual faculty member's professional development. The University anticipates that funds will be available for 4-6 grants in each term (fall/spring). Usually grants will range in amounts from \$300-500.

Eligibility:

Eligible part-time faculty members must have taught 12 or more credit hours at Marist University and been employed with the University for at least four semesters. Full-time administrative employees who teach are eligible for these grants with the permission of their supervisor.

Criteria:

1. A grant request must demonstrate defined, specific activities which show promise of:
 - enhancing one's teaching
 - enhancing one's scholarship

Examples would include: integrating a technology tool into one's course; presenting a paper at a scholarly conference; travel to a resource center to do research on a defined scholarly project; attending a conference or workshop aimed at enhancing one's teaching skills.
2. The requestor must specify the exact amount of their request.
3. The requestor must specify the time period in which the anticipated outcome will be achieved and the specific purpose for which the funds will be used.
4. The proposal must be accompanied by a letter of support from the department chair and have the approval of the School Dean.

Procedure:

1. Complete a letter of request to the Provost, describing the nature of the activity, the expenditure, and the time required for its completion. Attach the letter of support from the Department Chair (approved by the Dean) and send to Academic.Affairs@marist.edu. Please note that all awards must be expended in the fiscal year indicated and must be reimbursed according to the Business Office guidelines. **Applications will be accepted at any time during the fall and spring semesters and must be submitted for consideration before travel takes place. Funded projects and travel must be completed before June 30th.**
2. Proposals will be reviewed by:
 - a. The Coordinator of the Center for Teaching Excellence.
 - b. The Dean of Academic Engagement.

Final determinations will be made by the Provost.

FACULTY TRAVEL REQUESTS: FALL / SPRING (FULL-TIME)

Travel/development funds are granted with consideration to the number of requests received and the type of activity for which funding is sought. Highest priority is accorded to proposals involving direct and significant participation of a faculty member at professional meetings (e.g., presenting a refereed paper) and to proposals that serve important institutional needs. Attendance at a meeting for personal and professional enrichment is not funded. Due to the large number of requests, faculty members are limited to only one proposal per semester.

Please use the travel request and budget form which is located on the Faculty Resources tab of your my.Marist. Your Dean's approval is required.

Requests for funding of faculty travel and development for the fall semester are due in the Provost/Dean of Faculty's office by **September 15**. Proposals will then be forwarded to the Committee on Sabbaticals and Research Grants.

Requests for funding of faculty travel and development for the spring semester are due in the Provost/Dean of Faculty's office by **January 15**. Proposals will then be forwarded to the Committee on Sabbaticals and Research Grants.

RESEARCH GRANTS: SUMMER (FULL-TIME)

Each year funds are available to support faculty research projects. The funds are limited, and in the past competition for them has been quite intense. Those wishing to apply for a summer grant should send a three- to four-page description of their proposed activities to the Provost/Dean of Faculty's office by **January 15**. Please describe in as much detail as possible the nature of the activity and anticipated outcomes, the expected expenditure, and the time required for its completion. Also, please include any possible or actual sources of outside funds. The proposals will then be forwarded to the Committee on Sabbaticals and Research Grants. In the past, the Committee has ranked these requests on the basis of depth and originality of the proposed research, likelihood of completion in the allotted time on the allotted budget, and urgency of the need for the funds. Please make these factors clear in your proposal.

As stated in the Faculty Handbook, faculty members who have been awarded a Summer Research Grant are expected to return to the faculty ranks the following year. If a faculty member resigns at the end of the academic year in which the grant was awarded, he/she is expected to return the grant to the University.

Please use the travel request and budget form which is located on the Faculty Resources tab of your my.Marist. Your Dean's approval is required.

SABBATICAL REQUESTS (FULL-TIME)

The Sabbaticals and Research Grants Committee and the Provost/Dean of Faculty invite you to submit proposals for sabbaticals to be taken during academic year **2027-2028**. Proposals should be submitted no later than **September 15**. **Sabbatical Request Form** and a letter of support from your respective Dean are required. Any deviation in plans

or additional projects or studies not included in your original proposal must be requested in writing and approved by the Provost/Dean of Faculty.

It is critical that you are specific in stating the outcomes expected to result from the sabbatical.

As stated in the Faculty Handbook Code 6.41, the merit of proposals are considered within the following categories:

- a. tenured Faculty with seven years of service who have not had a sabbatical within the past seven years;
- b. (if openings remain) tenure-eligible Faculty with three or more years of service, tenured Faculty who have been granted a sabbatical within the last seven years, and tenured Faculty with less than seven years of service;
- c. (if openings remain) Faculty in tenure ineligible appointments in the ranks following may be considered for sabbaticals: Lecturer, Professional Lecturer, Senior Lecturer, Senior Professional Lecturer, Distinguished Lecturer, Distinguished Professional Lecturer, Affiliate Professor and Teaching Associate.

The guidelines used by the Committee in evaluating requests are also listed in Code 6.41. We suggest you read that section to familiarize yourself with them.

FALL/SPRING TEACHING APPOINTMENTS IN FLORENCE, ITALY (FULL-TIME)

Full-time faculty are invited to apply for teaching appointments at Marist's branch campus in Florence, Italy. Annual solicitations specify needed areas of instruction for the subsequent fall and spring semesters. Invitation guidelines are found in the Faculty Resources tab of my.Marist, and proposals are due **September 15**. Faculty are expected to meet their contractual teaching obligations while in Florence and to participate in academic advising and cultural excursion activities.

SUMMER RESEARCH APPOINTMENTS IN FLORENCE, ITALY

Applications for summer research appointments are invited once per year in spring. Faculty design their own research proposals, and projects that draw on Italian, especially Florentine, resources will be considered. Two summer sessions in June and July are available for 3-4 weeks duration. During the research appointment, faculty receive a furnished apartment in Marist housing. Information is located in the Faculty Resources tab of my.Marist.

II. HUMAN RESOURCES, PAYROLL AND CONTRACT PROCEDURES

HUMAN RESOURCES POLICIES

The Human Resources Office is located in Donnelly Hall 120, ext.3349 and can be reached Human.Resources@marist.edu. Most Human Resources related information and forms can be found at <http://www.marist.edu/humanresources/>. You are encouraged to call the Office of Human Resources with any questions about benefits or employment related matters or email Human.Resources@marist.edu.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

Marist University is committed to creating a diverse workforce on our campus by ensuring that barriers to equal employment opportunity and upward mobility do not exist here. To this end, the University will strive to achieve the full and fair participation of all members of the Marist community.

Equal opportunity means employment, development, and promotion of individuals without consideration of race, color, disability, religion, age, sex, marital status, national origin, sexual orientation, or veteran status unless there is a bona fide occupational requirement which excludes persons in one of these protected groups. The University will review its employment policies and procedures to ensure that barriers which may unnecessarily exclude protected groups are identified and eliminated. The University will also explore alternative approaches if any policy or practice is found to have a negative impact on protected groups.

Marist's policy of non-discrimination includes not only employment practices but also extends to all services and programs provided by the University. It shall be considered a violation of University policy for any member of the community to discriminate against any individual or group with respect to employment or attendance at Marist University on the basis of race, color, disability, religion, age, sex, marital status, national origin, sexual orientation, veteran status, or any other condition established by law.

AFFIRMATIVE ACTION OFFICER

The University's Affirmative Action Officer is responsible for overseeing affirmative action and equal employment opportunity. All questions, concerns, and complaints regarding the University's Affirmative Action Plan should be directed to Christina Daniele, Vice President for Human Resources via email Christina.Daniele@marist.edu or ext. 2115.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) is a federal civil rights law enacted on July 26, 1990. It is intended to protect qualified individuals with disabilities from discrimination in employment, government services and programs, transportation, public accommodations, and telecommunications. The ADA supplements and complements other federal and state laws which protect people with disabilities.

Marist supports the spirit and intent of the ADA. Accessibility questions or concerns may be addressed by calling the Marist University ADA phone line at 845-575-4ADA or contacting John Evola, Director, Human Resources, at john.evola@marist.edu.

HARASSMENT POLICY

Policy and Procedures: Procedure for Discrimination, Harassment, and Sexual Misconduct for All Students and Employees

Marist affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the University's Equity Resolution Process, as detailed below. The Equity Resolution Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. The University reserves the right to act on incidents occurring on-campus, or off-campus, when the off-campus conduct could have an on-campus impact or impact the educational mission of the University.

Key staff members who oversee implementation of the University Affirmative Action and Equal Opportunity plan, disability compliance, and the University's policy on Civil Rights Equity Grievance are:

- Kelly Yough serves as the Title IX Coordinator
- Christina Daniele serves as the Equity/AA Coordinator
- John Evola serves as the ADA/504 Coordinator

Reports of discrimination, harassment and/or retaliation should be made to the Title IX Coordinator, Christina Daniele, or deputy/deputies promptly, but there is no time limitation on the filing of grievances, as long as the accused individual remains subject to the University's jurisdiction. All reports are acted upon promptly while every effort is made by the University to preserve the privacy of reports. Emergency access to the Title IX Coordinator or other appropriate, trained official is provided at all times, for intake of the first instance of a disclosure. All victims will be provided with a comprehensive brochure detailing options and resources, which the intake officer will also go over in person with the victim. Reports of discrimination by the Title IX Coordinator or designee should be reported to the University President.

This policy applies to behaviors that take place on the campus, at University-sponsored events, and to off-campus and actions online when the Title IX Coordinator or designee determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- a) Any action that constitutes criminal offense as defined by federal or New York law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the University is located;

- b) Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- c) Any situation that significantly infringes upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- d) Any situation that is detrimental to the educational interests of the University.

Internal inquiries regarding the above policies and procedures may be made to:

Kelly Yough
 Director of Equity and Title IX
 Coordinator
 Marist University
 (845) 575-2210
titleix@marist.edu

Andrea Conner
 VP for Student Affairs
 Rotunda 389
 (845) 575-3515
andrea.conner@marist.edu

External inquiries may be made to:

Office for Civil Rights (OCR)
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-1100
 Customer Service Hotline #: (800) 421-3481
 Fax: (202) 453-6012
 TDD: (877) 521-2172
 Email: OCR@ed.gov
 Web: <http://www.ed.gov/ocr>

Local OCR office contact information:

Region II - New York (New Jersey, New York, Puerto Rico, Virgin Islands)
 Linda Colon, Regional Manager
 Office for Civil Rights
 U.S. Department of Health and Human Services
 Jacob Javits Federal Building
 26 Federal Plaza - Suite 3312
 New York, NY 10278
 Phone (800) 368-1019
 Fax: (212) 264-3039
 TDD: (800) 537-7697

Equal Employment Opportunity Commission (EEOC)
 Contact: <http://www.eeoc.gov/contact/>

Members of the University community are encouraged to review the entire [Procedure for Discrimination, Harassment, and Sexual Misconduct for All Students and Employees policy](#).

MARIST UNIVERSITY SMOKING POLICY

Smoking within buildings on the campus is a violation of the New York State Clean Air Act which has been in effect since 2003. The law requires every employer in the state to provide smoke-free work areas for all employees in the workplace. The **Dutchess County Clean Air Act** mirrors the New York State law. Violations of the law can result in fines to the both the University and the individual.

Smoking is not permitted in any building on campus including any private office, University vehicles, locker room, loading dock, or storage area. Smoking is also prohibited near doors, windows, or air intakes.

To ensure proper compliance with the law and to prevent potential injury or damage due to a fire, it is important that members of the Marist community keep in mind that **SMOKING is PROHIBITED** in any University building. It is also University policy that **SMOKING is PROHIBITED** within **25 feet** of any University building.

Security staff have been instructed to remind employees and students who are observed smoking too close to a building of the policy and to ask the person(s) to move further away from the building or extinguish the cigarette. Your cooperation and support in complying with the University's policy on smoking is greatly appreciated.

DRUG FREE WORKPLACE

The use and effects of illegal drugs and the abuse of alcohol pose very serious threats to our society. This policy statement is intended to clearly communicate to current and future employees and students of Marist University, our primary objective:

To eliminate, through treatment, cessation of use or the dismissal of those whose actions violate established standards of behavior, all on-campus problems, real or potential, associated with the use of illegal drugs or the abuse of alcohol.

POLICY

Distributing, purchasing, selling, using, possessing, manufacturing or being under the influence of any illegal drug while on campus, or anywhere while representing Marist University, is strictly prohibited. Likewise, the use of alcohol by any underage member of the University Community or by anyone in other than authorized circumstances and the abuse of alcohol by anyone at any time on campus, or anywhere while representing Marist University, is also strictly prohibited. Violation of these rules of conduct constitutes grounds for disciplinary action up to and including termination of employment or permanent expulsion from the University. Such violations and any off-campus violations may also subject an individual to arrest and prosecution by law enforcement agencies. The penalties for violations of drug and alcohol statutes can be severe and can include extended prison terms.

As a condition of employment and in accordance with requirements established by the Drug Free Workplace Act (1988), all employees must notify the University of any criminal drug statute convictions for a violation occurring in the workplace, no later than five (5) days after such conviction.

The University recognizes that drug dependency and alcoholism are health problems which are often contributing factors to poor work or academic performance, absenteeism and related behavior. Marist does not wish to become involved in the personal affairs and activities of its employees or students. Our primary concern is that each performs satisfactorily and safely while on campus, or anywhere while representing the University. However, if an individual's job or academic performance decline can be attributed to drug or alcohol addiction, the University will treat that

individual as one with a health problem and will assist him or her in meeting his or her responsibility to correct their problem using the services of those organizations capable of providing the best rehabilitative assistance.

Dependency problems which manifest themselves in drug or alcohol use on-campus, or anywhere while representing the University, or which continue to adversely affect an individual's work or academic performance may subject that individual to disciplinary action up to and including dismissal.

Referrals for treatment or counseling will be an option available to the University within disciplinary processes for individuals found in violation of any of the provisions of this policy. Failure to comply with a disciplinary referral or to satisfactorily complete the course of treatment ordered may be grounds for dismissal.

To Seek Assistance:

Resource information and referral services will be provided to anyone who requests them. Information regarding requests for referral will be held in complete confidence.

Students should contact:

Office of Health Services
Student Center - Room 350
(845) 575-3270

University Staff should contact:

Office of Human Resources
Donnelly Hall - Room 120
(845) 575-3349
Code of Ethics
Title IX and Sexual Misconduct

CODE OF ETHICS

The [Marist Code of Ethics](#) describes standards to guide us in our daily University activities. In many cases these standards are already found in existing University policies and are being followed. A key purpose of the Code of Ethics is to commit all applicable standards to writing and to ensure that they are understood and followed by the community. It is the responsibility of all members of the Marist community to read the Marist Code of Ethics and to disclose potential or actual conflicts of interest described under Section II-A. Senior administrators are responsible for promoting the understanding of and compliance with the Code of Ethics.

The Marist Code of Ethics is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We are each individually accountable for our own actions and, as members of the University community, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and regulations.

TITLE IX AND SEXUAL MISCONDUCT

INTRODUCTION

Sexual misconduct, including sexual assault, dating/relationship violence, domestic violence, and stalking, are violations of Marist's standards of conduct and the State of New York Penal Code. Members of the University community, guests, and visitors have the right to be free from sexual violence and any form of gender-based discrimination prohibited by Title IX. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When a responding party is found to have violated this policy, sanctions will be imposed based on the nature of the case. This policy is intended to define community

expectations and to establish a mechanism for determining when those expectations have been violated. The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

While there are a number of laws and regulations that mandate how colleges and universities handle allegations of sexual misconduct and assault, it is impossible to define every scenario that could be a violation of this policy. Ultimately, the University has the discretion to determine whether or not the policy has been violated and impose appropriate sanctions for infractions.

BUILDING A HEALTHY COMMUNITY

Violence based on sex and/or gender, including sexual assault, concerns most of the world's colleges and universities, including Marist University. Marist aims to prevent and respond to sexual assault, dating/intimate partner/domestic violence, stalking, and sexual harassment through prevention training, collaboration, outreach, and advocacy. This website offers information and resources to prepare our community about sexual assault prevention, awareness, and what healthy relationships entail.

The resources provided on this site are to assist and educate members of the Marist community, support a survivor immediately after an assault, and to provide information to the family and friends of survivors.

Because the knowledge and resources available about relationships and sexual aggression continues to grow, new information will be posted to this website on an ongoing basis. It is our intention to continue to build a healthy campus culture of support and good-will.

Should you have suggestions for the site, please don't hesitate to contact the Title IX Coordinator:

Marist University's Title IX Coordinator

Kelly Yough
Director of Equity and Title IX Coordinator
Marist University
(845) 575-2210
titleix@marist.edu

POLICY ON FREE EXPRESSION AND DEMONSTRATIONS

I. Purpose

In furtherance of Marist's strategic goal to empower the Marist community to explore, learn, find and pursue their passions, develop their voices, and lead through the creation of a dynamic campus culture, Marist supports the expression of different points of view and the right to peaceful demonstration. To help maintain a campus environment where members of the Marist community can safely pursue their endeavors free from disruption, the following policy is applicable to demonstrations and protests.

II. Scope

This policy applies to all demonstrations, protests, and other similar expressive activity conducted on any Marist-owned or operated property, including but not limited to Marist's academic and residential buildings in Poughkeepsie, New York and Marist's facilities in Florence, Italy (collectively, the "Campus").

III. Definitions

- A. "Demonstrations" are defined as the presence of one or more persons on campus with the intent to express a particular point of view in a manner that attracts attention, including but not limited to protests, rallies, sit-ins, vigils, marches, encampments processions, or similar forms of expression.
- B. "Protest" means a public demonstration of opinion undertaken to attract attention. This includes but is not limited to verbal expression, signs and displays, and body occupying a particular space.
- C. "Freedom of expression" means the right to engage in peaceful protests and demonstrations.
- D. "Peaceful" and "non-disruptive" demonstrations are those conducted in compliance with federal and state rules and regulations as well as the University's policies and procedures, which are not disruptive of academic and educational processes or the normal operations of the University, and do not create conditions that may jeopardize the safety of others and institutional property.
- E. "Counter-protest" means a demonstration held in protest of another simultaneously occurring demonstration.

IV. Policy

A. General Terms

Marist University is committed to allowing lawful and peaceful demonstrations on its Campus. Freedom of expression is a cornerstone of intellectual inquiry and debate, and allows our diverse community to express a wide range of concepts, ideas, and opinions in pursuit of knowledge. Freedom of expression does not, however, extend to conduct that threatens the safety of the University community, infringes upon the rights of others, disrupts the education of Marist students, causes property damage, or devalues individual dignity through harassment, retaliation, or abuse of any kind. Such conduct violates Marist's community standards and the spirit of free and open discourse.

Demonstrators who engage in an on-Campus demonstration may not obstruct access to the University's facilities, disrupt normal University operations, or force cancellation or interruption of classes, meetings, or authorized events. Additionally, on-Campus demonstrators must comply with all applicable federal, state, and local laws and ordinances, as well as other applicable University policies.

Considerations of Time, Place and Manner

The University reserves the right to modify the time, place, or manner of a demonstration when there is a reasonable expectation that it may threaten safety, suppress others' rights to speech, or disrupt the education of students, such as by interfering with the ability of others to see, hear, or participate in another event, class or academic activity

Examples of conduct that will require modification include but are not limited to:

1. Blocking access to Campus facilities or activities or impeding traffic.
2. Utilizing signs made of hard materials other than cloth, cardboard, or large items.
3. Using bullhorns or other amplified sound-making devices inside of buildings or outside of buildings in a manner that interferes with indoor academic instruction or University events.
4. Using temporary structures such as tents, scaffolds, bleachers, and inflatables.
5. Violating the University's community standards.

Successful Demonstrations Require Planning and Accountability

To ensure that demonstrations can be successfully executed in accordance with this policy and do not threaten the safety of or unduly disrupt the rights of other campus constituents, students are expected to provide written notice to the University via the Dean of Students or the Vice President of Diversity, Equity, and Inclusion, faculty to the Provost, and staff to the Vice President of Human Resources a minimum of three (3) business days in advance of the demonstration. Such advance notice is required to allow the University to make any necessary plans and accommodations to provide for the safety and security of the Marist community, and to respond to the

demonstration organizers with information regarding reasonable time, place, and manner considerations in a timely fashion, no later than 48 hours after notification.

In addition to the above notice requirement, any demonstrations that contemplate inviting outside speakers to Campus must also comply with Marist's Policy on Speakers at Public Events.

Banners, Placards and Signs

Banners, placards, and signs generally are allowed so long as they are not dangerous to others, do not significantly impede the participation of others in usual University activities and operations, or are otherwise prohibited by Marist policies or regulations. If the use of banners, placards, or signs is dangerous or significantly impedes the participation of others, University officials may require the individuals carrying the banners, placards, or signs to move to a different location, adjust, or remove the materials.

B. Prohibited Acts

The following acts are prohibited during demonstrations and protests:

1. Using speech, written expression, or conduct that threatens or harasses a specific person or group, including hate speech and threats based on race, ethnicity, religion, sex, gender, disability, age, or other protected status.
2. Any inciting of violence or commission of violent acts.
3. Placing the health and/or safety of any member of the University community or guest at risk.
4. Bringing torches, weapons, or other hazardous items on Campus.
5. Coercing members of the community to accept promotional materials.
6. Occupying public spaces for prolonged periods without permission or denying or obstructing free access for others to such spaces.
7. Engaging in theft, vandalism, or other property damage.
8. Cutting, painting, or marking trees, chalking buildings or other structures, or the use of Campus trees or structures to display signs.
9. Using physically intimidating tactics or unwelcome physical contact between demonstrators, counterdemonstrators, audience members, speakers, or University officials.

C. Violation of Policy

If any conduct is found to be violative the Policy, a designated University official will address the conduct, and demonstration organizers and participants will be required to stop the offensive conduct. Behavior that continues to violate the Policy will be addressed as appropriate, including application of any appropriate disciplinary action.

D. Demonstrations Involving Members of the Public

Marist University is a private institution, and as such may require members of the public who are not currently faculty, staff, or students to leave University property. Failure to comply may result in an arrest for unlawful trespass or other criminal violations. Members of the University community who invite members of the public onto Campus are responsible for informing such guests of the University policies and procedures and will be held accountable for the actions of their guests.

BENEFITS OVERVIEW

INTRODUCTION

In addition to good working conditions and competitive pay, it is Marist University's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The 'Benefits and Wellness' page under the 'Human Resources' tab on myMarist contains a brief outline of the benefits programs Marist University provides employees and their families. Please refer to this page on myMarist for further details.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review on myMarist. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Marist University (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Institution intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Benefits Manager.

Please refer to the 'Benefits and Wellness' page under the 'Human Resources' tab on myMarist for more specific information and documents relating to benefits enrollment and modifications.

PAYROLL

Full-Time Faculty are paid on a semi-monthly payroll (15th & 30/31st of the month) throughout the calendar year. Your first payment is in the form of a check, while your direct deposit is prenoted for accuracy. This check will be mailed to your permanent address.

All Part-Time Faculty teaching and Full-time faculty teaching overloads for Fall and Spring are typically paid over eight payments:

- Fall - September 15 through December 31
- Spring – January 31 through May 15

Payments for intersession and summer sessions are typically paid in equal installments based on length of session. Payments commence following contractual acknowledgement with HR approval.

For questions regarding your pay, please email the PayrollOffice@marist.edu

For questions regarding Disability, Worker's Compensation, New York State Safe & Sick Leave and TIAA Retirement Plans, please contact Human Resources at HumanResources@marist.edu

TRAVEL REIMBURSEMENT PROCEDURES

Business office policies are clearly stated in the Marist University **"Travel and Business Expense Policy"**. They are based on IRS regulations for an "accountable plan," which requires substantiation for all business-related travel and expenditures by an employee of the University. Please refer to this handbook for further guidelines:

<https://my.marist.edu/employment-forms> see Finance forms.

- When a personal automobile must be used to conduct official University business, the University reimburses mileage at the IRS-published rate in effect at that time.
- The mileage rate covers gas charges as well as wear and tear of the vehicle, repairs and insurance coverage. Therefore, reimbursement for charges for gas should not be submitted as an additional cost to the mileage rate. (This is a common submission error.)
- The rate does not include charges for tolls and parking. Requests for reimbursement for these charges should be submitted separately with original receipts to substantiate the expenditure. EZ Pass statements should be submitted if used.
- The mileage rate is calculated from one place of business to another; that is, from the University to the point of travel, not from the employee's home.
- Employees must keep track of their travel expenses and substantiate the expenditures by submitting adequate supporting documentation to the Business Office within 10 days upon returning from a trip for any advance.
- All expenditures must be approved by a supervisor and be submitted on the Marist University Expense Report Form within 30 days of purchase. This form is also available as follows:
<https://my.marist.edu/employment-forms> see Finance forms.
- A per diem travel reimbursement allowance is not available, nor is there a daily meal allowance.

WORKLOAD POLICY (PART-TIME)

In accordance with the employment definitions described by the Integrated Postsecondary Education Data System (IPEDS) and Marist University's employment practices, part-time faculty members are limited to a teaching load of 15 credits (or its equivalent) in the traditional academic year; not to exceed 9 credits (or its equivalent) in either the fall or spring term. In addition, part-time faculty members are limited to a teaching load of 6 credits (or its equivalent) in the summer term. Also, all part-time faculty are limited to a maximum of 29 hours in a week, not to exceed 950 hours in a calendar year (this includes instructional and non-instructional assignments in any department at the University). Permission to exceed this may only be granted by the Provost/Dean of Faculty under special circumstances.

NEW HIRE EMPLOYMENT FORMS

To complete the hiring process, all new hires must complete required new hire paperwork including Form I-9 within the first three days of employment. New hire paperwork ensures you are eligible to work in the United States, the University maintains accurate records and collects the necessary information to ensure you will be paid in a timely manner in compliance with state and federal law. If you have not yet received your offer letter of employment, please contact your academic school. If you are in possession of your offer letter of employment and require the new hire paperwork packet, please contact human.resources@marist.edu or call (845) 575-3349.

I. MARIST SERVICES

ACCOMMODATIONS AND ACCESSIBILITY

The mission of the Office of Accommodations and Accessibility is to support students with documented disabilities in becoming empowered, independent learners, by providing the appropriate accommodations and services necessary to access the educational opportunities at Marist University. To receive services and accommodations, students must identify themselves to the Office and present **official documentation** of their disability. Services and accommodations are individualized to meet the needs of each student and may vary depending upon the disability and/or course content. The Office supports the concept of **self-advocacy** in all students. Students are encouraged to meet with their professors and provide them with an accommodation letter from the Office of Accommodations and Accessibility, outlining the accommodations that have been approved. Together, they will discuss the accommodations and determine the best procedure for each course. The student and instructor will coordinate services, as needed, with the Office of Accommodations and Accessibility.

Since many of our students require textbooks in alternate formats, we request that faculty members determine the texts that they will be using for their specific courses early on so the Office can obtain these books in an alternate format, in a timely fashion.

Faculty members should encourage students who require classroom or testing accommodations to identify themselves at the beginning of the semester. Students eligible for extended time during examinations may reserve a test area in the Office of Accommodations and Accessibility through an online sign-up process. Signing up for a test is the responsibility of the student.

Questions regarding the eligibility of any student or the availability of support services should be directed to the Office of Accommodations and Accessibility, at extension 3274, or through E-mail at accommodations@marist.edu. Complete information about the services provided by the Office can be obtained online at: <https://www.marist.edu/academics/academic-resources/accommodations-accessibility>.

BOOKSTORE

The Marist University Campus Store is located on the lower level of the Student Center adjacent to the rotunda. The Campus Store is managed and operated by Follett.

Hours:	Fall Semester – Monday through Friday:	10:00 a.m. – 5:00 p.m.
	Saturday:	10:00 a.m. – 5:00 p.m.
	Spring Semester – Monday through Friday:	10:00 a.m. – 5:00 p.m.
	Saturday:	10:00 a.m. – 5:00 p.m.

The above hours are valid while day classes are in session.

TEXTBOOK COURSE ADOPTIONS

Fall semester course orders are due to the Campus Bookstore by July 1. Spring semester course orders are due by the last Friday of November. The bookstore also sells supplies, clothing, snacks, and Marist memorabilia. Email your book orders to CampusStore@marist.edu or you may call ext. 2260 for course material order questions.

PAYMENTS ACCEPTED

Cash, Marist money, Visa, MasterCard, American Express, Discover. Marist University employees receive a 10% discount (valid Marist ID required) on school spirit items.

BUSINESS OFFICE

The Business Office is located in Room 210 of Donnelly Hall. The office is open from 8:00 a.m. – 5:00 p.m., Monday through Friday. The cashier's hours are 8:30 a.m. – 4:00 p.m., Monday through Friday.

Telephone inquiries may be made by calling ext. 2495. To access the Business Travel and other expense reimbursement policies please go to see <https://my.marist.edu/employment-forms> Finance forms.

CARD SERVICES

Marist Money is a convenient, prepaid money management account that allows you to enjoy campus wide purchasing power.

The Marist University ID Card

- *is your personal university identification card*
- *is your university library card*
- *allows admission to university activities and events*
- *grants access to off campus merchants (Deli, Pizza, Restaurant, etc.)*
- *enables access to buildings or classrooms (Security office approves and allows access)*

The advantage to *Marist Money* is you never need to carry cash, as your ID card also serves as your *Marist Money Card*.

How does the account work?

Funds in your *Marist Money* account can be used for purchases in the university bookstore, post office, Digital Publication Center (copies, faxes), campus coffee shops, the Cabaret, Main Dining Hall, and selected off campus merchants.

Your funds are placed in an account that only your activated Marist University ID card can access. Each time you insert your card into a reader your account balance is decreased by the amount of that sale. The system then informs you of your account balance.

You can add funds via My.Marist.edu under it-services, quick links, Marist Money or by going to this link: <https://www.marist.edu/maristmoney> and select How to Make a Deposit, enter your CWID and first three letters of your first name. Add your credit card information and deposit amount. You will receive an email confirmation receipt that money has added to your Marist card. Your balances can be checked at any cash register on campus and on the myMarist portal, under quick links Marist Money balance.

You may also add funds via check, cash, or credit card.

NO CASH WITHDRAWALS ARE AVAILABLE FROM THE MARIST MONEY ACCOUNT.

If you have other questions about Marist Money, or would like more information, please call the Marist Card Office at ext. 3550 or email us at cardservices@marist.edu. For further information and a list of our participating off campus vendors, please visit our website at <https://www.marist.edu/student-life/services/marist-id-money>.

CENTER FOR CAREER SERVICES

The overarching goal of the Center for Career Services is to equip students with the skills necessary to think critically about their futures and provide them with information and support that will help these students achieve their career objectives. As such, the Center provides career assessment by offering students access to digital resources. The office also helps students secure internships so that they can fine-tune their career decisions as they work with professionals in the field and gain experience as they apply classroom fundamentals in the “real world.”

Since the culmination of a university degree program typically marks the beginning of a professional career, the Center provides a wide range of opportunities for students to interact with employers and apply for positions with quality organizations. On-campus interviews, career fairs, Road to the Workplace trips, workshops, and employer information sessions, along with various digital tools, are a few of the resources that exist to support job and internship searches. An online Alumni-Student Network offers professional mentors to students. Students may also enroll in a Career Planning course.

Acceptance to competitive graduate and professional schools is a priority for many Marist students. The Center also provides opportunities to explore graduate programs, assistance with the graduate school application process, exam study preparation, and support for applications to nationally competitive scholarships and fellowships. Students in and alumni of credit-bearing degree or certificate programs may utilize the services outlined above.

Faculty who wish to integrate career readiness into their curriculum are invited to contact Dr. Mary Jones, Executive Director, or Laura Grevi, Associate Director for Career Coaching, to discuss program options. Upon request, the Center will provide a speaker to address any of a number of topics, which may include career paths in your discipline, resume/cover letter preparation, interview skills, etc. Or you may request a 5-10 minute PowerPoint overview presenting pertinent career resources available to your students. Many employers are also available for classroom presentations.

HANDSHAKE

Marist students have access to Handshake, a free online career hub where they can search for full-time job and internship postings, part-time job openings, career fairs, employer events, and other professional development opportunities. Faculty can also direct students to Handshake if students are looking to register for a Center for Career Services event or schedule an appointment to meet with a career coach. Internship Faculty Coordinators will be able to review student internship registrations in Handshake within their area(s) of responsibility. Students can log into Handshake using their MyMarist credentials (Marist.edu email address and My Marist password) here: <https://marist.joinhandshake.com/login>

GOINGLOBAL

GoinGlobal has employer information for more than 190 countries and more than 450,000 employer profiles. Students can use this resource to get updated career advice (employment outlook/industry trends, work permit and visa regulations, interview and cultural advice, etc.) for more than 120 domestic and international locations. Companies who post their positions in GoinGlobal include non-governmental organizations (NGOs), nonprofits, and corporations. Most of these companies are willing to provide sponsorship for work authorization abroad and hire international students. Access GoinGlobal here:

<https://online.goinglobal.com/?accid=2023yxTjnWt716R4uPMN99PBmrz1KwZH5Jv29N0aMC>

MARIST ALUMNI-STUDENT NETWORK (POWERED BY PEOPLEGROVE)

Marist students, faculty, and alumni on all stages of their career paths can message each other and learn about different aspects of career decision making. You can customize your profile using topics you need assistance with, career clusters that interest you, or your own areas of expertise. Search other people in the network by industries, graduation year, job function, location, major, and other filters. Join groups centered on campus clubs and other extracurricular activities to connect with people who have shared interests. Log in with your MyMarist credentials (Marist.edu email address and My Marist password):

<https://peoplegrove.marist.edu/v2>

BRIGHTSPACE

Log in to the Center for Career Services Brightspace page to access resume and cover letter examples, internship and job search strategies, LinkedIn and digital portfolio tips, and more helpful tools. Students can go to <https://brightspace.marist.edu/d2l/login> and click on Marist SSO to log in with their Marist email address. Once they click on the Discover tab, joinable sites will appear. Choose Center for Career Services, then click Enroll in Course.

WHAT CAN I DO WITH THIS MAJOR?

Students can identify strategies to maximize career opportunities by browsing major categories by industry and see types of employers that typically hire in that field. This tool also includes additional resources for career clusters like professional associations, the Occupational Outlook Handbook, and job posting sites. Students can go to the Career Services MyMarist page () or website () to access What Can I Do With This Major?

CAREERSHIFT

Find job listings from many job boards and company profiles and see where Marist University alumni are working. Get up to date contact information, including email addresses, for hiring managers and more recruiters. Go to <https://www.careershift.com/?sc=Marist> and click on the Sign Up Now link at the bottom of the page. Provide all required information, including a personal email address, and make sure the Group or School identifier is listed as Marist.

CANDIDCAREER+

Users can get advice on how to prepare for and succeed in different industries. Watch thousands of video interviews of people sharing their backgrounds and job search responsibilities and more videos on career related topics such as: resume tips, negotiating job and internship offers, and pros and cons of working in certain professions. To access Candid Career+ go to <https://marist.candidcareer.com> and sign up with a personal email address.

FOCUS2

Students can take inventories based on their interests, skills, work values, personality, and leisure activities then look at career paths based on assessment results. They can also make connections between career paths and majors at Marist University. Go to <https://www.focus2career.com/Portal/Login.cfm?SID=1001>, click the Register button and fill

out the required information including a personal email address. Enter the access code MaristRedFoxes (exactly as it appears here).

The faculty are invited to keep abreast of career services' events and activities by visiting the Center for Career Services webpages on the university website at www.marist.edu/academic-resources/career-services, or by following the Marist University Center for Career Services on [Facebook](#), [X](#), and [Instagram](#). Please email career.services@marist.edu or call (845) 575-3547 to reach our office in Dyson Center 1018.

COUNSELING SERVICES

Marist University Counseling Services is dedicated to the personal, interpersonal, and collective wellness of the campus community. Our goal-focused services include short-term biweekly counseling, weekly groups, referrals to long-term options off campus and at home, medication evaluation and management, and crisis support. We also provide consultations, workshops, and trainings for students, faculty and staff to promote a campus culture of wellness.

Our multidisciplinary staff of licensed mental-health professionals reflect different identities and cultures and are all deeply committed to social justice, equity and inclusion. Services are free, confidential, and not part of a student's official university record. Exceptions to confidentiality occur only if students pose a clear danger to self or others, in reporting child or elder abuse as mandated by law, or if a student's records are subpoenaed.

Encourage your students to call (845)575-3314, email counseling.services@marist.edu, or visit our office in **Midrise 113** to get connected. Office hours are Monday through Thursday, 8:00 a.m. – 4:30 p.m. and 8:00 a.m. – 4:00 p.m. on Friday. Faculty are welcome to contact Counseling Services with questions or to discuss a student of concern.

For emergencies outside of Office Hours, please contact the Office of Safety and Security (ext. 2282 or 845-471-1822) to reach the On-Call Counselor.

Please visit our website and [linktr.ee](https://linktr.ee/maristcounselingservices) for frequently updated resources and information:

<https://www.marist.edu/student-life/services/counseling>

<https://linktr.ee/maristcounselingservices>

Our personalized search engine is also available for all members of the Marist Community:

<https://marist.thrivingcampus.com/>

DIGITAL EDUCATION

The office of Digital Education offers a broad range of services to promote and support pedagogical innovation and technology-enabled learning, including Brightspace, Zoom video conferencing, Panopto video streaming, and accessible digital content. Our goal is to aid faculty in enriching student learning experiences as a means to develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century.

INSTRUCTIONAL DESIGN SUPPORT

Our Instructional Designers provide support and assistance for all faculty teaching across all instructional delivery modalities (face-to-face, on-line, hybrid, etc.). They bring over twenty-five years of teaching experience in higher education to support faculty with teaching strategies, educational technologies, and models of best practice. The team can work with individual instructors or entire programs and departments from the initial course mapping through to course maintenance throughout the entire year.

The instructional design team offers a variety of services to faculty including

- one-on-one consultations
- course design and development assistance
- course quality assurance review.

To schedule a session with an Instructional Designer, email digital.education@marist.edu.

BRIGHTSPACE

Brightspace is Marist's learning management system. All student learning courses for the University and external partnerships are managed using Brightspace. Marist faculty can access Brightspace by visiting <https://brightspace.marist.edu> and then click the Marist SSO button to login with their Marist credentials. Helpful resources for using Brightspace can be found on the Digital Education website: <https://my.de.marist.edu/>

BRIGHTSPACE TRAININGS AND WORKSHOPS

Digital Education offers a variety of training resources that include drop-in sessions (in-person), workshops (hybrid), one-on-one tutorials (remote or in-person) and asynchronous trainings. To register for a training session visit: <https://my.de.marist.edu/digital-education>

BRIGHTSPACE "PULSE" MOBILE APP

Brightspace Pulse is available for download through the Google Play Store or Apple App Store. For best performance, ensure the Pulse App is updated to the most current version. After downloading, open the Pulse App and search for Marist. From the Marist login page, use your Marist credentials to sign-in.

Should you have questions, contact Digital Education:

Submit a **Brightspace Support Ticket**:

<https://teamdynamix.marist.edu/TDClient/92/Portal/Requests/ServiceCatalog?CategoryID=424>

Email: digital.education@marist.edu

Phone: (845) 575-3572

Digital Education is located in the Library, Suite 305.

DIGITAL PUBLICATION CENTER

The Digital Publication Center is located in Donnelly Hall, Room 115, across from the Office of Human Resources, and is available to help you with all aspects of your duplicating needs. Hours of operation are Monday through Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m. to 5:00 p.m., during academic periods. The Digital Publication Center can be reached at ext. 2145.

Whenever possible, please use our Digital Publication Center rather than incur the expense of off-campus services. You may wish to consult with the Digital Publication Center Manager regarding the costs and time needed to complete your work, especially with large or complicated jobs. Please discuss significant costs with your Dean. You may choose to place copies of materials for your students on reserve in the Library. (Copyright legislation prohibits

keeping those copies on reserve after a class has terminated.) You may also consult with the Bookstore Manager concerning having a custom “Course Pack” prepared for sale in the Bookstore. All copyright regulations are handled by the Bookstore.

AVAILABLE SERVICES

Design Services – The four full-time staff members are happy to assist with layout and design of new or reoccurring documents. Customers can provide text in MS Word format, and images or logos as JPG or PDF files. Proofs will be provided to customers for their review and approval before being released for printing.

Photocopying – High speed, 1200 dpi networked digital black and white copier/printer and full-featured self-serve color and black and white copier/printer/scanner. Departmental charge for copies is 3.5 cents for one-sided, 5 cents for two-sided, white 8 ½ x 11. Color copies are sold at 15 cents each. The cost varies with other sizes and stocks of paper.

Full color high quality printing – Available on a networked digital press. Cost varies with size and stock.

Digital printing – PostScript printer files or application files supported by the Digital Publication Center may be printed from a memory stick and email attachment on either of the networked printers (b/w and color). Currently supported software includes: Microsoft Office Suite (Word, Excel, Publisher, PowerPoint), and the Adobe Creative Suite applications.

Variable printing – Documents printed on our digital B&W or Color production printers can be personalized by merging data with documents. Customers need to provide data to be merged in an Excel spreadsheet.

Self-service printing – Two workstations connected to our color multifunction device (MFD) are available for walk-in customers to print files in either B&W or color.

Scanning – Scan-to-e-mail or Scan-to-memory stick is available at the self-service color MFD in the Digital Publication Center.

Paper – Reams or cases of copy paper, color and specialty papers may be purchased or ordered at the Digital Publication Center.

Binding – Spiral binding, saddle stitch, and perfect binding of documents can be done at the Digital Publication Center, as well as other bindery services (such as folding, cutting, collating, stapling, and laminating).

Fax service – Faxing for administrative purposes is provided at a nominal cost for transmission and no cost for reception. The Digital Publication Center offers faxing for personal use at reasonable prices.

Wide format printing – is available with stock widths ranging from 24” to 54”. Stock type ranges from 20# paper to 8 mil. Gloss and vinyl banner material. Wide format output can be mounted on 24” x 18” coroplast for lawn signs or 24” x 36” foam core boards.

The Digital Publication Center is available to produce external jobs for the Marist Community.

All orders are to be submitted via the TDX Ticketing System:

teamdynamix.marist.edu/TDClient/92/Portal/Requests/ServiceCatalog?CategoryID=430

All questions relating to duplicating and printing services may be directed to the Digital Publication Center at ext. 2145, Room 115, Donnelly Hall or via email copy.center@Marist.edu.

EXAMINATION BOOKLETS: Available at your School office or the Digital Publication Center.

INFORMATION TECHNOLOGY SERVICES - A GUIDE FOR FACULTY

HELP DESK

The **Marist Help Desk** is the primary point of contact for technical support within the Marist community, serving students, faculty, and staff. The Help Desk team is available to assist with your questions, provide guidance, and route your requests or suggestions to the appropriate department for resolution. They can also provide updates on the status of your support requests.

How to Contact the Help Desk:

- **Submit a Support Ticket:** teamdynamix.marist.edu
- **Email:** HelpDesk@marist.edu
- **Phone:** (845) 575-HELP (4357)

For more information, including current operating hours and available services, please visit:

www.marist.edu/helpdesk

CYBERSECURITY

Protecting Electronic Information at Marist University

The security of electronic information is a top priority at Marist University. All faculty, staff, and students are required to adhere to university policies in order to access and use institutional services.

To review our policies, standards, procedures, and additional resources, please visit the **Information Security page:** www.marist.edu/information-security

Cybersecurity Best Practices:

To help protect your account and personal data, please follow these guidelines:

- **Use a password manager** to securely store and generate complex passwords.
- **Never share your login credentials** with anyone—including family members, administrative staff, or students.
- **Keep your devices updated** with the latest security patches. Guides are available on the Information Security website.
- **Report suspicious emails** or potential phishing attempts to the cybersecurity team at phishing@marist.edu. Please allow up to 1 business day for a response.
- Refer to the **Awareness & Training** section on the Information Security page for tips on upgrading devices and understanding university policies.

Account Security and Usage Policy:

Faculty members are entrusted with safeguarding their institutional accounts. Sharing login credentials is strictly prohibited and may compromise the integrity of university systems. Violations may result in suspension or revocation of access to network and account services.

If the Office of Cybersecurity suspects an account has been compromised, the Office of Information Technology is authorized to temporarily suspend or disable the account pending a full investigation. Incidents may also be referred to the Office of the Provost or other appropriate university offices for further review and action.

IT Procurement:

All new hardware and software purchases must be reviewed by IT. If the implementation requires integration or IT labor hours, a formal request should be submitted through the Project Management Office. Additionally, Cybersecurity must conduct a risk assessment to ensure compliance and security.

TEAMDYNAMIX: YOUR PORTAL FOR IT SUPPORT AND SERVICE REQUESTS

TeamDynamix (TDX) is Marist's official service portal for both Information Technology and Physical Plant support. It provides a centralized platform to request services, report issues, and find helpful resources.

Key Features:

- Submit new support tickets based on service categories
- Track the status of your current and past requests
- Update existing tickets with new information or questions
- Attach relevant files or screenshots to your requests
- Request specific services directly from the catalog
- Search the Knowledge Base for answers to common questions

To get started, visit the portal at: teamdynamix.marist.edu and click on the red "Getting Started" button on the homepage.

These features are continuously updated, so we encourage you to check back regularly for the latest information and tools.

HOW TO RESET YOUR MARIST ACCOUNT PASSWORD

Marist's Account Management tool, ReACT, makes it easy for members of the Marist community with active Marist accounts to change or update their password, regardless of whether they remember their current password or not. Once the simple set-up process is completed, users can update their Marist Account password on a computer or mobile device at any time of the day.

If you are a Marist user, you can reset your password anytime you want. However, after using the same password for 365 days (about 12 months), you will be prompted to reset it. You can reset it by visiting myaccount.marist.edu.

For more information about your Marist Account or having your password reset, please see our Account Information Page www.marist.edu/password-reset.

BANNER (MYMARIST) SSB

Self Service Banner (SSB) allows faculty to access information about their courses, including class lists and submission of mid-term and final grades. SSB is accessed through the myMarist portal at my.marist.edu.

SYSTEM AVAILABILITY PAGE

Information Technology keeps the students, staff, and faculty informed of any work that is done that may impact the use of their services. You may view this information on myMarist (my.marist.edu) or at: marist.edu/service-and-system-availability.

ONLINE SELF SERVICES AVAILABILITY

Online Self Services provides faculty with information about their schedule and class lists as well as where faculty will submit midterm and final grades. The self-services are available 24 hours a day 7 days a week via my.marist.edu. Any changes to this schedule will be posted on the **System Availability Page**.

EMAIL AT MARIST

The email system at Marist is called myMail, which is operated by Microsoft 365. Your Microsoft 365 license includes Outlook for email, OneDrive for file storage, Teams for collaboration, and several other applications.

Microsoft Defender for Office 365 is enabled to improve the detection and mitigation of malicious email threats arriving to campus inboxes. Key features of Defender are:

- Safe Links, which scans incoming email messages for potentially malicious links.
- Personal Quarantine for storage of potential phishing and spam messages.
- Safe attachments that use a virtual environment to check files attached to email messages before they are delivered.

All inbound and outbound emails are scanned for malicious activity. Occasionally, legitimate messages may end up in your Junk Email folder, which you can mark as 'Not Junk'. We recommend that you check your Junk Email folder frequently to avoid missing messages. If mail forwarding is enabled, Marist IT cannot guarantee full remediation of a cybersecurity incident.

If you see messages in your email inbox that ask you to click unknown links or download attachments, forward them to phishing@marist.edu. Marist Cybersecurity Staff monitor this inbox and can send advice as to whether a message is valid and what action, if any, should be taken. Please allow up to 1 business day for a response. Marist IT does not have permissions to remediate cybersecurity incidents in a mailbox outside of the Marist infrastructure.

Marist University Office of Information Technology strongly recommends that you use the Marist-provided Microsoft 365 account for all Marist-related business.

Due to data regulations, all employees are highly encouraged to use Marist-provided OneDrive, SharePoint, or Brightspace to distribute or share electronic files instead of sending them via email.

Your Microsoft 365 license will be available for the duration of your employment with Marist University. The products provided with the Microsoft license should be used to conduct Marist business.

For more information, please visit: www.marist.edu/infotech/services/mymail

FACULTY & STAFF DIRECTORY

To access the faculty and staff directory, go to my.marist.edu, sign in, and you will find the Marist Directory on the left-hand side as you hover over the Welcome tab.

NETWORK ACCESS

Prior to gaining access to the Marist network, you must go through the Login process. This process ensures authentication with your Marist credentials. This ensures that no one outside of the Marist community is able to access the internal Marist network.

We strongly recommend that end users regularly perform Operating System updates and use an Anti-virus product. For more information on how to connect to the network, please visit mynetworksetup.marist.edu.

VPN ACCESS

The purpose of the Virtual Private Network (VPN) is to provide a secure connection when connecting to Marist's network from off-campus. If you're connecting from off-campus, you must first be fully connected to the Internet via your ISP. For more information, please visit www.marist.edu/networking-services/vpn-access.

EDUROAM ACCESS

If you are planning on visiting other institutions in the US or abroad, please connect to "eduroam" before you travel. "eduroam" (educational roaming), is a secure worldwide roaming service for users in research and higher education.

Marist faculty, students, and staff members are able to obtain secure Internet connectivity at participating institutions across the world. The Internet connectivity is instantaneous, and user authentication is performed by the users' home institutions. There are over 7,000 institutions worldwide where eduroam is available. Anyone with a valid Marist account can use the eduroam wireless network at these locations. The eduroam-US Institutions can be viewed at www.eduroam.us/institutions_list, and at monitor.eduroam.org/eduroam_map.php?type=all for institutions worldwide.

By connecting to FoxNet, which is the general WiFi network for Marist students, faculty, and staff, eduroam will also be automatically configured on your device.

CLIENT TECHNOLOGIES

Client Technologies is a team of students and staff who assist all Marist faculty, staff, and students with computer- and network-related issues. Client Technologies provides wired and wireless support; malware, spyware, and virus removal; and general computer troubleshooting. If submitting a ticket in TeamDynamix (teamdynamix.marist.edu), please use the most specific service possible for your issue (you can use the search box on the top-right of the page, or navigate through the Service Catalog), so that your ticket can be routed to the proper division of IT.

- For location, hours, and additional information, please visit our website: marist.edu/clienttech

SOFTWARE PACKAGES AVAILABLE TO FACULTY

Marist has a suite of programs pre-installed applications on IT-issued computers, including CrowdStrike endpoint security software, Microsoft 365 apps (formerly Office 365), and the Adobe Creative Cloud suite. The three programs/suites listed here can also be installed on personal devices (by either part-time or full-time faculty). For installation guides for these programs, please visit marist.edu/clienttech/howtos.

IT-ISSUED COMPUTERS FOR FULL-TIME FACULTY

Full-time faculty are eligible for one laptop or desktop computer from Information Technology; these devices are replaced every few years according to our replacement cycle. If you are a new faculty member, please have your supervisor request a computer on your behalf via our **Computer Deployment** service in TeamDynamix, if this has not been done already. For more information, please visit our **New Employee Computer Deployment** knowledge base article on TeamDynamix.

Computer Deployment service –

teamdynamix.marist.edu/TDClient/92/Portal/Requests/ServiceDet?ID=1114

Knowledge base article – teamdynamix.marist.edu/TDClient/92/Portal/KB/ArticleDet?ID=5306

SHARED COMPUTERS FOR PART-TIME FACULTY

Each academic school has one or more shared computers in their office(s) for use by part-time faculty members, which require an account to log in; this is separate from your email/myMarist account. If you would like to use those

computers in your academic school, please ask your supervisor to submit a request for a domain account on your behalf, with our **Domain Account** service in TeamDynamix:

teamdynamix.marist.edu/TDClient/92/Portal/Requests/ServiceDet?ID=2299.

HOW TO REPORT TECHNOLOGY ISSUES

If you have an issue with IT-issued technology in a classroom or computer lab (podium computer, podium control panel, projector, speakers, document camera, etc.) that is disrupting your ability to teach a class, please call x2525 as soon as you are able to do so and choose from the phone menu options to be transferred to Help Desk, Media Center, or Digital Education. If the issue is not urgent and/or non-disruptive to instruction, please open a ticket in TeamDynamix as soon as you are able, so that the issue can be addressed for other classes/instructors using the space.

If you have a technology issue outside of a classroom or with your own device(s), or a student mentions a technology issue to you, you or the student can open a ticket under our main service in TeamDynamix, **Computer Hardware & Software Technical Support** (link below), or visit our office when you or they are available during our hours of operation.

teamdynamix.marist.edu/TDClient/92/Portal/Requests/ServiceDet?ID=2306

MEDIA CENTER

The Marist University Media Center is responsible for the support of audio/video/visual instructional technologies, including A/V services for classrooms, event support, and production. We provide the opportunity to use the technology in effective and efficient ways, encouraging you to use it to enrich the experience of our students.

Some of the services we provide include multimedia support for classrooms and events, distributing and maintaining equipment, and evaluating and implementing new classroom and presentation technologies. We support some distance learning activities as they relate to media presentation, and we also produce audio and video content for academic activities.

For audio/visual/video issues in a classroom or computer lab (podium computer, podium control panel, projector/TV displays, speakers, document camera, etc.) that is disrupting your ability to teach class, please call x2525 from the telephone in the room. Troubleshooting can take place remotely, otherwise we dispatch staff immediately.

- If the issue is not urgent or does not interfere with instruction, please submit a ticket in [TeamDynamix](#)¹ as soon as possible. This allows us to address the issue for other classes and instructors who use the space.
- To submit a ticket, visit my.marist.edu, click on [TDX - IT Support](#)² on the left-hand column, then navigate to IT Services and select [AV Media Services](#)³.

Staffed Office Hours:

Monday through Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Links

1. TeamDynamix: teamdynamix.marist.edu
2. TDX – IT Support: teamdynamix.marist.edu/TDClient/92/Portal/Home/?ID=2b8880e3-9dc8-487c-9d2f-569688154cdb
3. AV Media Services: teamdynamix.marist.edu/TDClient/92/Portal/Requests/ServiceCatalog?CategoryID=2519

INSTITUTIONAL DATA, RESEARCH AND PLANNING

The Office of Institutional Data, Research and Planning is responsible for coordinating institutional planning activities, completing compliance reports for appropriate state and federal agencies, and facilitating collection and analysis of data for institutional decision-making. The Office of Institutional Data, Research and Planning is called upon frequently to conduct campus-wide assessments of various Marist activities, as well as supporting faculty research with surveys.

Assessments conducted by the Office of Institutional Data, Research and Planning provide confidentiality to all participants. The Office of Institutional Data, Research and Planning is located in Donnelly Hall 102, ext. 3478.

JAMES A. CANNAVINO LIBRARY

Library Mission Statement

The James A. Cannavino Library develops and provides information resources, tools, services, and facilities, independently and collaboratively, in support of the University's teaching, learning, and scholarship mission.

Information Resources

Library collections are built primarily to support the teaching mission of the university, with a focus on curricular support and student research. Purchase requests are always welcome. See the *Acquisitions* section below for more details.

Library Liaisons

The Library Liaison is your contact person in the library. We are happy to help with:

- Requests for Library Acquisitions in any format (i.e.: books, videos, periodicals, databases, etc.)
- Library Instruction for your classes
- Reference and database assistance
- Course Guides
- Other Library assistance

Your Library Liaisons are:

School of Communication and the Arts	
Art & Digital Media	Nancy.Calabrese@marist.edu Margaret.Roach1@marist.edu
Communication	Nancy.Calabrese@marist.edu
Fashion	Nancy.Calabrese@marist.edu
Film, Television, Games, & Interactive Media	Hannah.Meyer@marist.edu Margaret.Roach1@marist.edu
Music	Hannah.Meyer@marist.edu Margaret.Roach1@marist.edu
School of Computer Science and Mathematics	
Computing Technology	Hannah.Meyer@marist.edu
Mathematics	Hannah.Meyer@marist.edu
School of Liberal Arts	
English	Brittany.Costa@marist.edu Margaret.Roach1@marist.edu
Writing for College	Elizabeth.Clarke2@marist.edu Brittany.Costa@marist.edu

History	Elizabeth.Clarke2@marist.edu John.Ansley@marist.edu
Paralegal	Hannah.Meyer@marist.edu Brittany.Costa@marist.edu
Philosophy & Religious Studies	Gillian.Friedlander@marist.edu
Political Science	Nancy.Calabrese@marist.edu
World Languages & Cultures	Elizabeth.Clarke2@marist.edu
School of Management	
Accounting	Brittany.Costa@marist.edu Margaret.Roach1@marist.edu
Economics & Finance	Brittany.Costa@marist.edu Margaret.Roach1@marist.edu
Management	Brittany.Costa@marist.edu Margaret.Roach1@marist.edu
Organization & the Environment	Brittany.Costa@marist.edu Margaret.Roach1@marist.edu
Public and Nonprofit Administration	Nancy.Calabrese@marist.edu Hannah.Meyer@marist.edu
School of Science	
Athletic Training	Elizabeth.Clarke2@marist.edu
Biology	Elizabeth.Clarke2@marist.edu Hannah.Meyer@marist.edu
Chemistry, Biochemistry, & Physics	Elizabeth.Clarke2@marist.edu
Environmental Science & Policy	Elizabeth.Clarke2@marist.edu
Physical Therapy	Elizabeth.Clarke2@marist.edu
Physician Assistant Studies	Elizabeth.Clarke2@marist.edu
Pre-Health	Elizabeth.Clarke2@marist.edu
Medical Laboratory Science	Elizabeth.Clarke2@marist.edu
School of Social and Behavioral Sciences	
Crime & Justice Studies	Gillian.Friedlander@marist.edu Hannah.Meyer@marist.edu
Education	Gillian.Friedlander@marist.edu Hannah.Meyer@marist.edu
Psychology	Gillian.Friedlander@marist.edu Hannah.Meyer@marist.edu
Social Work	Gillian.Friedlander@marist.edu Hannah.Meyer@marist.edu

Library Hours

Hours, including changes and exceptions, are posted on the library web site at <https://library.marist.edu>.

University Archives and Special Collections Hours

Monday – Friday 9:00 a.m. – 5:00 p.m.

Phone Numbers

Circulation, Reserve Desk, Weather Closing	575-3106
Reference Desk	575-3292
Archives and Special Collections	575-3364

Library Website: <https://library.marist.edu>

The James A. Cannavino Library electronic resources are accessible to our faculty, students, and staff from anywhere via the internet with a Marist user ID. Contact the Marist Help Desk (x4357) for issues related to your user ID and network access.

FoxHunt

FoxHunt is our academic alternative to Google; it searches relevant scholarly and academic resources the library provides from a single search box. Results link students and faculty to full text articles, ebooks, and other library materials.

Course Guides

Course Guides, previously known as Pathfinders, are online research guides focusing on those resources that will help your students successfully complete assignments for a specific course. A Course Guide may include:

- Links to specific online journal and reference work articles, ebooks, streaming videos, online images and maps, and other online documents.
- Scholarly open-source resources
- Search boxes and links to library databases
- Tips on conducting successful searches
- Library instructional videos
- Links to live Chat Reference and to Ask-a-Librarian, our email reference service

If you are interested in having a Course Guide created for your class, contact your Library Liaison or email us at askalibrarian@marist.libanswers.com.

Library Instruction Sessions

To invite a Librarian to meet with your class to discuss a library or research-related assignment, please contact your department's Library Liaison or email us at askalibrarian@marist.libanswers.com.

Reserve Materials

Library materials may be placed on reserve at the Circulation Desk at least one week prior to the beginning of each semester. A 48-hour turnaround time is required to place additional items on reserve during the semester. Forms to place materials on reserve are available at https://libguides.marist.edu/faculty/course_reserves, or at the Circulation Desk.

Borrowing Privileges

Faculty may borrow books and audiovisual materials by presenting a valid University ID. Reference materials and periodicals normally do not circulate, but if they are needed for class presentations, a short-term loan may be requested.

InterLibrary Loan (ILL)

We offer Interlibrary Loan (ILL) from libraries across the country, enabling members of the Marist community to borrow books and journal articles not available at the Cannavino Library. Book requests generally take from one to two weeks to be filled, and article requests require from two days to one week to be filled. For more information on Interlibrary Loan send an email to askalibrarian@marist.libguides.com.

Acquisitions

Faculty recommendations for materials to support the curriculum and student research are encouraged and may be submitted through the acquisitions request form or your department's Library Liaison. The acquisitions request form is available online at <https://libguides.marist.edu/faculty> under the Suggest A Purchase tab.

University Archives and Special Collections

Website: <https://archives.marist.edu>

Location: LB 134

Contact: ext. 3364 or John.Ansley@marist.edu

The University Archives and Special Collections, located on the first floor of the James A. Cannavino Library, holds research and primary resource materials. Highlights include the Lowell Thomas Papers, Environmental History, Hudson River Valley history, and the University Archives.

Faculty interested in using our collections for instruction or research are encouraged to drop by or schedule a time to meet with the Director of the University Archives and Special Collections, John Ansley. He may be reached at ext. 5217 or John.Ansley@marist.edu.

Search Tools and our collections can be found by visiting the home page for the University Archives and Special Collections: <https://archives.marist.edu>.

OFFICE OF INTERNATIONAL PROGRAMS (OIP)

The Office of International Programs (OIP) oversees, develops, and delivers a wide range of outbound and inbound international study options including semester, academic year, summer, and short-term programming abroad that are attached to specific Marist courses, as well as overseeing immigration compliance and academic and intercultural support for incoming international students.

Marist University's flagship abroad location in Florence offers Bachelor's Degree programs in select Majors. Additionally, Marist offers unique First Year Abroad experiences in its Florence and Dublin locations.

Approximately half of Marist University graduates participate in some type of study abroad program during their undergraduate years, and OIP is dedicated to increasing this number as well as broadening the scope of participation across the globe. OIP offers information sessions, classroom presentations, study abroad fairs, and information tables on campus each semester to inform students of study abroad opportunities.

Further, the office seeks to engage with faculty and offices interested in developing faculty-led short-term programs, international curricular enhancement, pre- and post-study abroad experience programming, and internationalization efforts on the Poughkeepsie campus.

OIP also supports international students from across the globe enrolled in a variety of undergraduate and graduate courses each year on F-1 and J-1 visas. OIP is committed to ensuring that the international members of our community have the requisite immigration support to remain compliant throughout their studies, while also working to enhance their academic, professional, personal, and intercultural development. Please contact OIP for more information.

OIP is located on the second floor of the Hancock Center – HC 2007 and can be reached at: (845) 575-3330 or international@marist.edu. For a sampling of overseas programs and other information, please visit the OIP website, at: <http://www.marist.edu/international> and Instagram @MaristAbroad.

The International Student Services Office is located on the second floor of the Library – LB 334 and can be reached at: (845) 575-3687 or international.studentservices@marist.edu and Instagram @Marist.Iss.

OFFICE OF SPONSORED PROGRAMS & RESEARCH

The Office of Sponsored Programs and Research is the point of contact for full-time faculty and academic administrators who are interested in securing institutional grant awards for research, curriculum development, and other creative activities relevant to the university's academic mission. Office staff consists of the Director of Sponsored Programs and Research, Grants Specialist, and Administrative Assistant who assist with locating funding sources, interpreting grant application requirements, and evaluating the development of budgets and proposals. The office works to secure partnerships and institutional support for collaborative proposals, and it facilitates the submission of completed grant applications and supplementary documents. Marist faculty and staff are encouraged to make appointments with the office to learn how to use searchable databases, register for personalized email funding alerts, and to discuss their ideas for a grant proposal.

Location: Dyson 4025
Email: grants@marist.edu
Ext.: 3670

PROFESSIONAL DEVELOPMENT FUNDS

Criteria and Guidelines for the requisition and disbursement of faculty professional development funds. Note that the first item describing the purposes of professional development funds contains the language of the Articles of Agreement (1991-1992). This language also appears in the Faculty Handbook and is not subject to modification except during negotiations.

1. Professional development funds are to be used for the following purposes:
 - (a) Membership fees in professional societies or associations appropriate to the discipline of the faculty member.
 - (b) Travel, registration and fees to attend meetings, workshops, courses, and conferences of professional societies or associations appropriate to the discipline of the faculty member.
 - (c) Purchase of professional books, films, and equipment which are directly related to the discipline in which the faculty member teaches.
2. Purchases of the following are considered **not** to be professional development: cell and smartphones and upgrades, contributions, non-professional membership dues and subscriptions, televisions, liability insurance, clothing, and any purchase considered personal in nature.
3. Purchases of computers and related items made through the campus Computer Store are exempt from sales tax (see item 8). Prior approval is required from the appropriate School Dean. For equipment purchased through the store such as Lenovo and Apple computers, repairs will be coordinated by the University. Please note that IT does not provide service for tablets or cell phones.
4. All computers are tagged and/or inventoried by IT. All laptops purchased with professional development funds are property of Marist University and therefore are required to have encryption software installed. At present there is a charge of \$197 for this software. Faculty members are responsible for this charge. Purchases of non-computer equipment (including such items as e-readers, cameras, reorders, books, films, CDs, DVDs) and all furniture and supplies (CD, DVDs, etc.) that are arranged through the Purchasing office are not subject to sales tax (cf. item 8). For any such equipment purchased through the Purchasing office, repairs will be coordinated by the University.

5. Any equipment purchased with PDF are the property of the University. If not tagged by IT per section (1), they will be tracked by the department.
6. Purchases made outside Marist's purchasing system must be supported by payment receipts and, where applicable, shipping/packing slips. Sales tax imposed will not be reimbursed. For any equipment purchased outside Marist's purchasing system, the individual faculty member is responsible for repairs.
7. The IRS maintains that gift cards/gift certificates/gift coupons given to employees for any reason are equivalent to cash and therefore are subject to employment taxes and must be included in the employee's gross income. Any use of gift cards/gift certificates/gift coupons must be reported to Payroll. Gift cards/gift certificates/gift coupons given to non-employees are also taxable and a W-9 form must be completed. If the combined total value of the gifts given and compensation for services rendered exceeds \$2,000 in any calendar year for a non-employee, a Form 1099- MISC will be issued. Please also refer to the Marist Travel and Expense Policy for further information. The policy can be found in the Finance section - <https://my.marist.edu/employment-forms>
8. Individuals hired to assist faculty in professional development must be reported to the Payroll office. An individual who is not an employee is considered to be an independent contractor and must provide a professional service agreement itemizing hours worked and agreed upon hourly rate and a W-9 for tax identification. The hourly rate must be approved in advance by the Dean and CFO. The University will not reimburse a faculty member for payments made directly to an individual for work in professional development. Research related expenses include, but are not limited to travel, supplies, technology, equipment, and incentives/rewards (see 9. above) for research subject participants.
9. Future and unused past faculty development funds cannot be used for current-year purchases.
10. Marist University **Check Request Form** must be completed for reimbursement of professional development expenditures. Original evidence of payment and receipt of goods must be attached to the Check Request Form before submission to the Business office prior to June 15 of each year. Date of purchase and method of payment must be shown on the receipt. All requests for reimbursement must be approved by your Dean before submission to the Business office prior to June 15 of each year. <https://my.marist.edu/employment-forms>

POSTAL SERVICES (Marist Mail & Package Solution Center)

The Marist Mail & Package Solution Center is located on the second floor of the Murray Student Center. Go to the Champagnat breezeway and take the stairs or elevator to the second floor. Faculty mail is delivered to the School offices where each faculty member has a mailbox. The campus mail system is reserved exclusively for university business. Faculty and staff are not permitted to receive any incoming mail/packages of a personal nature at work, nor may the inter- or intra-campus mail system be used for anything other than University business. Any questions that may develop during the year may be directed to our office e-mail mail.package@marist.edu or the Director of Postal Service at (845) 575-3000 ext. 2131.

CUSTOMER SERVICE COUNTER HOURS:

Academic Year

Monday - Thursday

9:00 a.m. - 6:00 p.m.

Friday

9:00 a.m. - 5:00 p.m.

Saturday

9:00 a.m. - 1:00 p.m.

Summer / Winter Breaks

Monday - Thursday

8:30 a.m. - 4:30 p.m.

Friday

8:30 a.m. - 4:00 p.m.

Saturday

Closed

MAIN OFFICE HOURS:

Monday – Friday

8:30 a.m. – 5:00 p.m.

SECURITY

Marist University utilizes MaristAlerts to provide critical information, emergency notifications to members of the campus community via phone, email, and text. University delayed openings, early dismissals, and campus closures due to severe weather are also sent via MaristAlert .

MaristAlert will only be used for an event that poses immediate threat to the health and safety of the campus community, or institutional delays and class cancelation. These may include significant criminal activity, severe weather, major maintenance issues, or other emergency conditions. System-wide emergency alert testing occurs at the beginning of each semester as well as the start of the summer break.

You will receive an e-mail from **MaristAlert** inviting you to create an account to receive future emergency notifications.

- As a default, all members of the Marist community will receive *MaristAlert* via text message and voice recording to their cell phone number on file with Human Resources / Campus Safety and via email to their marist.edu address.
- **Campus community members should login to their MaristAlert account at**



www.getrave.com/login/maristuniversity

to confirm that their registered email and cell phone numbers are correct. MaristAlert is intended to be used as an internal communications network for students and employees only.

For more information about MaristAlert, visit <https://www.Marist.edu/security/Marist-alerts/manage-alerts>.

Additional **Security** information and **Parking** information can be located at:

<https://www.marist.edu/security> or by viewing this QR code that is located around campus;



EMERGENCY CALLS TO CAMPUS SAFETY – CLASSROOM TELEPHONES

Most classrooms on the Marist Campus are equipped with telephones. These phones are usually located near the Media Equipment. Located near each phone is an Emergency Placard with information on what to do in case of a Fire Medical emergency or encounter with an unruly person. Please read the information on the card.

In addition to calling the Help Desk or Media Center for technical support, these telephones are also capable of calling the **Campus Safety** to report **EMERGENCY** situations...fire, ambulance requests, disruptive or suspicious person, etc.

To report an EMERGENCY to Campus Safety:

DIAL Internal Ext #5555 or Call 845-575-5555

Each classroom door locks from the inside. In case of a disturbance or other similar emergency outside the room, lock your classroom door, turn off the lights and keep all persons in the room away from the door and/or windows. Call Campus Safety and stay in the classroom until Campus Safety Officers or the Police give the “all clear.”

Report all emergencies or suspicious activity or persons to the Office of Safety and Security

Emergency – ext. 5555

Outside Line - 845-575-5555

Fire Safety

- Personally review the evacuation plans posted in the hallways for your office and classroom building(s).
- On the first day of class, please take time to review evacuation routes from your classroom with your students.
- If the fire alarm sounds, all persons must evacuate the building immediately. Obey the directions of the Fire Fighters or the Security Officers.
- Close all doors as you leave.
- DO NOT use elevators during a fire alarm.
- Move yourself and your students a safe distance from the building.
- DO NOT re-enter a building until given the “all-clear” from the Fire Department or Security Officer.

- Fire Drills are conducted twice each semester.

Parking

- All Faculty members must have a parking permit issued by Campus Safety. Each Faculty and Staff member will be issued one hang tag. It is your responsibility to keep it secure, and move should you have multiple vehicles being utilized.
- FULL-TIME FACULTY - Permits can be obtained by registering on-line - <https://www.marist.edu/student-life/campus/safety-security/registration>
- If you need password assistance, please call the Help Desk.
- After you register your vehicle online, contact Campus Safety at (845) 575-3333 to make arrangements for permit pick-up. Let the office know if you want to pick up your permit at Campus Safety or if you want it sent to the school's administrative office.
- Please park only in your designated lot. Park only in a marked space.
- If you are sponsoring an event or will need visitor parking, please contact Campus Safety at X3333 to make special arrangements. Please call as far in advance as possible so we can work with you to accommodate your event/guest(s).
- Parking can be challenging at times, please allow yourself adequate time to park and walk to your classroom.

Safety Escort

- If you need an individual to provide a safety escort at night call 845-575-3333

Other

- Campus Safety provides jump-starts and lockouts for students, faculty and staff members.
- Parking lots and/or roadways may be closed or restricted for special events. These will be announced as soon as possible and prior to the event.
- Keys are issued by the Access Control Specialist. Call ext. 3333 or 845-575-3333 for assistance.
- If you have any questions, suggestions or need special accommodations, please call Campus Safety at ext. 3333 or at 845-575-3333.

STUDENT ACADEMIC SUPPORT

Marist University supports a number of Student Academic Support offices across the campus, charged with both disseminating clear and timely academic information as well as providing direct support services to advance student academic attainment in various ways. These offices work synergistically to best meet the academic support needs of Marist undergraduate and graduate students.

OFFICE OF THE REGISTRAR

The Registrar's Office provides information and services to support, facilitate, and promote the educational mission of the University. The Registrar's Office is the official recorder of student and academic records and strives to provide timely, accurate, efficient and appropriate service to administrative, faculty and student requests regarding these records. The Registrar's Office provides leadership and support in the use of technology to facilitate and support communication and archiving of academic information.

The Registrar's Office is located in Donnelly Hall 203 and can be reached at ext. 3250.

CENTER FOR ADVISING AND ACADEMIC SERVICES (CAAS)

Office: Donnelly Hall 224 ~ **Phone:** 845.575.3500 ~ **Email:** advising@marist.edu ~ **Instagram:** @maristadvising ~ **my.Marist.edu:** Faculty & Staff tab – Advising

The Center for Advising & Academic Services (CAAS) is dedicated to helping students develop skills required to demonstrate academic success while developing the advising structure required to support our faculty and staff advisors.

In line with the *Marist 100 commitment of Student Centrality*, CAAS is dedicated to teaching skills and providing the necessary resources that will help both students and advisors thrive.

Through in-person development programs and a structured online resource system, we strive to cultivate a culture of continuous improvement that supports both students and academic advisors with varying goals.

ADVISING AT-A-GLANCE

- **Advising Approach**
 - Marist's advising model is both developmental and proactive.
 - Designed to support students at every stage of their academic journey.
 - Advisors provide timely, personalized guidance as students' goals and needs evolve.
 - Advisors post regular office hours for quick questions from students or to schedule longer meetings.
- **Course Planning & Registration**
 - Students are required to meet with their academic advisor during registration periods.
 - These meetings are essential for:
 - Discussing course selections.
 - Lifting registration holds.
 - Staying on track for graduation.
- **Key Resources**
 - My.Marist.edu Faculty advising portal.
 - Academic Advising Planner.
 - Monthly newsletter.
 - Instagram account: @maristadvising.

STUDENT SUCCESS RESOURCES

- **Early Alert System**
 - CAAS provides faculty access to an Academic Warning Notice (AWN) to communicate course progress or attendance concerns directly to the student and CAAS.
 - After an AWN is submitted, CAAS sends a Student Performance Update (SPU) to the students' other faculty members asking for their feedback on academic progress.
 - CAAS reviews all submitted AWN and SPU forms and follows up with the students, and other faculty/staff when more information is needed. The student's academic advisor is also notified when an AWN and SPU are submitted.
 - Midterm Grades: When midterm grades are submitted, CAAS reviews transcripts for students with a midterm GPA below 2.0. All students are sent a letter with information about available academic support services.
- **Course Attendance Support**
 - For absences fewer than four consecutive calendar days:

- Students should speak directly with each instructor about the absence.
- Students may choose to submit documentation to the Center for Advising & Academic Services (CAAS) for confidential review.
- Instructors may also request that documentation be sent to CAAS.
- For absences of four or more consecutive calendar days:
 - Students should contact CAAS directly.
 - Students must provide documentation of illness or emergency.
 - CAAS will:
 - Review and verify the documentation.
 - Send an absence notification to each instructor with the expected dates of absence.
 - Note: This notification does not excuse the absences.
- Student responsibilities:
 - Contact each instructor to discuss:
 - The possibility of making up missed work.
 - How the absences may impact their final grade.
 - Understand that:
 - Each instructor has full discretion to determine whether exceptions will be made.
- **Academic Restriction Program**
 - **Academic Plan:** Undergraduate students who earn a semester and/or cumulative grade point average under a 2.0 are placed on academic restriction and are required to establish an academic plan and review it with their academic advisor, as well as a member from CAAS.
 - **Progress Reports:** For the use of the Academic Standards Committee, all faculty who have a student on academic restriction in their course will receive a progress report survey for each student towards the end of the semester. Among other things, the survey asks how the student has performed in the course to date.
 - **Additional Support from CAAS for Students**
 - Evaluation of Late Registration Changes and Credit Overload Requests.
 - Review for Dean's List eligibility.
 - Guidance on exploring or changing majors.
 - Assistance with withdrawing from the University.

ACADEMIC LEARNING CENTER

The Academic Learning Center offers programs and courses designed to support students in reaching their academic goals.

The FOCUS Program assists undeclared first year students in successfully transitioning from high school to university and in making informed decisions concerning their major choices.

COURSES OFFERED

- ENG119 Intermediate Writing for College
- LERN105 Critical Reading and Thinking
- LERN104 Self Development
- CRDV105 Career Planning and Decision Making
- LERN119 Transfer Student Seminar

- LERN120 The College Experience

TUTORING

The ALC provides tutorial assistance, both private and group review sessions, in many subject areas. All tutor programs are provided at no additional cost to students. Faculty may sponsor academic review sessions through the Academic Learning Center, and drop-in tutorial sessions are available in some subject areas. Drop-in and review sessions are offered in fall and spring semesters. Private tutoring is available during fall and spring as well as winter and summer intersessions.

PROOFREADING

A proofreading service is available Monday through Friday from 11:30 am – 1:30 pm and Monday through Thursday evenings, 7:00 – 9:00 pm.

In-person proofreading is available in fall and spring semesters. Online proofreading service is available 24 hours a day in Brightspace. Online proofreading services are available year-round.

RESOURCES FOR ENGLISH LANGUAGE LEARNERS (ELL)

Support for English Language Learners is offered through social and academic programming as well as a joinable Brightspace site. Drop-in hours are also available each semester.

ADVISEMENT

The Academic Learning Center provides advisement for all undeclared students.

James A. Cannavino Library 331 / Phone: 845.575.3300

Email: academiclearningcenter@marist.edu

Web: <https://www.marist.edu/academic-resources/alc>

Brightspace: [join the Academic Learning Center site in the DISCOVER tab](#)

my.Marist.edu Resources tab / Facebook: MaristAlc / Instagram: @marist_alc / TikTok: @maristalc

CENTER FOR MULTICULTURAL AFFAIRS

The mission of the Center for Multicultural Affairs (CMA) is to engage the Marist community in events and activities that highlight diversity and multiculturalism creating a climate of access, equity, and inclusion that celebrates the rich contributions of all cultures and empowers students to achieve academic success by preparing them to become engaged global citizens.

The Center houses the Arthur O. Eve Higher Education Opportunity Program (HEOP), the Foster Youth College Success Initiative, the Academic Enrichment Program which provides direct support services to first generation college students and/or underrepresented students including the Hearst Foundation Scholars and Academic Enrichment Program Scholars (AEP), and the Cultural Enrichment Program serving as resource to faculty, students, and staff on issues of socio-economic diversity.

HEOP is a comprehensive academic support services program designed for New York State residents who can succeed but have not had the educational opportunities to prepare them for college. Participants meet income guidelines established by the New York State Board of Regents. Arthur O. Eve HEOP is jointly sponsored by the University and the New York State Education Department. Students are admitted without regard to age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, genetic predisposition or

carrier status, or sexual orientation. Marist HEOP was one of the first twenty-four programs funded in New York State more than 55 years ago.

The Foster Youth College Success Initiative (FYCSI) is a program established specifically for New York students who have experienced foster care or are eligible orphans. FYCSI funding can be used towards supporting the cost of attending college, including housing and meals. FYCSI is housed in the Center for Multicultural Affairs (CMA). FYCSI students at Marist receive a broad range of innovative support services, including academic, personal, and career counseling; individual and small-group tutoring; leadership training; and student development workshops. The FYCSI program is jointly sponsored by the University and the New York State Education Department.

For more information, please call the CMA/HEOP Office at ext. 3204, come visit us at the James A. Cannavino Library, Suite 337, or visit our website at www.marist.edu/academics/center-for-multicultural-affairs. Events sponsored by the Center for Multicultural Affairs will be published around campus, via e-mail, and on our social media account follow us on Instagram www.instagram.com/marist_multicultural_affairs.

CENTER FOR STUDENT-ATHLETE ENHANCEMENT

The Center for Student-Athlete Enhancement provides student-athlete members of Marist's NCAA Division I athletics teams:

- Advising
- Tutoring/Proofreading
- Life skills Development
- Study Support Facilities
- Exam Proctoring

The Center for Student-Athlete Enhancement provides competition schedules of Marist's teams on the faculty website and will provide notifications to faculty members for specific events. The Center will also monitor the academic progress of student-athletes throughout each semester and participate in eligibility determinations.

The Center for Student-Athlete Enhancement is located in the McCann Center, Room 231, and can be reached at:

Phone: 845-575-3353

E-mail: saenhancement@marist.edu

Instagram: @Maristcsae

Website: <https://www.marist.edu/student-life/athletics/student-athlete-enhancement>

The Center is open Sunday 4:00 pm–9:00 pm, Monday–Thursday 8:30 am–9:00 pm and Fridays 8:30 am–5:00 pm.

THE WRITING CENTER

The Writing Center, located in the James A. Cannavino Library in room 332, is open in person from 10:00 am – 6:00 pm on Monday, Tuesday, and Friday; 10:00 am – 9:00 pm on Wednesday and Thursday; and 6:00 pm – 9:00 pm on Sunday. The Center is also open online for Zoom and Email appointments at various times throughout the week (see full schedule at the link below). Students are encouraged to make appointments (by calling ext. 2735 during Center hours) or online at <https://marist.mywconline.com/>. The Center also accommodates walk-ins on a first-come, first-served basis.

The Writing Center offers one-on-one writing tutoring to all students on campus, both undergraduate and graduate students, in all fields of study and at all levels of study. Students can make an appointment for a Writing Center session by visiting <https://marist.mywconline.com/>. Our Writing Center is staffed by a combination of professional staff and highly trained peer undergraduate tutors, and students can pick who they want to work with when they make an appointment. Our tutors have experience working with writers at all stages of the writing process—from choosing a topic and drafting a thesis statement to re-organizing a draft and making the final edits. We can work with students on pretty much any type of writing project they might be working on, including both academic and non-academic writing, multimodal and/or digital projects, and discipline-specific genres. So whether they're working on a PowerPoint presentation for a sociology class, a lab report for biology, an application essay for grad school, or a forum post for their First-Year Seminar course, our tutors are here to help.

It is our mission to help students become better, more confident writers. Through face-to-face and online consultations, our experienced tutors provide a supportive audience for writers and offer feedback and strategies for revision.

We encourage you to mention the Writing Center on all of your writing assignments and to recommend the Writing Center to all of your students. Research shows that writers in all disciplines, regardless of experience and skill, who discuss their drafts and ideas with an outside reader are more motivated to continue writing and more likely to make meaningful revisions to their final papers.

Instructors are asked to strongly encourage students to go to the Center during the early stages of the writing process. We can assist students in interpreting assignments, developing outlines and thesis statements, and ensuring all parts of an assignment are complete. While we will accommodate required Writing Center appointments, it's important to note that writing improves most when students themselves are motivated to seek help themselves.

For those students who need intensive work on their writing, please suggest they set up regular, ongoing appointments with the same Writing Center instructor. If you are especially concerned about a student's writing, please reach out to the Director at Writing.Center@marist.edu.

The Writing Center services also extend to classrooms across campus. Our staff can provide brief introductions to Writing Center services, custom writing instruction tailored to specific courses, and presentations to groups on particular writing subjects. To arrange an outreach or co-teaching program, please contact the Director of the Writing Center, Writing.Center@marist.edu or ext. 2735.

Below is a sample syllabus statement instructors can include on their syllabi or Brightspace pages for students:

All students are encouraged to make use of the Marist Writing Center. The Writing Center's goal is to help students in all disciplines become more effective and confident writers. All writers benefit from sharing work in progress with knowledgeable, attentive readers. Writing Center tutors are available to work with you on any genre of writing and at any stage of the writing process—from brainstorming and drafting to revision and editing. The Writing Center offers both in-person and online tutoring. You can make an appointment at <http://marist.mywconline.com>. To learn more, visit their website (<https://www.marist.edu/academics/academic-resources/writing-center>) or

Brightspace site (Writing Center). You can also email writing.center@marist.edu. The Writing Center is located in Library 332 (845-575-2735).

THE DENNIS AND MARILYN MURRAY STUDENT EMERGENCY FUND

PURPOSE:

The Dennis and Marilyn Murray Student Emergency Fund was created to support full-time undergraduate Marist students who are experiencing a crisis that could adversely impact their academic journey. The goal of the fund is to prevent one small emergency or unexpected expense from derailing a student's progress towards a degree. The funds are limited and not intended to provide ongoing relief for recurring expenses. Students are eligible for **one (1) emergency fund award** during the course of their tenure at Marist University.

ELIGIBILITY:

The Dennis and Marilyn Murray Student Emergency Fund will provide financial assistance to traditional full-time undergraduate students for unexpected needs that are beyond the student's control and substantially impact their financial stability.

Eligible expenses include but are **not limited** to:

- Unplanned travel expenses to receive medical care, care for a family member, family funerals, etc. Examples could include airfare, car rental, bus or train fare, etc.
- Costs of additional equipment, software or services to complete educational requirements
- Fees for special exam preparation such as the LSATs, MCATs, GMATs, or GREs
- Temporary assistance with food insecurity
- Emergency personal or "incidental" expenses such as clothing, hygiene items, etc.
- Appropriate clothing or shoes for the Northeast, or for internships/job interviews

Eligibility does not guarantee award approval.

APPLICATION PROCESS:

- Students can apply for emergency funds by submitting a completed Emergency Fund application form, available on my.Marist or via a written request emailed to Academic.Affairs@marist.edu, using their Marist email accounts.
- The application should include information about the extenuating circumstances and reasons for this request.
- If available, students may upload documentation that reflects what the emergency funding is being utilized for and/or where it will be applied.
- Students may request a supporting email from a faculty or staff member, with knowledge of the situation, be addressed to Academic.Affairs@marist.edu

REVIEW AND DECISION:

- Applications for consideration will be expected and reviewed throughout the academic year as long as funds remain available.
- All Emergency Funding requests will be reviewed within two (2) business days of submission.
- Students will be notified of the result via email.

- If additional information is required, students will be contacted via email or the cell number you have provided on your application.

Please note that incomplete applications will not be reviewed.

FUND DISBURSEMENT:

- If the application for emergency funds is approved, the funds will be disbursed according to the university's policies and procedures. ***Please retain receipts or proof of expense(s).***
- Preferred disbursement methods include direct payment of student emergency needs. Alternative options include reimbursement for documented expenses, or other appropriate means as determined by the university. ***Please note that these methods may have implications for students' financial aid package and may be tax-eligible.***
- The university may impose limits on the amount of emergency funds that can be awarded to an individual student, based on available resources and the severity of the situation.
- Emergency funding is provided in the form of a one-time payment which does not need to be repaid. This funding is not intended to reimburse expenses that have already been paid or replace or supplement existing financial aid options such as federal or private loans.

DEADLINE:

Offered on a rolling basis until funds are exhausted annually.

CONFIDENTIALITY:

- All information provided by the student during the application process will be treated as confidential.
- The university will ensure that only authorized personnel have access to the application materials and that they are used solely for the purpose of evaluating the emergency fund request.

APPEALS PROCESS:

If a student's application is denied, they have the right to appeal the decision to the Office of the Provost and provide further documentation.

REPORTING AND EVALUATION:

- Marist will maintain records of all emergency fund applications, decisions, and disbursements for reporting and evaluation purposes.
- Assessments of the emergency fund program should be conducted on a yearly basis to ensure its effectiveness and identify areas for improvement.

Questions? Contact Academic.Affairs@marist.edu for assistance with the Dennis and Marilyn Murray Student Emergency Fund.

THE PRESIDENTIAL FUND FOR EQUITY IN THE MARIST EXPERIENCE

President Kevin Weinman and his wife Beth [created this fund with a personal pledge in December 2021](#) to enable talented students with financial need to access the same range of experiences as their classmates. As Weinman noted, his family's gift was "intended to be one small step toward helping all of our students to reach their full potential and get the most out of their Marist experience." On Sept. 23, 2022, Board of Trustees Chairman Ross Mauri '80 announced that each member of the Board of Trustees also made a pledge to the fund in honor of Weinman's inauguration. The University's goal is to continue to grow the fund, the range of activities it supports, and its impact on students with donor support.

Awards are intended for students enrolled in an undergraduate, degree-seeking program who demonstrate significant financial need and where financial constraints are a barrier to their participation in **internships and attachment programs**.

Applications will be reviewed in a competitive process to distribute available funding by committees consisting of representatives from Academic Affairs, the Center for Career Services, and the Office of International Programs. Student Financial Services and the Business Affairs Office will be responsible for confirming eligibility and overseeing the distribution of awards.

INTERNSHIPS

The Presidential Internship Scholarship assists students with financial needs to secure internships in fields and locations where such experiences are often unpaid.

Internship support will be limited to credit-bearing internships that will be completed during the Summer term. The student applicant must have completed at least 45 credits prior to the semester of the internship. Funds are limited and competitive. Funding may also be considered taxable income.

ATTACHMENT COURSES

A portion of these funds will be allocated to support students demonstrating financial need who wish to enroll in either a spring attachment or spring break course. Awards for students will be applied towards offsetting the incremental charges for participating in these courses. To support as many students as possible, most awards will partially offset the cost of participation, and range from \$1,000 to \$3,000. Awarded funds may also be considered taxable income.

Applications can be accessed at:

<https://www.marist.edu/academic-resources/presidents-fund-equity>

IV. FACULTY SERVICES AND GENERAL INFORMATION

CAMPUS CLEANLINESS – GENERAL RULES

1. Eating and drinking are not permitted in classrooms or laboratories.
2. Kindly erase boards at the conclusion of class.
3. Please call the Media Center, ext. 3635, for overhead projectors, including replacement bulbs, etc. (Do not take projectors from other classrooms.)
4. Arrange to have windows shut, lights shut off, and doors closed at the conclusion of class.
5. Leave drapes closed in cold weather. This conserves heat.
6. Ask students to use receptacles for trash and recyclables.
7. Observe the parking regulations.
8. Report unsanitary conditions immediately to the Housekeeping Department, ext. 2527 or by submitting a ticket through the TeamDynamix portal, accessible via your my.Marist account.
9. Encourage others, students and colleagues, to respect the campus and its appearance.
10. Please keep the furniture in the same arrangement as you found it. If you need to adjust tables or desk armchairs for discussions, please put it back before you end class.
11. Many classrooms are equipped with special tables to accommodate our disabled students. Please do not move or remove these tables.

CLASSROOM MATERIALS

Classroom materials such as chalk, erasers, etc. are provided by the Housekeeping Department, ext. 2527, or by submitting a ticket through the TeamDynamix portal, accessible via your my.Marist account:

<https://teamdynamix.marist.edu/TDClient/92/Portal/Requests/ServiceDet?ID=2087>

Housekeeping.Services@marist.edu

DINING SERVICES

Information about campus Dining Services (campus service locations, hours of service, menu options, special dietary services, catering service, and Swipe Out Hunger) can be found on the Marist dining website.

LOCAL CALL SERVICE

On Campus Dialing:

Dial the 4-digit extension.

Placing a Local Call:

1. Dial 9
2. Hear external dial tone
3. Dial local number:
 - 329 Area must be 10 digits – 9, 329 + 7 digits
 - 845 Area must be 10 digits – 9, 845 + 7 digits
 - 914 Area must be 11 digits – 9, 1 914 + 7 digits
4. Toll free numbers are also dialed using 9 1 (800, 888, 877, 866, 855, 844, 833)
 - 9 1 8xx +7 digits
5. **988** – dial 988 or 9-988
 - 911** – dial 911 or 9-911 (Please only dial in absolute emergency)

Campus Safety

Non-Emergency Phone Line: (845) 575-3333 or x3333

Emergency Phone Line: (845) 575-5555 or x5555

LONG DISTANCE CALL SERVICE

Forced Authorization Code/Dialing Instructions

With your Business Forced Authorization Code (FAC), you can place long-distance calls. To add, change, or delete the FAC Code, please contact the Information Technology Help Desk at H-E-L-P, extension 4357.

1. Dial 8, 1 area code +7 digits
2. Hear 2 beep tones
3. Dial your 7-digit FAC Code followed by #

BASIC FACULTY VOICEMAIL INFORMATION

UNITY CONNECTION VOICEMAIL INFORMATION

Checking your Voicemail

When a new voicemail is received, the phone message waiting indicator light on the handset will be lit red.

1. Press the Messages  button or dial the Unity Voicemail pilot number at extension 4800
2. Enter your PIN, followed by #
3. New messages automatically play

To reach Unity from outside campus call 575-4800

1. During greeting playback, enter *
2. You will then be asked for your ID, which is your 4-digit extension, followed by #
3. Enter your PIN, followed by #
4. New messages automatically play

Note – The first time you log onto your voicemail box you will be required to personalize your mailbox by recording your name, recording a personal greeting, and changing your default password.

Changing your Standard Greeting

The standard greeting always plays, unless overridden by another greeting; you cannot disable the standard greeting.

1. Press the Messages  button
2. Enter your PIN, followed by #
3. Press 4,1,1,1 and follow the prompts to edit your standard greeting
4. Follow the remaining prompts to edit and save greeting

Recording your Alternate Greeting

The Alternate Greeting is optional. It can be used for a variety of special situations, such as vacations or a leave of absence. (For example, "I will be out of the office until....") An alternate greeting overrides all other greetings.

1. Press the Messages  button
2. Enter your PIN, followed by #
3. Press 4,1,1,2 and follow the prompts to edit the alternate greeting.

Note – Setting your alternate greeting will automatically enable the greeting.

Changing your Voicemail Password (PIN)

To change your password, follow these steps:

1. Press the Messages  button or dial extension 4800
2. Enter your PIN, followed by #
3. Press 4,3,1 and follow the prompts to change your PIN

Voicemail Shortcut Keys

Main Menu and Shortcuts	
Key	Task
1	Hear new messages
2	Send a message
3	Review old messages
4	Change setup options
4 1 1	Change greetings
4 1 2	Turn on/off alternate greeting
4 2 1	Change message notification
4 2 3	Choose full or brief menus
4 3 1	Change phone password
4 3 2	Change recorded name
5	Find messages

Unity Messaging – Voicemail

With the new VoIP deployment, one of the significant changes is the ability to retrieve voicemail messages via telephone and by email.

A copy of your voicemail will be sent via email as a .wav file and can be treated like a regular email – forward, delete, mark as private etc.

- Click on the VoiceMessage.wav file to listen to voicemail message
- Deleting the email and .wav files does not remove the message from Unity voicemail

If you need assistance using your telephone or setting up your voicemail system, please request an appointment with a Telecommunications technician.

To submit a support ticket, visit: teamdynamix.marist.edu/TDClient/92/Portal/Requests/ServiceDet?ID=2357

For more information – including current operating hours and available services – please visit the Office of Telecommunications website: www.marist.edu/infotech/office-of-telecommunications/faculty-staff

MAINTENANCE AND REPAIRS

All mechanical service requests should be submitted through the TeamDynamix portal, accessible via your my.Marist account:

teamdynamix.marist.edu/TDClient/92/Portal/Requests/ServiceCatalog?CategoryID=805

McCANN CENTER

USERS OF THE MCCANN CENTER

- Marist students, undergraduate & graduate
- Marist faculty, staff & administration
- Pool Memberships (purchased)
- Red Fox Aquatic Club Rental (pool use only)

MCCANN CENTER HOURS FOR ACADEMIC YEAR

- Monday – Thursday 9:00 a.m. – 12:00 a.m.
- Friday 9:00 a.m. – 11:00 p.m.
- Saturday 9:00 a.m. – 9:00 p.m.
- Sunday 10:00 a.m. – 11:00 p.m.

OPEN SWIM HOURS FOR ACADEMIC YEAR

- Monday – Thursday 9:00 a.m. – 10:30 a.m.
- 8:00 p.m. – 9:00 p.m.
- Friday 9:00 a.m. – 10:30 a.m.
- Saturday – Sunday 12:00 p.m. – 3:00 p.m.

** Building hours may be altered due to athletic events, university vacations and special events. **

Pool Memberships – Enable access to use the pool during Open Swim hours. Available to full-time Marist employee immediate family members at no cost; can be purchased for part-time Marist employees, alumni and community members. All Pool Memberships can be processed through the department Administrative Assistant (x3553, maristtickets@marist.edu).

OFFICE SPACE

Office space needs should be discussed with your School Dean. Campus office space is almost always fully utilized and available space is severely limited.

ROOM RESERVATIONS

All rooms in the Murray Student Center, select classrooms, and event spaces in academic buildings are available for reservation through the University's online system, [Ad Astra Schedule](#). This is a web based system allowing users to view room availability and request rooms for **events and meetings only**. You can also access Ad Astra Schedule from the MyMarist homepage using the 9-box menu in the upper right hand corner, then by clicking "Ad Astra - Event Request", or by scrolling half way down the MyMarist homepage to the Other Services section and clicking the Event Request link. We encourage you to bookmark this page *after* authenticating with your Marist credentials. A comprehensive user guide for the system is available on the Astra Homepage under the Helpful Information section and also at <http://marist.edu/AstraUserGuide>.

A minimum of two (2) business days is required for all reservations regardless of space requested. This will ensure that staff have adequate time to follow up and assess all your event needs. Requests are processed on a first-come first-served basis. Submissions received on Friday after 3:00 PM will be reviewed and processed on the next business day (Monday-Friday). Once the request has been processed, an email confirmation will be sent for verification. Rooms should be reserved as early as possible due to high demand, though you may only request space up to 180 days in advance. This allows for the scheduling of classes and large campus wide traditional events.

If your event or meeting will require the use of technology and/or specific room setup needs in the student center, this information is captured during the reservation process and does not require separate forms or emails. In academic buildings, where Student Activities staff is not present, the requestor is responsible for contacting Housekeeping for specific room setup needs. Please note that technology may not be borrowed for use outside of the Murray Student Center. For technology assistance in academic buildings, please contact the Media Center at 845-575-3635 or visit them on the web at <http://www.marist.edu/mediacenter/> to fill out their equipment rental form.

Any group using Murray Student Center facilities is responsible for the condition of the facility and for supervision during the time of use. Expenses incurred by the Murray Student Center for improper use of the facility and/or equipment will be charged to the individual and/or organization responsible. Please note food and beverages are not permitted inside the Nelly Goletti Theatre or Fusco Recital Hall. As an alternative, the Gerard A. Cox Theatre Lounge and the Grand Foyer may be reserved to host receptions prior to or after an event in these locations.

It is encouraged that faculty use the online room reservation system for all requests, though they may also contact the Office of Student Activities to make inquiries and check on reservation status by emailing student.activities@marist.edu or by calling 845-575-3279 for Murray Student Center spaces only. The Office of the Registrar may be contacted for all academic building request inquiries.

MURRAY STUDENT CENTER - USAGE OF FACILITIES FOR CONFERENCES

DEPARTMENTAL SPONSORSHIP OF CONFERENCES

Faculty and staff requesting space for a conference, not a departmental event or meeting, should contact the Associate Director of Events in the Office of Student Activities, or the Director of University Events in the Executive Vice President's office to discuss the conference and fill out all necessary forms located on the Events Services Page - <https://www.marist.edu/offices/campus-events>. Once the conference has been approved, space may be reserved using Ad Astra.

Intake forms and requests for conferences must be submitted no later than 60 days prior to the proposed date. The request forms contains proposed date(s), time, preferred location(s), anticipated number of participants, requests for special accommodations or access to facilities, general facility requirements, publicity overview, catering needs and line officer approval. Any funding that may be required for the conference (i.e. Gourmet Dining Services, catering, conference materials, etc.) are the responsibility of the sponsoring department or external organization. As of July 2024, external organizations are subject to facility rentals fees stipulated on the [Event Services Facilities](#) page, unless prior written approval is granted.

Please note that approval of the event does not absolve the conference sponsor from making specific arrangements event related arrangements (i.e. parking accommodations, catering requests, publicity, signage etc.) though support from the Director of University Events will be available. Additionally, a certificate of insurance is required for ALL outside organizations and vendors indicating Marist University as additionally insured. Sponsors that do not provide the certificate of insurance are subject to event cancellation.

Questions regarding conference and external organization event policies or procedures may be directed to eventservices@marist.edu.

V. CAMPUS OPERATING POLICIES

To access the most current campus operational policies, please visit the [Office of General Counsel website](https://www.marist.edu/offices/general-counsel), <https://www.marist.edu/offices/general-counsel>. This site provides comprehensive information on a wide range of policies that guide campus operations. You can find policies related to the following areas or simply click the link below to explore them directly:

[Policy Committee Process Outline](#)

STUDENT AFFAIRS

- [Anti-Hazing Policy](#)
- [Policy on Audio and Video Recording](#)
- [Policy on Involuntary Leave](#)
- [Policy on Service and Emotional Support Animals](#)

BUSINESS AFFAIRS

- [Policy on Authorized Drivers of University Vehicles](#)
- [Policy on Golf Carts and Utility Vehicles](#)

EXECUTIVE AFFAIRS

- [Policy on Lobbying](#)
- [Policy on Political Activities](#)
- [Policy on Speakers at Public Events](#)

ACADEMIC AFFAIRS

- [Family Educational Rights and Privacy Act \(FERPA\) Policy](#)

HUMAN RESOURCES

- [Human Resources Policies](#)
- [Policy on Involuntary Administrative Leave](#)
- [Policy on Volunteers](#)
- [Policy on Youth Programs](#)
 - [Guidelines for planning youth programs at Marist](#)

GENERAL COUNSEL

- [Delegation of Contract Authority](#)
- [Policy on Document Retention](#)
- [Policy on Free Expression and Demonstrations](#)
- [Policy on Employee Indemnification](#)
- [Policy Committee Charging Document](#)

OFFICE OF COMMUNITY AND BELONGING

- [Policy on Absences Due to Religious Accommodations](#)

OFFICE OF COMMUNICATIONS AND MARKETING

- [Policy on Social Media](#)



The Office of the Provost/Dean of Faculty prepares this manual.

If you have any suggestions or corrections to this document, please notify us at 575-3629.

We welcome any ideas pertaining to missing information that would be to the benefit of future faculty.