FACULTY RESOURCE GUIDE

1. FACILITIES AND SECURITY

McGuinn Hall

The School of Social Work and the Social Work Library share the McGuinn Hall building with various under and departments of the College of Arts & Sciences. The building is opened at 5:30 a.m. during the week and at 7 a.m. on weekends, and secured by the Facilities staff at 11 p.m. each evening. SSW’s full-time faculty members who need to access their offices when the building is closed may do so by requesting a front door key. Requests should be made to the Dean’s Administrative Assistant (2-0866).

The Faculty and Staff Lounge

Access to the faculty and staff lounge/copy room located in McGuinn Hall 137 is restricted to SSW employees (including student employees) only. It is a place where faculty and staff may congregate to have lunch, retrieve their mail, and socialize.

Students should not be instructed to leave correspondence for faculty members in faculty mailboxes. Students should return homework and class assignments in class, to faculty offices, or leave them with the appropriate Academic Program Assistant.

Conference Rooms

The SSW currently has two conference rooms:

- The Dorothy Book Room (McGuinn Hall 130) can hold approximately 20 people (16 around the meeting table and 4 in chairs along the wall). Given that this conference room is the School’s most formal meeting location, it is recommended that it be used for official school meetings. Classroom activities should not be held in this conference room. **Food and drink are not allowed in this room.**

- The Sixth Floor Conference Room (McGuinn Hall 601) is intended primarily for research-related meetings. When the room has not been booked for research-related meetings, others may reserve the room for general purpose meetings.

The Dean’s Administrative Assistant (2-0866) maintains the schedule for the Book Room and is the primary contact for reservations. The School’s Academic Program Assistant (2-4067) may be contacted to inquire about usage of the sixth floor conference room.

Adjunct Faculty Room

The Adjunct Faculty room located in McGuinn Hall 208D contains several cubicles where Adjunct Faculty members may work when they are on campus. Adjunct Faculty members who regularly teach many courses have been assigned as the primary users for these work spaces. As such, they may hold the key to the desk drawers and have first access to their designated location when on campus. Otherwise, all workstations are available to all Adjunct Faculty members on a first-come, first-served basis. The door to this room is secured by a combination lock. The access code will be provided to individual Adjunct Faculty members upon request, and should not be shared with students. It should be noted that the Adjunct Faculty room is an
open area. As a result and in accordance with FERPA, students’ papers, projects, and information should not be left in the room unless they are in locked drawers.

Adjunct Faculty members may use the McGuinn Hall 601 conference room for more private discussions with students. However, they should be aware that they will need to vacate the room if a meeting has been scheduled for that location. For information about the room schedule, please contact the Academic Program Assistant (2-4067).

**McGuinn Hall Lobby**

McGuinn Hall Lobby space can be booked online through the BOC reservation system by Academic Program Assistants. Faculty may also book space online on their own.

**Office Equipment**

Faculty members with offices on the second floor of McGuinn Hall may use the copy machines, fax machine, and printers located in the Adjunct Faculty room (McGuinn Hall 208D). The door to the Adjunct Faculty room is secured by a combination lock. The code for that lock will be provided to the individual faculty members upon request to permit access to the room at all times. This access code should not be shared with students.

**Student Lounges**

The Doctoral lounge (McGuinn Hall 204) contains mailboxes for the doctoral students. MSW students do not have mailboxes on campus. Student papers must be returned directly to students during regularly scheduled class time, office hours, or left with the appropriate Academic Program Assistant to be picked up by students, and **not placed** in student mailboxes. Please refer to Appendix C, FERPA: What Faculty and Staff Members Need to Know.

**Computer Laboratory**

A computer laboratory is available to SSW students. The Mackey Computer Lab in the Social Work Library contains fifteen computer stations and 10 laptop computers.

**Safety and Security**

McGuinn Hall is an open building. It is recommended that faculty members be vigilant about locking their office doors and ensuring the security of their personal belongings as well as the school’s equipment. Faculty members are also urged to ensure that common areas (lounges, Adjunct Faculty room, instructional lab, etc.) are properly closed if they are the last to utilize these areas at the end of the day.

**Emergency Evacuation Plan**

In case of fire or other emergency:

- Locate the pull station on your floor. Pull it so that an alarm will sound alerting others in the building. Call Campus Police at extension 2-4444 and report the exact location of the fire or emergency.
- Know the location of exits and stairways. Make sure you know the safest and most direct way out of the building. Do not use the elevator!
Know the location of nearby fire extinguishers (in the hallways) and be familiar with the directions for their operation.

Small fires must be extinguished as soon as they start. The first five minutes are considered the most crucial. Good housekeeping, prompt action by knowledgeable people, proper equipment, and common-sense precautions will prevent a small fire from becoming a disaster.

If the fire becomes larger than the size of a wastebasket, plan to exit the building immediately and leave the fire fighting to professionals.

Shut off all power to machines and fans, close windows and doors, and clear aisles, if you can do so safely.

If you are a supervisor or a faculty member, you are responsible for those employees in your area or those students in your class. Maintain control.

Walk; don’t run to the nearest or safest exit. Do not use the elevator. Maintain order and quiet; take the whole matter seriously. This may be a real fire or other emergency. Stay with your group. If you have handicapped people in your area, assist them.

Lead your students or employees outside of the building, and at least 200 feet away. Use a class list or employee roster if possible to account for all of the members of your group.

Remain together until you are instructed by a Fire Official or the Campus Police to return to the building.

Under no condition is anyone allowed back into the building when an actual fire or other emergency is in progress.

Please read the Emergency Evacuation Plan for McGuinn Hall at the end of this document for further information and instructions.

Smoking

McGuinn Hall is a smoke-free building. No smoking is permitted on the premises at any time.

2. ELECTRONIC ACCESS AND COMMUNICATION

Agora Portal

Agora, Greek for gathering place, is the intranet site where Boston College community members come to conduct business related to their roles at the University. After signing in, a customized set of services is generated for the user, and he/she can then complete required business transactions, as well as view and update information related to his/her role at Boston College. This Intranet environment requires users to sign in with their Boston College username and password (credentials). Every Boston College student, faculty, and staff member has a unique username that is assigned when you first become a member of the BC community and all of your paperwork has been processed by the BC Human Resources Service Center. Your username is usually some variation of your last name. Most electronic services and resources restricted to the BC community, including email and Agora Portal, require authentication by entering your username and password. New faculty and staff will receive their usernames during employee orientation. If you do not know your username, contact the HELP desk at 2-HELP (2-4357) or your Technology Consultant if you are faculty/staff. The SSW Fiscal/Administrative Specialist will also be able to supply your username.
In addition to your username, your unique set of security credentials includes your:

- Password
- Personal Identification Number (PIN)
- Long Distance Access Code (LDAC)

See Section Technology Support @ SSW for more detail on these credentials.

Agora Portal Services for Faculty include:

- View/update addresses
- View/update privacy preference settings
- View benefits information
- View/update payroll status, contributions, and withholdings
- View email account, vehicle, Eagle-One billing, and library withholdings information
- Activate "Out of Office" email forwarding or "I am unavailable to read your message..." email auto-reply
- Change Eagle-One long distance billing address
- View voice mail inbox and set voice mailbox options
- Create voice mail and email distribution lists, and address books
- View directions for accessing pre-generated class email and voice lists
- View class lists with photos
- Order a replacement ID and deactivate a lost/stolen ID
- Use the BC Directory to view individual photo, telephone, campus address, department, and email address information of students, staff, and faculty
- Submit Library service request forms
- Submit grades online

**Email and Listservs**

The SSW and the Social Work Library distribute the majority of their correspondence through email. For this reason, it is very important for all SSW faculty to have access to email. All faculty are expected to use their BC email address to correspond with students. Free email accounts are available to all Boston College employees and are accessible through the internet at <https://mail.bc.edu>. Information regarding forwarding your BC account to another email address can be found at <http://www.bc.edu/offices/help/>.

Your name will also be added to the appropriate SSW listservs:

- sw_all@listserv.bc.edu (all SSW faculty and staff)
- sw_faculty@listserv.bc.edu (SSW full-time faculty only)
- ptSSWfaculty@listserv.bc.edu (part-time class instructors only).

Periodic announcements of meetings and other information related to the School will be sent via these listservs. On Monday afternoons you will receive the SSW Update, an e-newsletter that communicates important time-sensitive notices, listings of upcoming events, and general SSW community news.
### Long Distance Calling Information

Usage of the Boston College telephone system, both for local and long distance calling, is restricted to Boston College business. However, the University does permit employees to call home once a day at no charge, even if the call is outside the local area, and to use the convenience of office telephones to make private calls during normal business hours. Employees are required to reimburse the University for all non-business and non-home calls. Instructions for long distance calls are included in the Boston College Communications Directory.

There are three kinds of Voicemail Boxes at BC:

- **Administrative** is associated with one person's phone number and PIN (most employees have this type of voicemail box)
- **Shared** is used by many people, each using his/her own PIN
- **Departmental** is a group mailbox associated with a Department

- To access your voicemail **ON CAMPUS**: Dial 2-4006.
- To access your voicemail **OFF CAMPUS**: Dial (617) 552-4006.

### 3. TECHNOLOGY SUPPORT@ SSW

**Technology Services**

Technology Services at Boston College are distributed across various university departments. However, your first line of support is the School of Social Work technology consultant, located in McGuinn Hall 208. The technology consultant responds to technology questions and issues, Monday through Friday 9am-5pm.

**SSW Technology Support Help Line**

2-2707

Email
tcSSW@bc.edu

Text Message
http://www.bc.edu/offices/its/support/tc/pagerform.htmlU

BC Tech Support Website
www.bc.edu/helpU

Please feel free to call, send an email, or drop in to see the TC in McGuinn Hall 208.
General Access (Using your Password and PIN)

Password:
- Agora
- Email
- Library services
- Remote Access
- VPN
- BC Network Applications

PIN:
- Voicemail
- U-Dial
- Eagle
- One ATMs

Your BC username and password are used for most BC services. The default password is the 8 digits of your BC Eagle ID Number, and should be changed immediately. The first time you log into AGORA PORTAL (see below); you will be required to set a new password. Your password must be between 8-14 characters in length, containing at least 2 letters and at least 1 number surrounded by letters. Your new password cannot contain your username, social security number, or Eagle #. You can also set a new PIN during your first AGORA PORTAL login. By default a new employee’s PIN will be the 8 digits of his/her BC Eagle ID number. The PIN you create must be between 5-8 digits, all numeric. It is against University Policy to share your PASSWORD or PIN with ANYONE. If you feel your PASSWORD or PIN has been compromised, you can get a new PIN by going to the Computer Technology Resources center (CTRS) in O’Neill Library with your BC ID card or Requesting one through AGORA PORTAL.

Technology Services SSW

The following is some information that is specific to computing at the SSW. More detailed information can be found in the Technology Guide issued by Information Technology Services. To obtain a guide, contact Julie Olivieri-Gillis at julie.gillis@bc.edu.

Printing and Copying

SSW maintains multiple printers and copiers for faculty and staff use. To set up a printer on your computer please contact the TC for the correct printer name and location and then follow the directions posted at the Network & Printers icon at: www.bc.edu/help

Backup Procedures

Iron Mountain is the company of choice for Boston College personal computers (not Macs), and handles most backups campus-wide. Faculty and staff members who wish to have either their desktop or laptop computer backed up on a daily basis, please contact your TC. At this time, only a single computer for each faculty/staff member can be backed up. The backup is automatic and ensures that your data can be restored
in the event of a computer issue. Alternative back-up procedures include burning data onto a CD/DVD or utilizing a flash drive to store data.

**Network Storage**

The SSW has a server in place for faculty and staff to store both private and shared documents. Each SSW department maintains a departmental folder for sharing files over the network. Every faculty/staff also has his/her personal private folder to which only he/she and an IT administrator have access. Please contact your TC for creation of your private space on the server.

See instructions below for access:

**PC:**

Click on Start – Run and then type in \SSW. A window will open which will allow you to select your departmental folder or the Private folder (within the private folder you must choose the BC domain directory where you should see a folder with your username).

**MAC:**

From your Desktop click on Go – Connect to Server. Type in SSW in the connect to server box and click Connect. Type your username and password and click Connect. A window will open which will allow you to select your departmental folder or the Private folder (within the private folder you must choose the BC domain directory where you should see a folder with your username).

**What Your Local Technology Consultant Supports**

- Desktop Computing (Macintosh and Windows)
- Email
- Escalation of problems to other technology support areas
- Installation of BC Licensed software on BC owned computers
- Departmental Server Maintenance
- Network Connectivity (Ethernet and Wireless)
- School Labs (hardware and installation of software)
- Phone Problems – New Phone Requests – Phone upgrades
- Printers
- Virus Protection and Upgrades
- Voicemail requests – Voicemail Problems
- Web Browsers

**Hardware Supported at BC**

IBM, Dell, Compaq, Hewlett-Packard and Apple Computers

Apple, Epson, Hewlett Packard, Tektronix and Xerox Printers
4. Workload Policies

Course Buyout

A faculty member who has external research funding may decide to “buy out” of one or more courses by devoting the time that should be allocated to one course (or some other duty equivalent to one course) to the funded project instead. The funded project should, therefore, be charged for the portion of the faculty’s salary associated with the activity slot. According to the current faculty workload policy requiring a six-course workload, the cost for “buying out” of one course should be equivalent to one sixth or 16.67% of a faculty member’s base salary. Authorization for a course buyout must be submitted to the Dean for approval, and will depend on the school’s needs at that time. Before including a course buy-out on a grant proposal, faculty members should:

- ensure that the Dean will approve the buyout
- check with the Assistant Director for Fiscal and Grant Administration or the Associate Dean for Finance, Research, and Administration that enough money is set aside for the buyout

Summer Salary

A full-time faculty member’s salary is for the nine months from September to May. As a result, faculty members are allowed to charge three months of summer salary (June, July, and August) to externally funded projects. For that purpose, one month of summer salary is capped at one ninth of a faculty member’s annual base salary.

Overload

In the rare instances when the school scheduling needs demand it and the Dean approves it, a faculty member may teach a course overload. The faculty member, then, qualifies for an overload payment. The compensation for a course overload is determined by the Office of the Provost. It should be noted that working on a sponsored project cannot be counted as an overload.

In-Kind Contribution

If faculty members devote a portion of their time to a sponsored project without charging that time to the project, it can be accounted as an “in-kind contribution” by the School to the grant. The same rules that guide the buy-out policy apply for an in-kind contribution. Such a contribution must be approved by the Dean. The time devoted to the sponsored activity should be in lieu of a course (or some equivalent activity). The cost of a one-course in-kind contribution course is one sixth of a faculty member’s base salary or 16.67%.

5. FACULTY / INSTRUCTIONAL SUPPORT

Academic Program Assistants

An Academic Program Assistant (APA) is assigned to each of the four concentrations, i.e., Older Adults and Families; Children, Youth, and Families; Health and Mental Health; and Global Practice. Faculty members are supported in their teaching duties by the APA for their concentration. Academic Program Assistants should be the first point of contact for the faculty members to whom they are assigned for most administrative matters. This includes answering general “how to” questions and obtaining room/building keys. They also
assist selected faculty members with major committee assignments by setting and announcing meetings, reserving rooms, and ordering food. They specifically assist the faculty with course syllabi, textbook orders, photocopying, and office supplies.

Course Syllabi

APAs will assist the faculty in ensuring that syllabi are updated and uniform in appearance. To do so they

- request updated syllabi from the faculty well before the beginning of each semester
- proofread syllabi to ensure that they are in APA format and in the standard SSW form
- assist in making minor formatting changes
- redirect more extensive changes needed back to faculty members
- maintain an electronic and a hard copy of the updated syllabus
- photocopy syllabi for classroom distribution by specific request of instructor
- send a copy to swlib@bc.edu for Blackboard/Vista posting

Textbook Orders

Academic Program Assistants can assist the faculty in obtaining textbooks for classroom use by:

- placing orders for required texts with the BC bookstore
- ordering free (desk) copies of these required texts from publishers
- ordering preview (exam) texts being considered for courses
- keeping records of books ordered and received

Office Supplies

APAs provide the faculty they support with general office supplies – files, folders, transparencies, binder clips, notepads, etc. Ordering of more specialized supplies requires pre-approval from the Associate Dean of Finance, Research, & Administration.

Photocopying

Faculty members are encouraged to use the photocopy machines located on the second and first floors for small and immediate photocopies. APAs can assist with heavier photocopy jobs (i.e. multiple copies of class syllabus). APAs often handle multiple requests for large photocopy jobs from the faculty and they use work study students to help them respond to these multiple demands. As a result, whenever possible, a 24-hour lead time or more is strongly encouraged on multiple copies to ensure that the photocopy job is completed on time.

Canvas Course Sites

All SSW masters program courses and most doctoral courses have an accompanying Canvas site. About two months in advance, the Social Work Library compiles a list of all classes/sections for the coming semester and sends the list to Course Management staff so they can create the sites.

In most cases the library requests that sites be copied from the last time courses were taught so, for example, if you taught a course (or a section) last year, that Canvas site will be used to create the site for the
upcoming semester. If you are new to a course you will get a site that has been copied from the course coordinator or from the last person to teach the course. New or completely revised courses will be designated a new empty site.

If, at any time, you would prefer to have a new empty site, you can request one. Instructors will see their Canvas sites as soon as they have been created. Typically, students will not have access to course sites until about a week before classes begin. This provides the time instructors need to update their course sites, for example, hiding items such as midterms and finals, changing dates on assignments, adding/deleting materials and so on. The library will post in each site a current syllabus when it is received from the SSW course coordinators. The library also ensures that a link to the course’s reserve catalog is posted in each site.

Instructors are responsible for maintaining and updating the contents of their sites. There are several options for assistance:

- There are library-created tutorials and instructions for working with Canvas in the Social Work Central Canvas site.
- The Social Work Library can provide individual training sessions or do actual work on the sites. Email swlib@bc.edu for assistance.
- BC’s Canvas website at http://www.bc.edu/vista has an Instructor Support page with links to information, including how to set up your computer, links to tutorials, and much more. It is strongly recommended that you set up your computer properly before starting to work with your sites. This will eliminate many of the common problems encountered.

### Using Canvas

You can access your Canvas sites through the URL:

https://login.bc.edu/cas/login?service=https%3A%2F%2Flogin.bc.edu%2Fidp%2FAuthn%2FRemoteUser

You can also use the link on the Social Work Library home page:

http://www.bc.edu/libraries/collections/socialwork.html

Resources on the use of Canvas can be found on the Instructional Design + eTeaching Services webpage:

http://www.bc.edu/offices/ides/teaching_tools/canvas.html

### Classroom Technology Support

Classroom technology support is provided through Boston College Media Technology Services (617-552-4219); see their webpage at http://www.bc.edu/offices/mts/classroomsupport.html. Boston College has the latest in multimedia technology installed in many of its classrooms. You can check to see what technology is available in your classroom at http://www.bc.edu/offices/its/facultyguide/teach.html. If you require additional equipment or support, Media Technology Services requires 48-hour advance notice for classroom requests by instructors or students in need of presentation support. Support for special events requires advance notice of 10 working days.
In addition, the SSW has some loaner laptops and LCD projectors that faculty can use for ad hoc classroom presentations. This equipment can be acquired through the technology consultant’s office at 617-552-2707. (Note: Faculty members who need projection equipment on a regular basis should reserve a classroom with such capabilities through the SSW Academic and Student Services Office at 617-552-0865.)

**Classroom Audio-Visual Support**

**Canvas**

Instructors can make appointments with Nancy Adams in the Social Work Library for one-on-one instruction by emailing Nancy at nancy.adams@bc.edu, or by calling 617-552-2484.

**Classroom Equipment**

Want to know more about the technology resources in your assigned classroom?

Classroom profiles are available at the URL http://www.bc.edu/content/bc/offices/ides/teaching_tools/classrooms.html

Learn in advance the answers to the following:

- Is there a Black Box in the room?
- Does the classroom have iClicker capability?

**Classrooms with a Black Box**

If you have not used the Black Box in a previous semester, you should make an appointment with Media Technology Services (MTS) -- Classroom Support (617-552-4219), Campion G-36, to have brief instruction on the use of the technology. You are welcome to bring your laptop with you and a staff member will walk you through the use of the Black Box. After the training you will be given a key to the Black Box. For more information, see http://www.bc.edu/offices/mts/classroomsupport.html.

MTS/Classroom Support is open the following days/hours:

- Monday-Thursday 8am to 10pm
- Friday 8am to 5pm

**Need to Change your Classroom?**

Classrooms are assigned by the University. If there is a problem with the classroom, e.g., too small, not enough seats, etc., please send email Kellyann Stewart at Kellyann.stewart@bc.edu, and she will request the change. Usually requests can be accommodated within a week.

**Computer Labs**

If you would like to book a computer lab in O’Neill, Gasson or McGuinn, please send your request to Kellyann Stewart at Kellyann.stewart@bc.edu.
Teaching with Technology

For information on “Teaching with Technology at Boston College,” see:

http://www.bc.edu/offices/its/facultyguide/teach.html

And also see-- Instructional Design and eServices:

http://idesweb.bc.edu/ides/website/

Research Services

The Research Services unit of BC Information Technology Services provides consultation, training, and tutorials to support computing and research at Boston College. The Research Services staff has expertise in Matlab, Mathematica, statistical packages such as Stata, SAS, and SPSS, Qualitative Research, Geographic Information Systems (GIS), Scientific Computation, Data Analysis, and Visualization. The staff can also provide assistance with codes (writing, porting, debugging, tuning, optimizing, and parallelizing codes), in integrating computer technologies into grant applications, and with setting up and managing surveys through the Internet. For more information, visit the Research Services web site at: www.bc.edu/offices/researchservices.

Instructional Design and eTeaching Services

The Instructional Design and eTeaching Services department assists instructors interested in integrating technology into their teaching. Through consultation, training and support, research and development, and project management, the Instructional Design staff helps instructors transition their teaching practice to one that supports the ever-growing technology-driven student population. For a complete listing of services provided, please view their web site at: http://www.bc.edu/offices/ides.html

Academic Technology Innovation Grants

The Provost’s Office administers a competitive process to promote innovative uses of technology by Boston College faculty members. Faculty are invited to submit proposals outlining their intended use of technology in their teaching and research. Application forms are available online http://www.bc.edu/offices/atab/grant.html, guidelines and deadlines are on the application form. All proposals must be approved by and submitted through the Dean.

Grading Policy and Procedures

The SSW policy on grades can be found in the SSW Student Guide. If a student is experiencing difficulty you should speak with his or her Advisor. To locate an Advisor, please contact Angelica Vasquez angelica.vasquez@bc.edu (617-552-4027) or contact Liz Cinquino, Director of SSW Advising Center, (617-552-2610 or cinquino@bc.edu). If you have additional questions regarding academic policies, please contact either of Tom Walsh, Associate Dean and MSW Program Director, or Teresa Touhey Schirmer, Associate Dean for Academic & Student Services.
Course Grading Instructions

To begin the Course Grading transaction log on to Agora Portal which can be accessed from any web browser or internet connection, seven days a week from 8:30 a.m. until midnight.

Enter your username and Agora Services password which are the same as those you use to access your email account. Your username should be entered in lower case. Your password is case sensitive and must be entered exactly as it is. Your Eagle Number, the first eight digits in the upper left-hand corner of your Eagle One Card, is an acceptable substitute for your username. If you cannot remember your password, call the Help Center at extension 2-4357 or bring a picture ID to the Campus Technology Resource Center (CTRC), O'Neill 250.

After you have logged into Agora Portal, select Course Grading from your list of services. Your semester courses will be displayed. If the Course Grading option is not available or if some of your courses are missing, contact the Office of Student Services grading help line at extension 2-0521.

Your courses will be listed with their grade deadlines and current status. Please submit the grades for graduating students (highlighted in gold) by the “Grades Due” date listed under the course title. You may return to that grade sheet and submit the rest of the grades at a later time.

If all the grades have been posted, the course will be highlighted in gold, and the status line will say “Completed.” If you have submitted some, but not all of your grades, the status line will say “Partial.”

Entering Your Grades

- Click on the course number link to begin grading. The course list will display grading options for each student. Click on the appropriate grade. Refer to “Grading Restrictions” when assigning grades for students.
- Be sure to review your grades carefully before entering your password and posting since students will be able to view their grades as soon as they are posted.
- When you have finished grading, enter your Agora Portal password at the bottom of the screen and then click “Submit Grades.” You will see a message saying that the course has been updated and the status line will change. You may now click on another course or go back to the last course to review your grades.
- You must submit either a grade or a comment in the “Course Comments” box for each student. If a student never attended or stopped attending your course, note this in “Course Comments” and include the student’s approximate final date of attendance. If you do not submit a grade for a student (because you thought he/she withdrew), note this in “Course Comments” before posting. If you have a grade for a student who is not listed on your grade sheet, then include it in “Course Comments.” If the student is registered, Student Services will post the grade and send you an email confirmation.
- After the grading period, students with missing grades will be given an Administrative “F” if they have not been properly withdrawn. You will be notified, but no action is required on your part unless you wish to give the student a grade.
- To review and/or print a copy of your grades, click on the course link from the course browse screen and select “print” from the file menu when your course is displayed.
Grade Changes

Faculty can access the Course Grading Changes transactions from their Agora Portal services account. Instructions and further information are listed below.

Course Grading Changes Instructions

To change a grade logon to your Agora Portal Services account and select "Course Grading Changes."

On the "Summary of Courses" page a list of your courses from the four most recent semesters including summer will be displayed. Select the appropriate course number and semester.

The "Change Grade Sheet" screen will appear with the title and number of the course and the list of students with their current grades. Select the student whose grade you want to change.

You may only change one grade at a time.

You must enter any blank grades through the "Course Grading" transaction.

The "Update Grade for a Student" screen will list the name, Eagle ID, grad term, and the current grade for the student.

Select the grade you would like to apply.

Choose a "Reason" (Late Final, Computational Error, Course Extensions, and Other) from the pull down menu.

Enter your password and press "Submit Grade."

If no approvals are needed, the message "[Student's name] has been successfully updated" will appear.

If the grade change requires approval, the message, "Grade Change for [student's name] is waiting for Assoc Dean's Approval" will display. Select the "Back to Summary of Courses" link to return to that grade sheet to change another student's grade or to select another course.

Grading Restrictions

C+, C-, D+, D, and D- grades are NOT valid in the SSW.

A+ is not a valid grade in any school.

J is used for a deferred grade, e.g., SW995/996 Dissertation Direction.

The pass/fail grade cannot be given unless authorized. If a student has been authorized, then the pass/fail grade will display as an option.

Incomplete Grades

(See also SSW Student Guide)
General Information

Grade HELP Line, 552-4979

Confidentiality

To ensure compliance with the Family Educational Rights and Privacy Act (FERPA), do not post exam or final grades outside your office. Grades are confidential and should only be released to the student. Refer all other questions to the Office of Student Services or to the student's academic advisor.

Online Course Evaluations

All course evaluations are offered online. Conducting course evaluations online has proven to be easy, generate better quality responses, preserve class time, and provide immediate reporting at the end of the semester. You may view the course evaluation survey instrument from the link at

http://www.bc.edu/offices/stserv/academic/online_course_evals.html

The survey consists of six standard-response questions and three open-ended questions chosen by faculty on the University Council on Teaching from the current paper instrument. You may also add up to five customized questions. You will receive an email with information about adding customized questions.

Please note that there are many advantages to using the online course evaluation:

- The system supports the evaluation of cross-listed and team-taught courses by providing an evaluation for each instructor.
- Faculty can download the results for analysis.
- The process is disaster resistant.
- The survey is administered and stored electronically at a secure site.

Course Coordinators

The course coordinators for multiple section courses during the academic year are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calvo, Rocio</td>
<td>SCWK7723 Diversity and Cross Cultural Issues (Fall)</td>
</tr>
<tr>
<td>Pandey, Shanta</td>
<td>SCWK7701 Social Welfare System (Spring)</td>
</tr>
<tr>
<td>Easton, Scott</td>
<td>SCWK7721 Human Behavior and the Social Environment (Fall)</td>
</tr>
<tr>
<td>Lombe, Margaret</td>
<td>SCWK8841 Program Evaluation (Fall &amp; Spring)</td>
</tr>
<tr>
<td>Matz Costa, Tina</td>
<td>SCWK7747 Research Methods (Summer &amp; Fall)</td>
</tr>
<tr>
<td>McInnis-Dittrich, Katie</td>
<td>SCWK8800 Basic Skills in Macro Practice (Fall)</td>
</tr>
<tr>
<td>Mitchell, Kerry</td>
<td>SCWK8856 Clinical Practice with Adults (Summer &amp; Spring)</td>
</tr>
<tr>
<td>Tohn, Susan</td>
<td>SCWK8855 Clinical Practice with Children &amp; Families (Summer &amp; Spring)</td>
</tr>
<tr>
<td>Warsh, Robin</td>
<td>SCWK7722 Psychosocial Pathology (Summer &amp; Spring)</td>
</tr>
<tr>
<td></td>
<td>SCWK7762 Basic Skills in Clinical Social Work (Fall)</td>
</tr>
</tbody>
</table>
### 6. COMMITTEES  
SSW Committees for the academic year, chairs are in bold type

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Members</th>
<th>Chair</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Planning</strong></td>
<td>Walsh, Tom</td>
<td>Black, Jessica; Coleman, Sue; Crea, Thomas; Easton, Scott; Howard, Bill; McInnis-Dittrich, Katie; Yadama, Gautam</td>
<td>McRoy, Ruth</td>
<td>Black, Jessica; Calvo, Rocio; Cinquino, Liz; Coleman, Sue; Kline, Paul; McRoy, Ruth; Pinderhughes, Elaine; Tran, Thanh; Tohn, Susan; Yadama, Gautam</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>2 MSW students</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Standards Review</strong></td>
<td>Warsh, Robin</td>
<td>Coleman, Sue; Mitchell, Kerry; Schirmer, Teresa</td>
<td>Berzin, Stephanie</td>
<td>Lombe, Margaret; Lubben, Jim; McInnis-Dittrich, Katie; McRoy, Ruth; Nadal, Chabeli; Pitt-Catsouphes, Marcie; Schirmer, Teresa; Shen, Ce</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><em>Ph.D. Student</em></td>
</tr>
<tr>
<td><strong>Admissions Committee</strong></td>
<td>Associate Dean, Enrollment Management</td>
<td>Emery, Sveta; Schirmer, Teresa; Walsh, Tom</td>
<td>Executive Board</td>
<td>(2 year terms, max. of 6 consecutive terms)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yadama, Gautam</td>
<td>Ancrum, Ron; Calvo, Rocio; Coleman, Sue; Easton, Scott; Sabbath, Erika; Schirmer, Teresa; Teixeira, Sam</td>
</tr>
<tr>
<td><strong>Diversity Committee</strong></td>
<td>McRoy, Ruth</td>
<td>Black, Jessica; Calvo, Rocio; Cinquino, Liz; Coleman, Sue; Kline, Paul; McRoy, Ruth; Pinderhughes, Elaine; Tran, Thanh; Tohn, Susan; Yadama, Gautam</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Orientation Committee</strong></td>
<td>Associate Dean, Enrollment Management</td>
<td>Callaghan, Susan; Cinquino, Liz; Coleman, Sue; Gillen, Sally; Goncalves, Pat; Schirmer, Teresa; Stewart, Kellyann</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Doctoral Committee</strong></td>
<td>Berzin, Stephanie</td>
<td>Lombe, Margaret; Lubben, Jim; McInnis-Dittrich, Katie; McRoy, Ruth; Nadal, Chabeli; Pitt-Catsouphes, Marcie; Schirmer, Teresa; Shen, Ce</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><em>Ph.D. Student</em></td>
</tr>
<tr>
<td><strong>Promotion &amp; Tenure (2 yr terms)</strong></td>
<td>Yadama, Gautam</td>
<td>Berzin, Stephanie; Easton, Scott; Lombe, Margaret; McRoy, Ruth; Pandey, Shanta; Pitt-Catsouphes, Marcie</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Executive Board</strong></td>
<td>Yadama, Gautam</td>
<td>Ancrum, Ron; Calvo, Rocio; Coleman, Sue; Easton, Scott; Sabbath, Erika; Schirmer, Teresa; Teixeira, Sam</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>McRoy, Ruth</td>
<td>Pitt-Catsouphes, Marcie</td>
</tr>
<tr>
<td><strong>Search Committee (3 year terms)</strong></td>
<td>McRoy, Ruth</td>
<td>Pitt-Catsouphes, Marcie</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TRAVEL REPORTS AND REIMBURSEMENTS

Conference travels

Each full-time faculty member can use up to $1,700 for expenses incurred to go to professional conferences in which they are either representing the school or presenting a paper. Faculty travel funds can also, in exceptional cases approved by the Dean, be used for other scholarly purposes. Before making their travel plans, faculty members should seek the Dean’s approval for the proposed trip via email. Such email approval will be the documentation that the Fiscal/Administrative Specialist uses to process travel advances or reimbursements.

Travel Advances

Faculty members whose conference (or other) travel plans have been approved by the Dean may obtain a cash advance for their trip. To do so, they should submit a travel advance form to the Fiscal/Administrative Specialist. The travel advance form should clearly state the purpose of the trip and be accompanied with the documentation of the Dean’s approval. It should be submitted ten days prior to the travel date to ensure that the funds are available on time.

Boston College considers a travel advance to be a loan. As such, each advance must be settled within thirty (30) days of an employee’s return from travel. To reconcile an advance it must be reported on the Travel Expense Report form that documents the trip, and any unused portion must be deducted from the Report’s final balance due.

It should be noted that faculty members who have not reconciled a previous travel advance may not request another one.

Travel Expense Reports

Travel Expense Reports must be properly completed and submitted to the SSW Fiscal/Administrative Specialist following completion of travel. Expenses claimed on the Reports must be supported by original receipts for all individual transactions. A properly completed Travel Expense Report includes:

- Name, campus address and telephone extension of the University employee requesting reimbursement;
- Business purpose of the expense or activity;
- Description of the Expense
- Travel destination(including the mode of transportation utilized);
- Departure and return dates;
- Expenses incurred, itemized by day and supported by attached, original receipts. (All expense items without receipts are to be marked “no receipt.”);
- Reconciliation of any travel advance; and Signature of the employee being reimbursed, to certify the expenses claimed.

Original receipts being submitted with Travel Expense Reports should be taped to a blank piece of paper. Please do not staple the receipts.
Travel Advances are to be reconciled on the Travel Expense Report form. If the amount of a Travel Advance exceeds travel expenditures, the unused portion of the advance is to be returned to the University with the Travel Expense Report. Such settlements are to be made by personal check, travelers check, or registered check, made payable to “Trustees of Boston College,” and are to be submitted with the Travel Expense Report form.

Boston College’s Accounts Payable department will make every effort to reconcile outstanding travel advances. If, after repeated notices to an employee, an advance remains outstanding, the responsible vice president is notified and appropriate, legal collection action taken.

Mileage Reimbursement for Automobile Usage

Faculty members who use their private automobile for approved conference (or other) trips may be reimbursed for their mileage. Faculty members who use their vehicle to conduct school business (i.e. field agency visits) may also submit for mileage reimbursement. Please, note that mileage and other costs incurred while getting to one’s work location (i.e. from home to an off-campus teaching location) are not reimbursable expenses. The reimbursement rate is set at the federal government mileage allowance rate in effect at the time of travel. For the current mileage reimbursement rate, please contact the Fiscal/Administrative Specialist at 2-3067.

The mileage allowance covers all operating costs of the vehicle. Repair costs are not reimbursable, whether they result from the traveler’s acts or the acts of others. However, ferry, bridge, tunnel, toll road, and parking charges are reimbursable in addition to the mileage allowance.

An accurate daily record of miles traveled is to be maintained. Upon completion of travel, mileage and expenses are to be submitted on a Travel Expense Report form.

Faculty members, who utilize their automobiles for field agency visits or field advising, should submit their travel expense report monthly. Submitting one’s expenses for an entire semester or at year-end is strongly discouraged, and runs the risk that budgeted funds for travel expense reimbursement will no longer be available.

Miscellaneous Reimbursements

Faculty members can also seek reimbursement for miscellaneous expenses incurred for the fulfillment of their teaching, research, or service. The School strongly recommends that, to the extent possible, faculty members use SSW accounts for mailing, supply ordering, meals for meetings, and other such miscellaneous expenses. Arrangements for access to these accounts should be made through the Academic Program Assistants. As a result, the need for miscellaneous reimbursements should be an extremely rare occurrence. When ordering food for meetings and other events from the Bureau of Conferences, please be certain to consult with your Academic Program Assistant and the Fiscal/Administrative Specialist for the correct chartstring to be entered on the order form.
8. MAILING AND EXPRESS MAILING

Faculty members may use Boston College’s services for mailing related to their job functions. To do so, they may leave unstamped envelopes in the outgoing mail basket in the mail room/ employee lounge.

Faculty members are strongly encouraged to use regular mailing to the extent possible. However, if there is a justified need to use express mailing, Academic Program Assistants can help faculty members with such emergency mailings. Note that the APAs will need to justify the use of express mailing to the Fiscal/Administrative Specialist. As a result, they will need to know the reason for the FedEx mailing.

9. SPONSORED RESEARCH AND PROJECTS

Sponsored projects are research, training, or instructional projects involving funds, materials, other forms of compensation, or exchanges of in-kind efforts from sources external to Boston College under awards or agreements which contain any one of the following criteria:

- The award or agreement binds the university to a scope of work that is specified to a substantial level of detail
- A line item budget is involved
- Financial reports are required
- The sponsor defines a period of performance during which funds may be used and/or unused funds must be returned to the sponsor

Pre-award Administration

Funding Sources

The Assistant Director for Fiscal and Grant Administration is available to assist faculty members interested in identifying sources of external funding.

Proposal Format

Once a faculty member has identified a potential funding opportunity, the Assistant Director for Fiscal and Grant Administration can provide assistance with the application guidelines to ensure that the proposal complies with the requirements set by the funder (page length, deadlines, number of copies to be submitted, certifications to be included with proposal). In general, the format of a proposal should include:

- title and cover page;
- project summary;
- introduction;
- plan of action;
- methods, design;
- bibliography;
- curriculum vitae;
- required reviews;
- budget and budget narrative
The faculty member (PI) must consult the Assistant Director for Fiscal and Grant Administration and/or Associate Dean for Finance, Research, and Administration when creating the budget for a proposal. All salary items, buyouts of faculty time, and negotiations on indirect cost rates must be overseen by the Associate Dean or Assistant Director for Fiscal and Grant Administration.

**Proposal Budget**

The Assistant Director for Fiscal and Grant Administration can assist the PI with budgeting by providing budget templates that include general cost/expenses common to most projects: student stipend rates, tuition remission rates, equipment, fringe rates, indirect cost rates, and other direct costs such as printing, office supplies, travel, meetings/meals, software, and professional services/consultants. To ensure compliance with SSW/BC policies and to avoid delays in the submission process, the PI should provide preliminary budget spreadsheets to the Assistant Director for Fiscal and Grant Administration for review with the Associate Dean.

**Subcontracts**

For a project that will include a significant portion of the research being performed at another institution, a subcontract agreement will need to be created between Boston College and the external organization. A subcontractor is subject to the same terms and conditions of the award as is Boston College. OSP will create the subcontract agreement with specific terms and conditions. The external organization will be responsible for submitting a statement of work and a line item budget. All subcontracts must be reviewed by the Associate Dean before they are submitted.

**Proposal Submission**

The Assistant Director for Fiscal and Grant Administration will coordinate the proposal submission process. A complete copy of the proposal needs to be submitted to the Associate Dean for review and signature at least ten (10) working days prior to sponsor deadline and to OSP at least six (6) working days prior to the submission of the proposal to the external funder. A transmittal form must be attached to the proposal when it is submitted to OSP. It provides the necessary signatures and authorizations from all parties as well as information related to Human Subject review. The Assistant Director for Fiscal and Grant Administration will follow up with OSP to assure the proposal is being processed efficiently.

**Post-award Administration**

**Post-award Management**

The Assistant Director for Fiscal and Grant Administration will assist PIs in administering their sponsored projects awarded to the university. This includes monitoring budget transactions, verifying and enforcing sponsor terms and conditions, overseeing subcontracts, and review/approval of time and effort reports. In addition, the Assistant Director for Fiscal and Grant Administration will advise on policies on expenditure processing, work with research staff to create internal expense ledgers, establish forecasting tools, monitor monthly invoicing to funders, and assist PI/Project Managers with budget revisions and reporting to funders. Only expenditures directly related to the project may be charged to the project account. In addition to the terms and conditions set by the external funder as to reasonable and allowable costs, PIs must adhere to the
policies set by the Controller’s Office at Boston College. (Detailed information is available on the Purchasing Department’s website www.bc.edu/offices/purchasing/.)
Hiring Research Personnel

The Associate Dean will manage the hiring of research personnel with the assistance of the Assistant Director for Fiscal and Grant Administration. The hiring of research personnel will follow established Boston College Human Resource recruitment procedures. All personnel hired to work on research projects become Boston College employees. Their employment is contingent upon available external funding. The PI must discuss all potential research faculty hires with the Dean. Research Faculty appointments must come from the Dean.

It is expected that all sponsored projects will provide opportunities for SSW students to work on the various research projects. Students who perform work on a grant are eligible to receive service stipends. Students who are funded via training grants are also eligible for tuition remission awards. The Associate Dean and Assistant Director for Fiscal and Grant Administration will provide guidelines regarding consistent pay rates; the appropriate number of hours of service; and tuition remission awards.

Internal Funding

Research Expense Grants (REG)

Research expense grants are awarded to defray the smaller expenses of doing scholarly research. The following are examples of appropriate expenses: purchase of library cards, travel to libraries, photocopying at libraries, assistance in data collection, and reproducing and administering questionnaires.

Research expense grants may be used only for expenses related to research and may not be used as income. Only regular, full-time, tenure-track and tenured faculty of Boston College are eligible for Research Expense Grants.

The maximum award is $2,000. There are two award periods each academic year; summer-fall and winter-spring. Faculty may apply for funding during each period.

REG monies must be expended within the time period for which the grant is awarded (no exceptions).

Research Incentive Grants (RIG)

Research Incentive Grants are awarded to at least sixteen Boston College faculty each year. The $15,000 - $20,000 grant is awarded annually on a competitive basis and includes one month of summer salary. Approximately nine of the awards are intended primarily for untenured, junior faculty to assist them in establishing their research program. At least one RIG has been designated to support research consistent with the University’s commitment to the service of faith and the promotion of justice. The projects should be designed to start during the summer recess and to be completed by the end of the following academic year. The RIG program is designed to support research carried out directly by the faculty applicant. RIG will not be awarded to the same faculty member more than once in three years.

Research Incentive Grant applications are submitted in late fall. Recipients will be notified in late winter. Funds become available June 1st.

If you plan to apply either for an RIG or an REG, please consult with the Dean well prior to the submission date to discuss deadlines and research intent.
Human Subjects

Federal and university regulations require that all faculty, staff, and student research projects involving human participants and/or materials of human origin be reviewed and approved by the BC IRB before initiation. Student projects that involve human participants will require IRB review and approval if the student plans to publish and/or present the findings at a conference. Faculty members should submit a copy of their certificate indicating that they have completed the workshop on Human Subject Participation.
10. SABBATICAL LEAVE

For information on full year sabbatical leave, half-year sabbatical leave, and fellowships, please go to the Provost Office website:


11. PROMOTION AND TENURE

BOSTON COLLEGE

SCHOOL OF SOCIAL WORK

PROMOTION AND TENURE GUIDELINES

(Approved by the faculty on January 30th, 2006)

The following guidelines have been developed to assist candidates for promotion and tenure. Candidates are strongly advised to review the Bylaws in preparation of their applications. (See especially Chapter II – Faculty Handbook – Section 7 – “Promotion Policy” and Section 8 – “Promotion Procedures.” Also attached are the Guidelines for Third Year Review of candidates for promotion and/or tenure.)

The Boston College School of Social Work is a community of scholars of social work and social welfare. Its members are dedicated to the pursuit, advancement, transmission, and application of the most current knowledge of social issues, social policies, and professional social work practice. The School puts the highest emphasis on excellence in inquiry and instruction. In addition, successful innovation and application of knowledge are highly valued.

1. Introduction

Standards for attaining tenure are generally the same as the standards for attaining promotion to the rank of Associate Professor. Standards for promotion to the rank of Professor require evidence of national recognition of scholarship and/or teaching.

In keeping with the Bylaws of the Trustees of Boston College, the primary areas for consideration of tenure and/or promotion are:

- scholarship
- teaching
- service

Outstanding scholarly performance and high-quality teaching are essential. Significant weight is also given to constructive service to the University and to application of knowledge to the profession of social work and the general community. (For further details, see Boston College Bylaws: Chapter II, Section 7 – “Promotion Policy” and Section 8 – “Promotion Procedures.”)
2. **Scholarship (Research and Publication)**

Scholarship is the pursuit and advancement of knowledge. It can include, but is not limited to, selection of important social and/or professional issues for study; mastery of substantive knowledge; identification of key questions; conceptual competence and theoretical insight; specification of propositions and crucial hypotheses; precision in research design; competence in measurement; ability to collect or select relevant data; advanced analysis techniques (whether quantitative or qualitative); interpretation that is consistent with empirical findings; and reporting so that substantive knowledge, theoretical understanding, and practical applications are advanced.

Evaluation of excellence in scholarship is based on demonstrated performance, which is measured by products and outcomes that are recognized as significant scholarly contributions by academic peers. Academic products most often, but not exclusively, take the form of print or electronic publication of scholarly work. The primary criterion is peer review. The most important publications are articles in leading refereed journals in social work and cognate fields and peer-reviewed scholarly books or monographs. Also considered are non-peer reviewed publications such as book chapters.

The academic quality and contribution of scholarship are assessed by an overall pattern of peer recognition, using indicators such as, but not limited to, discussions and debate in academic meetings; scholarly reviews of the faculty member’s work; citations in journals and in scholarly books (as shown, for instance, in the Social Science Citation Index); impact on teaching and instruction; selection for advanced study and fellowships; invitations to deliver significant academic addresses; and special honors or awards for scholarly achievement.

Involvement in efforts to seek grants and other external funding is also considered highly desirable. Although large-scale research or training grants are not likely to be awarded until a scholar has published a number of research articles, smaller-scale funding from the University, the State or foundations is often possible. Candidates are credited for showing tangible effort and accomplishment in acquiring external funding for their research or training proposals, with greater credit awarded for large grants, higher levels of involvement, and higher degrees of attainment.

Outstanding scholarly performance is required for tenure and/or promotion to the rank of **Associate Professor**. Such performance is assessed on the basis of the following standards: Does the candidate’s work (1) achieve a consistently high level of quality that is recognized as such by leaders in the relevant field of scholarship; (2) make significant, original contributions to the relevant field of research through presentations at social work professional conferences such as CSWE and SSWR and meetings of related disciplines; (3) reflect a thematically integrated body of work rather than a series of unrelated research efforts lacking consistent or coherent themes; 4) manifest substantive efforts in securing external research funding; and (5) demonstrate the potential for even more original and exceptional scholarly achievement in the future?

For promotion to the rank of **Professor**, a higher level of scholarly performance and external funding is required; it consists of two evaluative standards: first, does the candidate’s work create a substantial body of original work reflecting extraordinary quality and far-reaching academic contributions; second, does it yield an important degree of nationwide recognition of the work’s originality, significance and rigor among other leaders in the relevant field?

Embodied in the above standards of scholarly performance for both Associate Professors and Professors are demonstrated excellence and scholarly achievement throughout their careers.

3. **Teaching and Instruction**

Teaching and instruction can be understood broadly as the transmission of knowledge to students and the fostering of ongoing and self-directed learning. Teaching and instruction include, but are not limited to, regular courses or seminars; supplements to regular courses; special courses or labs; new opportunities for student learning; institutes, lectures, guidance of independent studies; overseeing field practicums; academic advising; and curriculum development. As with scholarship, teaching and instruction are primary responsibilities.
A high level of commitment and effectiveness in teaching and instruction is expected of all faculty members. A record of excellence in teaching and instruction is required for tenure and/or promotion to the rank of Associate Professor or Professor. Excellence can be indicated by factors such as, but not limited to, performance in teaching and other instructional tasks (as evaluated by students and peers); evidence of high academic standards and expectations in teaching; integration of research-based knowledge in teaching; creation of new courses or instructional methods; imaginative use of Web technology; development of new or revised curriculum components; and innovation in instructional methods.

In addition to the above, promotion to the rank of Professor requires exceptional contributions and leadership in teaching and instruction. These may be reflected in areas such as, but not limited to, initiatives that significantly enhance the School’s teaching excellence; substantial curriculum innovations and leadership; and substantial contributions to doctoral education. Doctoral education includes teaching courses; overseeing teaching assistantships and research assistantships; and participation in – and leadership of – doctoral faculty advising and/or dissertation committees.

4. **Service**

Service to the School and University is an institutional obligation. It consists of opportunities within the academy that contribute to maintenance and growth of the School and Boston College as centers of scholarship and learning, as well as contributions to the profession and community.

Social work faculty members are expected to participate in a range of activities that are necessary to maintain and develop the School. These may include, but are not limited to, student recruitment; advisory and mentoring relationships with students; faculty development; research development; bringing academic resources to the School; bringing financial resources to the School; and connecting the School with the community.

Very often service takes the form of responsibility for committee membership, but other forms of service is also important. These may include, but are not limited to, task forces; short-term assignments; meetings or trips on behalf of the School; program arrangements; and grants procurement. More broadly, service in support of the School’s development involves giving time, effort and ideas to advancing the objectives of the School.

Additionally, promotion to the rank of Professor requires exceptional contributions and leadership in School and University service. These may be reflected in areas such as, but not limited to, leadership of key committees or task forces in the School and involvement in University service. The latter service most often takes the form of, but is not limited to, program responsibility or committee assignments in the University as a whole.

*Contributions to the social work profession and community* refer to the application of scholarly work beyond the confines of the academy. In particular, they involve innovations and applications that derive from – and are directly related to – the faculty member’s primary role as a social work scholar. The *profession* is defined broadly, to include social welfare and related social sciences such as anthropology, economics, political science, psychology, and sociology. It also includes organizations that identify themselves as related to social work, human development, family studies, social development, community development, social administration, and/or social policy. *Community* can be understood broadly to include the local area, state, region, nation, or any other part of the world.

Application of scholarship in the *profession* includes, but is not limited to, innovations or improvements in social work practice; intervention research; and programs, activities, guidelines, or practices of professional organizations, particularly the Council on Social Work Education, Group for the Advancement of Doctoral Education, and National Association of Social Workers.

Application of scholarship in the *community* includes, but is not limited to, innovations or improvements in practices, programs, services, organizations, or policies.
A record of service to the profession and/or community is required for tenure and/or promotion to the rank of Associate Professor. In addition to the above, promotion to the rank of Professor requires evidence of leadership and significant contributions in application of scholarship in the profession and/or community, as well as dissemination of these innovations.

GUIDELINES FOR THIRD YEAR REVIEW

1. **Schedule**

Candidates for Third Year Review should submit their materials by March 15th of their third year at the School, so as to have their case reviewed and receive feedback by the end of the following May. This schedule allows them to get feedback in a more timely fashion than through the regular annual review process.

2. **Content of Review Materials to be Submitted:**

Candidates should submit a set of materials similar to that submitted for tenure and promotion in order to get feedback. It should include content on research, teaching, and service.

   A. **Scholarship (Research and Publications)**

      1. Candidate should submit a statement of research goals and objectives. This should crystallize how their research agenda has developed and indicate how they intend to move forward on it in the coming years.

      2. Candidate should submit documentation including:

         a. Copies of publications from before their arrival at Boston College and copies of those developed since their arrival at Boston College.

         b. Scholarly material selected by the candidate, which may include instruments, reports, drafts and manuscripts, articles under review and comments from editors and other reviewers of their scholarly work.

         c. Grant proposals, external funding contracts, sponsored research reports.
B. Teaching and Instruction

Candidate should submit a statement of their teaching philosophy (perception of the role of teaching, how has the candidate’s teaching evolved over the years at BC and what will be the teaching agenda for the years to come, etc.). The documentation or portfolio presented by the candidate should include:
- course outlines
- teaching materials they have developed
- any evaluations of teaching, advising, liaison, and/or special studies
- participation at pertinent conferences or workshops
- examples of exams and assignments

C. Service

The candidate is referred to the section on Service in the preceding Appendix A, “Standards for Attaining Tenure and Promotion,” for instructions on preparing the Service section of the annual review.

3. Feedback/Evaluation

Prior to the end of the academic year, candidates should receive from the Promotion and Tenure Committee a written assessment of their performance in the areas of research, teaching, and service.

**TIMELINE**

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Faculty Meeting: Elect Promotion and Tenure Committee members</td>
</tr>
<tr>
<td>April</td>
<td>Determine candidates for promotion or tenure, following guidelines established in the By-Laws.</td>
</tr>
<tr>
<td>May-June</td>
<td>Candidates prepare their dossiers, in accordance with By-laws</td>
</tr>
<tr>
<td>July/August</td>
<td>Obtain required letters from external reviewers</td>
</tr>
<tr>
<td>September/October</td>
<td>Hold meetings with students, faculty, and administrators, in accordance with By-laws.</td>
</tr>
<tr>
<td>November 1</td>
<td>Dean transmits list of candidates for promotion and tenure to the Academic Vice President</td>
</tr>
<tr>
<td>November-December</td>
<td>Promotion and Tenure Committee reviews the full record on each candidate and determines whether each candidate shall be recommended for tenure or promotion</td>
</tr>
<tr>
<td>Prior to January 15</td>
<td>Dean transmits a written report of the actions of the Committee to the President</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR PROMOTION AND TENURE

The following form should be completed and submitted by the candidate as part of her or his dossier for promotion and/or tenure.

FROM: _____________________________  TO: ______________________

(Current Rank and Date Achieved)  (Proposed Rank)

DATE:

PERSONAL DATA:

Name:

Address:
A.  EDUCATIONAL DATA (*most recent degree first*)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Date of Degree</th>
<th>Major</th>
</tr>
</thead>
</table>


B. TEACHING EXPERIENCE (most recent first; specify full time or part time)

Statement on the candidate’s philosophy of teaching (perception of the role of teaching, how has the candidate’s teaching evolved over the years at BC and what will be the teaching agenda for the years to come, etc.)

1. Teaching track:

<table>
<thead>
<tr>
<th>Dates</th>
<th>University</th>
<th>School/Department</th>
<th>Rank</th>
<th># of courses per semester</th>
</tr>
</thead>
</table>

2. Courses Taught at Boston College

3. Dissertations supervised

Chair of the following completed dissertations:
Committee member on the following completed dissertations:

C. SCHOLARLY ACTIVITIES

Statement on the candidate’s research goals and objectives. How has their research agenda evolved in the years at BC and how does the candidate intend to move forward on it in the coming years.

List activities since appointment to present rank.

1. Publications

   a. Articles (peer reviewed)

   b. Articles (invited)

   c. Books
d. Book Chapters

e. Other Reports (or medium)

2. Presentations at Professional Meetings

3. Support of research/external funding (indicate your role, e.g. PI, Co-PI, etc.)

List activities previous to appointment to present rank.

1. Publications
a. Articles (peer reviewed)

b. Articles (invited)

c. Books

d. Book Chapters

e. Other reports (or medium)

2. Presentations at Professional Meetings
3. Support of research/ external funding (indicate your role, e.g. PI, Co-PI, etc.)
Developing a Teaching Portfolio

Contents:

1. **Description of teaching responsibilities**: What courses did you teach? What numbers of students were in each course? Required or elective? Any responsibilities as a Course Coordinator (for how many sections and different instructors?) Was syllabus standard across several sections or one section only? MSW or Ph.D? Average number of courses and students over the course of an average semester or year? Did you participate in any curriculum development? What other kinds of student work have you done, i.e. advising, mentoring, independent studies, etc?

2. **Statement of teaching philosophy and goals**: How would you describe your teaching philosophy for the courses you taught? What do you see as specific learning needs of the students at the level you taught (MSW or Ph.D)? How do you think students “learn?” Have your philosophy and classroom approach changed over the years you have been teaching?

3. **Include course syllabi for any courses you have taught**: Attach any relevant handouts, exams or other materials given to students during the course. Briefly describe how you used WebCT in your teaching.

4. **Self-evaluation statement**: What do you see as your strengths as a teacher? Challenges? Where there unique challenges presented in any of your classes? What do you see as areas you need to improve and develop? What resources might help you improve in those areas?

5. **Description of any teaching improvement or development efforts**: Did you attend any specific workshops or conferences that addressed teaching? Did you read any written materials that specifically focused on improving teaching? Did the Teaching Support Services evaluation activities help you identify areas for change and improvement?

6. **Include Student Evaluation of Teaching Effectiveness forms for classes**: Include the entire summary sheet (remove your Social Security number) for at least three classes you taught. This includes not only the composite score of teaching performance but other aspects included in the student evaluation of teaching. Include any student comments that describe your teaching effectiveness.

7. **Written comments by peers/colleagues on teaching ability**: These can be submitted by any peer or colleague (other than the Chair of Teaching Support Services) who has seen you teach in a classroom setting.

8. **Include samples of graded student work**: Include at least two examples of graded student assignments (remove student names) that illustrate the nature of feedback you give students on their written work.
## 12. IMPORTANT BC TELEPHONE NUMBERS AND WEBSITES

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>617-552-3520</td>
<td><a href="http://www.bc.edu/bookstore.html">www.bc.edu/bookstore.html</a></td>
</tr>
<tr>
<td>Boston College Main Telephone</td>
<td>617-552-8000</td>
<td></td>
</tr>
<tr>
<td>Campus Police - Emergency</td>
<td>617-552-4444</td>
<td></td>
</tr>
<tr>
<td>Campus Police - Non-emergency</td>
<td>617-552-4440</td>
<td></td>
</tr>
<tr>
<td>Campus Police - Escort Service</td>
<td>617-552-8888</td>
<td></td>
</tr>
<tr>
<td>School of Social Work</td>
<td>617-552-4020</td>
<td><a href="http://www.bc.edu/schools/SSW/">http://www.bc.edu/schools/SSW/</a></td>
</tr>
<tr>
<td>SSW Admissions</td>
<td>617-552-4024</td>
<td></td>
</tr>
<tr>
<td>SSW Career Services</td>
<td>617-552-4035</td>
<td></td>
</tr>
<tr>
<td>Field Placement</td>
<td>617-552-4027</td>
<td></td>
</tr>
<tr>
<td>Inclement Weather/University closings</td>
<td>617-552-Info</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>617-552-Help</td>
<td></td>
</tr>
<tr>
<td>Library, O’Neill</td>
<td>617-552-4412</td>
<td></td>
</tr>
<tr>
<td>Library, Social Work</td>
<td>617-552-3233</td>
<td><a href="http://www.bc.edu/swlib">www.bc.edu/swlib</a></td>
</tr>
<tr>
<td>BC Office of Student Services</td>
<td>800-294-0294</td>
<td><a href="http://www.bc.edu/studentservices">www.bc.edu/studentservices</a></td>
</tr>
<tr>
<td></td>
<td>617-552-3300</td>
<td></td>
</tr>
<tr>
<td>Agora</td>
<td></td>
<td><a href="https://portal.bc.edu">https://portal.bc.edu</a></td>
</tr>
<tr>
<td>QUESTIONS ABOUT</td>
<td>Contact</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Username and PIN #</td>
<td>IT Help Center, or Gina Mulvaney 617-552-3067, <a href="mailto:gina.mulvaney@bc.edu">gina.mulvaney@bc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Requesting AV equipment</td>
<td>Media Technology Services (48 hours notice required) 617-552-4219</td>
<td></td>
</tr>
<tr>
<td>Class cancellation</td>
<td>Teresa Touhey Schirmer 617-552-4762, <a href="mailto:ttouheys3@bc.edu">ttouheys3@bc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Problem with classroom</td>
<td>Kellyann Stewart 617-552-0865, <a href="mailto:kellyann.stewart@bc.edu">kellyann.stewart@bc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Support services/ Accommodations</td>
<td>Teresa Touhey Schirmer 617-552-4762, <a href="mailto:ttouheys3@bc.edu">ttouheys3@bc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Student performance</td>
<td>Contact student’s Advisor. If you do not know the name of the student’s Advisor, you may contact Kellyann Stewart (617-552-0865 or <a href="mailto:kellyann.stewart@bc.edu">kellyann.stewart@bc.edu</a>). If you are unable to reach the Advisor and the issue is serious and time-sensitive, you may contact Teresa Touhey Schirmer (617-552-4762 or <a href="mailto:ttouheys3@bc.edu">ttouheys3@bc.edu</a>) or Tom Walsh (617-552-3338 or <a href="mailto:Thomas.walsh.3@bc.edu">Thomas.walsh.3@bc.edu</a>).</td>
<td></td>
</tr>
<tr>
<td>Classroom management issues</td>
<td>Tom Walsh 617-552-3338, <a href="mailto:Thomas.walsh.3@bc.edu">Thomas.walsh.3@bc.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Katie McInnis-Dittrich 617-552-0779, <a href="mailto:kathleen.mcinnis-dittrich@bc.edu">kathleen.mcinnis-dittrich@bc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Registration &amp; attendance</td>
<td>Teresa Touhey Schirmer 617-552-4762, <a href="mailto:ttouheys3@bc.edu">ttouheys3@bc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Travel reimbursements</td>
<td>Gina Mulvaney 617-552-3067, <a href="mailto:gina.mulvaney@bc.edu">gina.mulvaney@bc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Facilities-related requests</td>
<td>Work Order Center (through AGORA PORTAL) 617-552-3048</td>
<td></td>
</tr>
<tr>
<td>Sponsored research</td>
<td>Alexandria Burk 617-552-1040, <a href="mailto:burka@bc.edu">burka@bc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Conference room reservations</td>
<td>Angelica Vasquez, 617-552-0866</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gina Mulvaney, 617-552-4067</td>
<td></td>
</tr>
</tbody>
</table>
School of Social Work
McGuinn Hall

Emergency Evacuation Plan

Purpose and Objective:

Potential emergencies such as fire and other life-threatening events at McGuinn Hall require all employees, occupants and staff to immediately evacuate the building. Anyone discovering a fire and/or other life-threatening emergency should, activate one of the building’s fire alarm pull stations, which are located near all exits. This will initiate building evacuation and automatically notify BC Police and the Newton fire department. All employees, occupants and staff should familiarize themselves with the locations of all building exits, the locations of fire alarm pull stations and the location of the nearest fire extinguisher. Additionally, all employees and staff should not permit obstruction of any means of egress, which includes stairwells, corridors and any other space that is used for egress. Fire doors in corridors and leading into stairwells should remain closed, unobstructed and should not be propped open. All problems concerning blocked or obstructed egress should be reported to your immediate supervisor and/or the Office of Environmental Health and Safety.

In the event of a fire or other life-threatening event:

- Rescue or assist people in immediate danger, but only if you can do so safely without endangering yourself.

- Sound the fire alarm by activating a fire alarm pull station and call BC Police from a safe location, outside of the building, to report the precise location and nature of the fire or situation.

- Close all doors, windows and other openings as you leave, but only if you can do so safely.

- Upon evacuation of the building everyone should report to a pre-arranged designated meeting site where attendance can be taken to insure everyone safely evacuated the building.

- Report the names of anyone not accounted for to the emergency response personnel along with their last known location.
• Never attempt to reenter a building that has been evacuated, until the fire department or BC Police advises that it is safe to do so.

• **Do not use elevators for emergency evacuation**

Small fires in their incipient stage can be extinguished with a portable fire extinguisher **only if you are trained to use a fire extinguisher and the fire alarm has already been activated.** Never enter a smoke filled room. Never enter a room or open a door if it is warm to the touch. If attempting to extinguish a fire, keep your back to the exit. Never let the fire get between you and the exit.

Do not attempt to fight a fire if the following conditions exist:

• You do not know what is burning.

• You are not sure you have the proper type of extinguisher or equipment.

• The fire is spreading rapidly.

• You are not comfortable using an extinguisher.

**In the event circumstances prevent your evacuating the building:**

• Remain in your office or work place with the door closed.

• Call BC Police and notify them of your exact location and the reason you cannot evacuate the building.

• Prevent smoke and heat from entering your room by blocking all openings. Use wet towels or clothing if possible.

• If smoke is present in your room, remain close to the window; hold a wet towel to your face if possible.

• Do not open or break the glass unless absolutely necessary. This source of oxygen may intensify a fire or allow smoke to enter your room.

• Hang a white towel or brightly colored clothing out your window to alert emergency response personnel.

**Physically Challenged Occupants**

If a physically challenged occupant is unable to exit the building unassisted, the Emergency Coordinator must notify the emergency response personnel of the person's location. Transporting of physically challenged individuals up or down stairwells should be avoided without the assistance of emergency response personnel. Unless imminent lifethreatening conditions exist in the immediate area occupied by a non-ambulatory or physically challenged person, relocation of the individual should be limited horizontally to an area of refuge (an area on the same floor separated by a set of closed fire doors) preferably in close proximity to an evacuation stairwell.

**Rescue and Medical Duties**
The Local Department will be responsible for rescue and extinguishment. BC Police, and/or other Emergency Medical Technicians (EMT’s) will assist with rescue and emergency medical duties as requested by Newton Fire Department. Do not move injured persons unless they are in imminent danger from fire, smoke, etc. Keep the person lying down, covered, warm, and as comfortable as possible.

Notes and Precautions:

All occupants should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes and exit locations are posted in.

<table>
<thead>
<tr>
<th>McGuinn Hall 125 Designated Meeting Site</th>
<th>Corner of Campion Hall at Beacon Street.</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Social Work Emergency Coordinator</td>
<td>Sveta Emery, Associate Dean</td>
</tr>
<tr>
<td>Location: McGuinn Hall 127</td>
<td></td>
</tr>
<tr>
<td>Phone #: Office (617) 552-9198</td>
<td></td>
</tr>
<tr>
<td>Home Phone #: (617) 505-5742</td>
<td></td>
</tr>
<tr>
<td>School of Social Work Emergency Coordinator</td>
<td>Gina Mulvaney, Fiscal &amp; Operations Specialist</td>
</tr>
<tr>
<td>Location: McGuinn Hall 134</td>
<td></td>
</tr>
<tr>
<td>Phone #: Office (617) 552-3067</td>
<td></td>
</tr>
</tbody>
</table>

Primary Evacuation Route: Follow directions as indicated by the red arrows on the attached floor-plans.

The Office of Environmental Health and Safety is available to answer questions and to provide other technical information concerning Emergency Evacuation Planning.
Emergency Phone Numbers:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC Police</td>
<td>(617) 552-4444</td>
</tr>
<tr>
<td>Medical</td>
<td>(617) 552-4444</td>
</tr>
<tr>
<td>Fire</td>
<td>(617) 552-4444</td>
</tr>
<tr>
<td>Work Order Center</td>
<td>(617) 552-3048</td>
</tr>
<tr>
<td>Office of Environmental Health and Safety</td>
<td>(617) 552-0308</td>
</tr>
</tbody>
</table>

To Report a Fire or Other Emergency

Call

BC Police 2- 4444
### Children, Youth, and Families

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Abdi, Saida</td>
<td><a href="mailto:smabdi@bu.edu">smabdi@bu.edu</a></td>
<td>(617) 849-0566</td>
</tr>
<tr>
<td>2 Bagley-Jones, Kristan</td>
<td><a href="mailto:bagleyk@bc.edu">bagleyk@bc.edu</a></td>
<td>2-1396</td>
</tr>
<tr>
<td>3 Berzin, Stephanie</td>
<td><a href="mailto:berzin@bc.edu">berzin@bc.edu</a></td>
<td>2-0197</td>
</tr>
<tr>
<td>4 Black, Jessica - Chair</td>
<td><a href="mailto:blackjp@bc.edu">blackjp@bc.edu</a></td>
<td>2-1866</td>
</tr>
<tr>
<td>5 Boisvert, Maurice</td>
<td><a href="mailto:boisvertm@youinc.org">boisvertm@youinc.org</a></td>
<td>(508) 845-9346</td>
</tr>
<tr>
<td>6 Calo, Mary</td>
<td><a href="mailto:marycalo@hotmail.com">marycalo@hotmail.com</a></td>
<td>(508) 579-0572</td>
</tr>
<tr>
<td>7 Canfield, Julie</td>
<td><a href="mailto:juliecanfield@rcn.com">juliecanfield@rcn.com</a></td>
<td>(617) 816-9469</td>
</tr>
<tr>
<td>8 Chin, Elizabeth</td>
<td><a href="mailto:beth.chin@waysideyouth.org">beth.chin@waysideyouth.org</a></td>
<td>(508) 808-1593</td>
</tr>
<tr>
<td>9 Dexter, Karen</td>
<td><a href="mailto:Blake1022@verizon.net">Blake1022@verizon.net</a></td>
<td>(617) 461-5529</td>
</tr>
<tr>
<td>10 FitzGerald, Zane</td>
<td><a href="mailto:zane.fitzgerald@gmail.com">zane.fitzgerald@gmail.com</a></td>
<td>(978) 471-0813</td>
</tr>
<tr>
<td>11 Gaddis, Stephen</td>
<td><a href="mailto:srgaddis@mac.com">srgaddis@mac.com</a></td>
<td>(978) 741-2699</td>
</tr>
<tr>
<td>12 Gardner, Rachele</td>
<td><a href="mailto:rachelej.gardner@gmail.com">rachelej.gardner@gmail.com</a></td>
<td>(617) 606-0642</td>
</tr>
<tr>
<td>13 Garvin, Theresa</td>
<td><a href="mailto:theresa.garvin2@gmail.com">theresa.garvin2@gmail.com</a></td>
<td>(508) 733-0913</td>
</tr>
<tr>
<td>14 Gonsalves, Brian</td>
<td><a href="mailto:bgonsalves78@gmail.com">bgonsalves78@gmail.com</a></td>
<td>(781) 986-8185</td>
</tr>
<tr>
<td>15 Grimn, Victoria</td>
<td><a href="mailto:VGrinman@gmail.com">VGrinman@gmail.com</a></td>
<td>(646) 522-0628</td>
</tr>
<tr>
<td>16 Guadarrama-Tierman, Anitza</td>
<td><a href="mailto:Agberrios1977@gmail.com">Agberrios1977@gmail.com</a></td>
<td>(617) 763-0381</td>
</tr>
<tr>
<td>17 Hanson, Polly</td>
<td><a href="mailto:lpollyhanson@yahoo.com">lpollyhanson@yahoo.com</a></td>
<td>(617) 821-2205</td>
</tr>
<tr>
<td>18 Jackson, Rebecca</td>
<td><a href="mailto:rjackson@trinityinspires.org">rjackson@trinityinspires.org</a></td>
<td>(617) 935-5034</td>
</tr>
<tr>
<td>19 Keaney, Bill</td>
<td><a href="mailto:keaneyw@bc.edu">keaneyw@bc.edu</a></td>
<td>2-4568</td>
</tr>
<tr>
<td>20 Kline, Paul</td>
<td><a href="mailto:klinep@bc.edu">klinep@bc.edu</a></td>
<td>2-0987</td>
</tr>
<tr>
<td>21 Koenig, Sarah</td>
<td><a href="mailto:sarahandersen@gmail.com">sarahandersen@gmail.com</a></td>
<td>(413) 841-7748</td>
</tr>
<tr>
<td>22 Langlois, Michael</td>
<td><a href="mailto:mike@mikelanglois.com">mike@mikelanglois.com</a></td>
<td>(617) 776-3409</td>
</tr>
<tr>
<td>23 Linehan, Kevin</td>
<td><a href="mailto:kevinmlinehan@gmail.com">kevinmlinehan@gmail.com</a></td>
<td>(508) 930-2006</td>
</tr>
<tr>
<td>24 Mahoney, Maura</td>
<td><a href="mailto:greenmahoney@charter.net">greenmahoney@charter.net</a></td>
<td>(508) 234-6206</td>
</tr>
<tr>
<td>25 McRoy, Ruth</td>
<td><a href="mailto:mcroy@bc.edu">mcroy@bc.edu</a></td>
<td>(916) 444-6020</td>
</tr>
<tr>
<td>26 Nahar, Elizabeth</td>
<td><a href="mailto:Elizabeth.Nahar@tufts.edu">Elizabeth.Nahar@tufts.edu</a></td>
<td>(617) 636-3818</td>
</tr>
<tr>
<td>27 Pandey, Shanta</td>
<td><a href="mailto:pandeys@wustl.edu">pandeys@wustl.edu</a></td>
<td>2-</td>
</tr>
<tr>
<td>28 Perry, Andrea</td>
<td><a href="mailto:apery@BGCb.org">apery@BGCb.org</a></td>
<td>(617) 645-2849</td>
</tr>
<tr>
<td>29 Prescott, Dana</td>
<td><a href="mailto:danap@maine.rr.com">danap@maine.rr.com</a></td>
<td>(207) 282-5966</td>
</tr>
<tr>
<td>30 Rheuma, Pam</td>
<td><a href="mailto:Pattalonia@comcast.net">Pattalonia@comcast.net</a></td>
<td>(508) 794-1097</td>
</tr>
<tr>
<td>31 Romano, Carolyn</td>
<td><a href="mailto:romanoca@bc.edu">romanoca@bc.edu</a></td>
<td>(617) 256-4020</td>
</tr>
<tr>
<td>32 Ryan, Sarah</td>
<td><a href="mailto:stouts@bc.edu">stouts@bc.edu</a></td>
<td>(617) 288-3625</td>
</tr>
<tr>
<td>33 Shaw, Jessica</td>
<td><a href="mailto:jshaw2@gmail.com">jshaw2@gmail.com</a></td>
<td>(847) 553-6366</td>
</tr>
<tr>
<td>34 Tisdale, Sandee</td>
<td><a href="mailto:shulkin@bc.edu">shulkin@bc.edu</a></td>
<td>(617) 610-4469</td>
</tr>
<tr>
<td>35 Tohn, Susan</td>
<td><a href="mailto:tohn@bc.edu">tohn@bc.edu</a></td>
<td>2-4040</td>
</tr>
<tr>
<td>36 Volynskaya, Julia</td>
<td><a href="mailto:volynska@bc.edu">volynska@bc.edu</a></td>
<td>(617) 319-6747</td>
</tr>
<tr>
<td>37 Wyman-Battalen, Addie</td>
<td><a href="mailto:battalen@bc.edu">battalen@bc.edu</a></td>
<td>(413) 387-9429</td>
</tr>
</tbody>
</table>

### Global Practice

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bianco, Emilia</td>
<td><a href="mailto:Emilia.bianco@bc.edu">Emilia.bianco@bc.edu</a></td>
<td>(339) 364-1051</td>
</tr>
<tr>
<td>2 Blythe, Betty</td>
<td><a href="mailto:blythe@bc.edu">blythe@bc.edu</a></td>
<td>2-2744</td>
</tr>
<tr>
<td>3 Calvo, Rocio</td>
<td><a href="mailto:calvovil@bc.edu">calvovil@bc.edu</a></td>
<td>2-0651</td>
</tr>
<tr>
<td>4 Crea, Tom - Chair</td>
<td><a href="mailto:creat@bc.edu">creat@bc.edu</a></td>
<td>2-0813</td>
</tr>
<tr>
<td>5 Dearing, Tiziana</td>
<td><a href="mailto:dearing@bc.edu">dearing@bc.edu</a></td>
<td>2-1605</td>
</tr>
<tr>
<td>6 Egmont, Westy</td>
<td><a href="mailto:wegmont@egmontassociates.com">wegmont@egmontassociates.com</a></td>
<td>2-0324</td>
</tr>
<tr>
<td>7 Estelrich, Tomeu</td>
<td><a href="mailto:estelric@bc.edu">estelric@bc.edu</a></td>
<td>2-2951</td>
</tr>
<tr>
<td>8 Godenzi, Alberto</td>
<td><a href="mailto:godenzi@bc.edu">godenzi@bc.edu</a></td>
<td>2-0866</td>
</tr>
<tr>
<td>9 Kumar, Praveen</td>
<td><a href="mailto:praveenkumar@wustl.edu">praveenkumar@wustl.edu</a></td>
<td>(314) 566-6637</td>
</tr>
<tr>
<td>Name</td>
<td>Email</td>
<td>Phone</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Ancrum, Ron</td>
<td><a href="mailto:ancrumr@bc.edu">ancrumr@bc.edu</a></td>
<td>2-4043</td>
</tr>
<tr>
<td>Aptaker, David</td>
<td><a href="mailto:davidaptaker.law@verizon.net">davidaptaker.law@verizon.net</a></td>
<td>(781) 438-5222</td>
</tr>
<tr>
<td>Bauer, Allison</td>
<td><a href="mailto:Allison.Bauer@tbf.org">Allison.Bauer@tbf.org</a></td>
<td>(617) 304-6420</td>
</tr>
<tr>
<td>Bonazoli, Robert</td>
<td><a href="mailto:Robert@bonazolitherapy.com">Robert@bonazolitherapy.com</a></td>
<td>(617) 416-5342</td>
</tr>
<tr>
<td>Carreiro, Janine</td>
<td><a href="mailto:janinecarreiro@gmail.com">janinecarreiro@gmail.com</a></td>
<td>(774) 242-0664</td>
</tr>
<tr>
<td>Casey, Kevin</td>
<td><a href="mailto:caseyko@bc.edu">caseyko@bc.edu</a></td>
<td>(617) 484-2268</td>
</tr>
<tr>
<td>Ching Kocar, Lin-Ann</td>
<td><a href="mailto:laclicsw@gmail.com">laclicsw@gmail.com</a></td>
<td>(617) 501-5252</td>
</tr>
<tr>
<td>Cohen, Joshua</td>
<td><a href="mailto:jcwestbound@gmail.com">jcwestbound@gmail.com</a></td>
<td>(203) 536-9777</td>
</tr>
<tr>
<td>Coleman, Sue</td>
<td><a href="mailto:kanesu@bc.edu">kanesu@bc.edu</a></td>
<td>2-0774</td>
</tr>
<tr>
<td>Craft, Beth</td>
<td><a href="mailto:betnhh22@yahoo.com">betnhh22@yahoo.com</a></td>
<td>(617) 733-1169</td>
</tr>
<tr>
<td>de Zengotita, Luis</td>
<td><a href="mailto:LuisM_DeZengotita@dfci.harvard.edu">LuisM_DeZengotita@dfci.harvard.edu</a></td>
<td>(617) 840-9350</td>
</tr>
<tr>
<td>DiBella, Rachel</td>
<td><a href="mailto:rachel.dibella@bc.edu">rachel.dibella@bc.edu</a></td>
<td>2-2735</td>
</tr>
<tr>
<td>Easton, Scott - Chair</td>
<td><a href="mailto:eastonsc@bc.edu">eastonsc@bc.edu</a></td>
<td>2-4047</td>
</tr>
<tr>
<td>Egeto, LeAnn</td>
<td><a href="mailto:legeto@smith.edu">legeto@smith.edu</a></td>
<td>(352) 339-0134</td>
</tr>
<tr>
<td>Evans, Brooke</td>
<td><a href="mailto:bevans@brandeis.edu">bevans@brandeis.edu</a></td>
<td>(808) 721-7758</td>
</tr>
<tr>
<td>Faxon, Thomas</td>
<td><a href="mailto:tmfsmf@comcast.net">tmfsmf@comcast.net</a></td>
<td>(857) 939-1984</td>
</tr>
<tr>
<td>Firger, Jon</td>
<td><a href="mailto:john.firger.81@bc.edu">john.firger.81@bc.edu</a></td>
<td>(617) 969-5906 x116</td>
</tr>
<tr>
<td>Fusaro, Vincent</td>
<td><a href="mailto:vafusaro@umich.edu">vafusaro@umich.edu</a></td>
<td>(617) 686-2596</td>
</tr>
<tr>
<td>Gordon, Cindy</td>
<td><a href="mailto:cindy.gordon@bc.edu">cindy.gordon@bc.edu</a></td>
<td>(617) 480-2008</td>
</tr>
<tr>
<td>Hawkins, Summer</td>
<td><a href="mailto:shawkins@hsph.harvard.edu">shawkins@hsph.harvard.edu</a></td>
<td>2-0945</td>
</tr>
<tr>
<td>Henry, Brandy</td>
<td><a href="mailto:BHenry@Brandeis.edu">BHenry@Brandeis.edu</a></td>
<td>(305) 304-4728</td>
</tr>
<tr>
<td>Kang, Andrew</td>
<td><a href="mailto:andrewdkang@gmail.com">andrewdkang@gmail.com</a></td>
<td>(508) 740-1091</td>
</tr>
<tr>
<td>Keane, Bob</td>
<td><a href="mailto:RJ_Keane@msn.com">RJ_Keane@msn.com</a></td>
<td>(781) 275-8796</td>
</tr>
<tr>
<td>Le, An</td>
<td><a href="mailto:anjoele@gmail.com">anjoele@gmail.com</a></td>
<td>(714) 454-1690</td>
</tr>
<tr>
<td>Linberg, Andrew</td>
<td><a href="mailto:andrewlinberg@yahoo.com">andrewlinberg@yahoo.com</a></td>
<td>(508) 280-4521</td>
</tr>
<tr>
<td>Madden, Claire</td>
<td><a href="mailto:cmmadden63@gmail.com">cmmadden63@gmail.com</a></td>
<td>(617) 997-5906</td>
</tr>
<tr>
<td>Magill, Molly</td>
<td><a href="mailto:magillimo@bc.edu">magillimo@bc.edu</a></td>
<td>(401) 863-6630</td>
</tr>
<tr>
<td>Mann-Cohen, Carol</td>
<td><a href="mailto:carolmanncohen@gmail.com">carolmanncohen@gmail.com</a></td>
<td>(603) 216-2849</td>
</tr>
<tr>
<td>Mathews, Olivia</td>
<td><a href="mailto:olivia.mathews@bc.edu">olivia.mathews@bc.edu</a></td>
<td>2-2415</td>
</tr>
<tr>
<td>Mitchell, Kerry</td>
<td><a href="mailto:mitchke@bc.edu">mitchke@bc.edu</a></td>
<td>(617) 969-0047</td>
</tr>
<tr>
<td>Moynihan, John</td>
<td><a href="mailto:johnmoynihanlicsw@verizon.net">johnmoynihanlicsw@verizon.net</a></td>
<td>(617) 278-6322</td>
</tr>
<tr>
<td>Myers, Jenni</td>
<td><a href="mailto:jennilynn30@gmail.com">jennilynn30@gmail.com</a></td>
<td>(617) 515-4631</td>
</tr>
<tr>
<td>Newman, Alison</td>
<td><a href="mailto:abnewman@partners.org">abnewman@partners.org</a></td>
<td>(617) 855-3584</td>
</tr>
<tr>
<td>O'Hare, Tom</td>
<td><a href="mailto:oharet@bc.edu">oharet@bc.edu</a></td>
<td>2-4060</td>
</tr>
<tr>
<td>Pilowa, Emily</td>
<td><a href="mailto:emilypilowa@gmail.com">emilypilowa@gmail.com</a></td>
<td>(617) 943-6260</td>
</tr>
<tr>
<td>Pinderhughes, Rick</td>
<td><a href="mailto:rickp@visions-inc.org">rickp@visions-inc.org</a></td>
<td>(781) 413-6288</td>
</tr>
<tr>
<td>Riley, Anita</td>
<td><a href="mailto:framinghamcenterforhealing@gmail.com">framinghamcenterforhealing@gmail.com</a></td>
<td>(508) 561-4966</td>
</tr>
<tr>
<td>Rodolico, John</td>
<td><a href="mailto:jrodolico@mclean.harvard.edu">jrodolico@mclean.harvard.edu</a></td>
<td>(617) 855-2713</td>
</tr>
<tr>
<td>Romano, Justine</td>
<td><a href="mailto:romanojustine@gmail.com">romanojustine@gmail.com</a></td>
<td>(617) 930-0360</td>
</tr>
<tr>
<td>Sanchez Ares, Rocio</td>
<td><a href="mailto:rsanchezares@gmail.com">rsanchezares@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Schirmer, Teresa</td>
<td><a href="mailto:touheyt@bc.edu">touheyt@bc.edu</a></td>
<td>2-0743</td>
</tr>
<tr>
<td>Shorin, Jayme</td>
<td><a href="mailto:jaymeshorin@gmail.com">jaymeshorin@gmail.com</a></td>
<td>(617) 354-0807</td>
</tr>
<tr>
<td>Takeuchi, David</td>
<td><a href="mailto:takeuchi@bc.edu">takeuchi@bc.edu</a></td>
<td>2-1616</td>
</tr>
<tr>
<td>Teixeira, Samantha</td>
<td><a href="mailto:snmiteixeira@mail.wvu.edu">snmiteixeira@mail.wvu.edu</a></td>
<td>(603) 498-2585</td>
</tr>
<tr>
<td>Tran, Thanh</td>
<td><a href="mailto:vantran@bc.edu">vantran@bc.edu</a></td>
<td>2-2539</td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Email</td>
</tr>
<tr>
<td>---</td>
<td>------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>46</td>
<td>Wales, Keith</td>
<td><a href="mailto:kwales@eliotchs.org">kwales@eliotchs.org</a></td>
</tr>
<tr>
<td>47</td>
<td>Walsh, Tom</td>
<td><a href="mailto:walshth@bc.edu">walshth@bc.edu</a></td>
</tr>
<tr>
<td>48</td>
<td>Warsh, Robin</td>
<td><a href="mailto:warsh@bc.edu">warsh@bc.edu</a></td>
</tr>
<tr>
<td>49</td>
<td>Weise, Melissa</td>
<td><a href="mailto:melissadweise@gmail.com">melissadweise@gmail.com</a></td>
</tr>
</tbody>
</table>

### Older Adults and Families

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brown, Melissa</td>
<td><a href="mailto:browntv@bc.edu">browntv@bc.edu</a></td>
<td>(978) 790-5854</td>
</tr>
<tr>
<td>2</td>
<td>Franchitto, John</td>
<td><a href="mailto:jfranchitto@comcast.net">jfranchitto@comcast.net</a></td>
<td>(508) 272-5078</td>
</tr>
<tr>
<td>3</td>
<td>James, Jacquelyn</td>
<td><a href="mailto:jamesjc@bc.edu">jamesjc@bc.edu</a></td>
<td>2-2860</td>
</tr>
<tr>
<td>4</td>
<td>Johnson, Jessica</td>
<td><a href="mailto:jesskmjohnson@gmail.com">jesskmjohnson@gmail.com</a></td>
<td>(917) 553-4336</td>
</tr>
<tr>
<td>5</td>
<td>Lubben, Jim</td>
<td><a href="mailto:lubben@bc.edu">lubben@bc.edu</a></td>
<td>2-1366</td>
</tr>
<tr>
<td>6</td>
<td>Matz-Costa, Tina</td>
<td><a href="mailto:matzch@bc.edu">matzch@bc.edu</a></td>
<td>2-1634</td>
</tr>
<tr>
<td>7</td>
<td>McInnis-Dittrich, Katie - Chair</td>
<td><a href="mailto:mcinnikd@bc.edu">mcinnikd@bc.edu</a></td>
<td>2-0779</td>
</tr>
<tr>
<td>8</td>
<td>Pitt-Catsouphes, Marcie</td>
<td><a href="mailto:pittcats@bc.edu">pittcats@bc.edu</a></td>
<td>2-4033</td>
</tr>
<tr>
<td>9</td>
<td>Sabbath, Erika</td>
<td><a href="mailto:esabbath@hsph.harvard.edu">esabbath@hsph.harvard.edu</a></td>
<td>(617) 496-8225</td>
</tr>
</tbody>
</table>