

Office Procedures Handbook for Faculty

Contact Information

For general information call 617-552-4100.
Department fax number: 617-552-0523.
Department email address: psychoffice@bc.edu.

Department of Psychology
Boston College, 300 McGuinn
140 Commonwealth Avenue
Chestnut Hill, MA 02467-3807

Department Contacts

Department Chair

Ellen Winner McGuinn 343 winner@bc.edu (617) 552-4118

Director of Undergraduate Studies

Michael Moore McGuinn 429 moorem@bc.edu (617) 552-4119

Director of Graduate Program

Hiram Brownell McGuinn 431 brownelh@bc.edu (617) 552-4145

Manager, Finance & Administration

Barbara O'Brien McGuinn 300 barbara.obrien@bc.edu (617) 552-4102

Graduate Program Assistant

Maureen Burke McGuinn 300 maureen.burke.1@bc.edu (617) 552-4100

Undergraduate Program / Fiscal Assistant

Michael Ring McGuinn 300 michael.ring.1@bc.edu (617) 552-4100

Managing Editor, *Emotion Review*

Beatriz Valdes McGuinn 307 beatriz.valdes.1@bc.edu (617) 552-2954

Outside Contacts

Grant Proposal & Award Administrator

Ryan Desrosiers Gasson 104 ryan.desrosiers.1@bc.edu (617) 552-0559

Manager, Finance & Administration, Arts & Sciences Support Center

Patrick Coleman coleman@bc.edu (617) 552-6941

Office of Sponsored Programs

Sheila Freedman sheila.freedman.1@bc.edu (617) 552-3398

Office Support & Procedures

The Psychology main office (McGuinn 300) offers the department a number of services. To make a request, send an email to psychooffice@bc.edu. That way, all the office staff can address your request. You can also call the office at 617-552-4100.

All requests should be made to the main office, except for hiring, budget, and salary questions, which should be directed to Barbara O'Brien.

Office Hours

During the academic year, the main office is open Monday through Friday, 9 am – 5 pm.

Boston College has official summer hours of 9 am – 3 pm on Fridays. The Psychology office closes at 3 pm every Friday over the summer.

Fax Machine

The office fax number is 617-552-0523. You may send and receive faxes using the office machine, and any fax sent to you will be left in your mailbox. Instructions for using the fax machine are posted above the machine. Speed dials are set up for the IRB and OSP offices. For calls outside the 617 and 781 area codes, you will need a long-distance calling code.

Mail

Incoming mail is sorted into mailboxes daily. If you receive a large package it will stay in the main office and we will send you an email notification.

Outgoing mail can be placed in the plastic mail tray in the main office. Both campus mail and international mail can be left in the tray. Do not leave stamped envelopes in the tray; please leave stamped mail in one of the U.S. mailboxes on campus.

Department letterhead and envelopes are available in the main office.

Make-Up Exams

Faculty may allow a student to reschedule an exam under special circumstances. If you make such arrangements for a student, email psychooffice@bc.edu and attach a copy of the exam. We can hold it in our locked exam drawer for the student to come and take. Students take make-up exams in the Social Work Library in the basement of McGuinn. A student taking a make-up exam must finish and return it to the office by 4 pm.

Photocopying

The photocopier is located in room 329. It is also the department's main printer. By default, copy jobs print on the upper tray and print jobs on the lower tray.

To use the copier, enter your copy code in the "Dept. ID" field and leave the "Password" field blank. Then press the ID button. If you don't have a code or can't remember your code, ask the office staff.

The office can make copies for you. Just leave the material to be copied with the office staff and let us know how many copies. We may not be able to copy a large amount of copyrighted material; copying a chapter or two from a book is fine, but not an entire book.

If the copier jams, please come to the office and let the staff fix it.

Printing

The Department has printers in the main office and the copy room. The office printer is available only to faculty. The following printers can be set up on your computer. (If you need a printer set up, see **Technical Support** about how to contact the TC.)

Printer Name	Location	Purpose
psychcopier	329	Default printer. 329 has a combination keypad; enter 4-13-5 (13 is 1 and 3 pressed together)
psychbw301	301	Confidential material (tray 1 for plain paper, tray 2 for letterhead)
Carney printer	261	Carney grad lounge printer

You can also email the office with a print request. Printed pages will be left in your mailbox (in an envelope or folder if confidential) or anywhere else you specify. The office can also print documents in color.

The office can copy handouts, syllabi, and exams for your classes. Exams are always left in our locked exam drawer. When you need something copied for a class, please give us 24 hours' notice so that we can be sure to get it done in time. The main office can also provide blue books and scantron sheets for exams.

Room Scheduling

The office can schedule rooms for extra class meetings, lab meetings, and colloquia and other talks. McGuinn 332 belongs to the department and is the only room for which we manage the schedule. For every other room, we must request a reservation. We have no access to these rooms' schedules; we can ask only whether a room is available at a particular time slot.

To schedule a room, please email the office the details of your request: date, time, number of attendees, and the name or purpose of the event/meeting.

Scanning

The office has limited scanning capability. Our scanner connects only to computers in the office, so all scanning must be done by staff.

Our photocopier can scan pages in black and white (two colors, not grayscale). Scanning this way is very quick, unless the pages are in a book, in which case the pages must be

photocopied before we scan them. Please have your work study student or lab workers copy the pages before requesting a scan.

We also have a color scanner, which has several limitations: Its scanning surface is smaller (8 1/2 x 11), and it scans one page at a time, making it a slow process. We cannot scan large jobs in color—fewer than 10 pages is best.

Technical Support

If you have a computer issue, please contact the Technology Consultant (TC) for help. The TC for McGuinn and Carney is Bob McColgan. You bring a problem to his attention by logging into Agora and clicking the option “Technology Help – Request & Track.” Click “Create a new ticket,” then, on the next page, fill in the left-hand box and click “Submit.”

If your problem needs immediate attention, please contact the office, and we will phone or page the TC.

You can also contact the TC to request software for which BC has a license. A list of all site-licensed software is available here:

http://www.bc.edu/offices/its/projects/hs/software_home/soft_matrix.html

Web Updates

Mike Ring primarily maintains the department website (www.bc.edu/psychology). If you wish to update your CV, photo, or anything else, email us the new information (psychoffice@bc.edu).

Classroom Support

If you plan to use an LCD projector regularly during class, please go to Classroom Support in Champion Hall G36 to sign out a key to a media black box for the semester. You will need your Eagle ID to sign out a key. Each classroom on campus has a black box with a projector and other equipment, and the staff in Classroom Support can show you how to use it—just ask when you pick up your key.

Conference Travel Reimbursement

BC will support round-trip airfare, lodging, meals, and conference registration for one conference per year (domestic or international)—up to \$1,000 per trip provided receipts are submitted—by a tenure-track faculty member who delivers a paper or is a discussant (the conference program must list the participant as being affiliated with BC) or if the faculty member is required to attend a conference as an officer of a sponsoring association, editor of a journal, or some other official capacity. Additional partially funded travel (registration and airfare only) may be supported following the same guidelines and procedures.

Please review information at the following link for faculty travel reimbursement. Prior approval from the Dean’s office is required; see the following link:

<http://www.bc.edu/schools/cas/services/faculty/facforms/trvguide.html>

To have the chair approve your request, please leave it with the main office. The staff will forward it to the Dean's office.

When you return from the trip, bring your receipts, boarding passes, and completed expense report to the Psychology main office, and we will process your reimbursement. Maureen Burke is the primary person for travel reimbursement. If she is not available Mike Ring can take care of it for you.

Travel during the last week of May will count toward the following academic year. This is because the fiscal year ends on May 31 and all reimbursements for that fiscal year have to be processed by a certain date.

PeopleSoft

PeopleSoft is the name of the software system that BC uses for financial transactions and reporting. You will frequently hear the term "PeopleSoft" being used around the University with relation to budgets, travel reimbursements, grants, payroll stipends, etc.

Boston College's fiscal year runs from June 1st through May 31st. There are very tight deadlines that the main office has to adhere to for processing reimbursements, budget transfers, p-card purchases, equipment maintenance contracts and purchase order requisitions, during the last week in May. Please be sure all reimbursement requests are submitted in a timely manner especially toward the fiscal year-end.

Purchasing Cards

Information on using a purchasing card (p-card) is available at this link: <http://www.bc.edu/offices/buy/pcard/guide.html>. In particular, the following information related to p-cards for grants is important.

If you need to get a p-card, or if you already have a p-card and need funds added to your account, please contact Barbara O'Brien.

Purchasing Computers

If you plan to purchase a computer, please let the office staff know so that we can make sure you get a machine that is easily compatible with BC. We can place the order for you. See this link for hardware recommendations:

http://www.bc.edu/offices/its/projects/hs/hardware_home/computers.html

Sponsored Funding Restrictions

When using the p-card on a sponsored project account, the cardholder is responsible for ensuring that all purchases meet the requirements and regulations of the specific contract or grant. The federal government places additional restrictions on the expenditure of federal funds for sponsored research and the retention of supporting documentation. For

specific questions about using sponsored project funds, cardholders should contact the Office of Sponsored Programs at 2-3398.

In addition to the above commodities, the p-card cannot be used for the following items on **federally funded sponsored programs**:

- General office supplies* (i.e. paper, pens, tape, etc.)
- General office equipment (i.e. chairs, desks, bookcases)
- Postage/Federal Express*
- Copy and reprographic services*

*In some cases these expenditures may be allowed as a result of the specific nature of the grant (i.e. the grant requires large mailings or the preparation and production of large reports).

Startup Fund Purchases

