



# Adjunct Faculty Resource Guide

2023-2024

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Dear Adjunct Faculty Member:

I am delighted to welcome you to Bentley University. This booklet serves as an introduction to the Bentley community and outlines some important resources that you may find useful as you begin your work with students.

I invite you to reach out to my office, and to utilize the many other resources highlighted in the book, whenever you have questions or concerns. Your department chair, the academic coordinator for your department, course coordinators, and the Bentley website will be great resources for you, as well.

I strive to promote a culture of excellence, particularly within the Division of Academic Affairs, and I welcome your feedback regarding this booklet. I truly hope that my colleagues and I are able to equip you with the appropriate information and resources to ensure a smooth and successful transition to campus.

Please know that our adjunct faculty are valuable members of the Bentley community, and I believe in your capacity to provide the best possible experience for our students. I hope that you will find your time at Bentley to be supportive and rewarding, both personally and professionally.

Sincerely,



Paul Tesluk, PhD  
Provost & Vice President for Academic Affairs  
Bentley University  
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# Starting Out

## Paperwork

By this point, you have probably already filled out all the necessary paperwork through Human Resources and now have access to e-mail, Workday, the Brightspace course management system, and other resources. If you have any questions about paperwork or have not filled out the requisite forms, please stop by Human Resources in Rauch Administration Center 201 or call them at 781-891-3427.

## Important Online Systems and Other Start-up Tasks

### Office 365

Bentley uses Office 365 for email and many other cloud-based functions, including SharePoint, where your department may store helpful information and documents for you to access. For information on what Office 365 is and how you can use it, please visit the IT Help Desk on the lower level of the Library, or: <https://www.bentley.edu/offices/it/office-365>. For specific information on how to set up your email through Office 365, you can also visit: <https://www.bentley.edu/offices/it/office-365-outlook-email-and-calendar>.

It is especially important that you regularly check your Bentley email account through Office365. Your students, peers and administrators will expect to communicate with you through your Bentley email. If you prefer to automatically forward your Bentley email to an account you check more frequently, please do so. Instructions on how to do that, as well as many other email-related activities, can be found here:

<https://www.bentley.edu/offices/it/outlook-email-and-calendar-faqs>.

### Microsoft multi-factor authentication (MFA) Sign-In

During the process to configure your Bentley email, you will also be required to register for Microsoft MFA. When off campus or accessing Workday, you will be automatically prompted to provide additional verification using Microsoft MFA. If you encounter any issues using Microsoft MFA, please contact the Help Desk ([helpdesk@bentley.edu](mailto:helpdesk@bentley.edu)). Until you successfully configure Microsoft MFA, you may not have access to Bentley resources like Workday, Office365, Brightspace, Zoom and ServiceNow.

If you need to use VPN, please refer to this [knowledge article](#) that includes instructions on how to connect to the Bentley VPN using Microsoft MFA.

Feel free to contact the IT Help Desk if you have any questions or concerns. The Bentley University IT Department will never ask you for your password, and you should never provide it to anyone.

## **Workday**

Workday is the system used by Bentley users for most administrative activities. Students use Workday to register for and change classes, check their student accounts, and view their grades. As a faculty member, some of the ways in which you may use Workday include obtaining updated class lists and entering final grades. Pay stubs and tax information are also available through Workday. It is important to become familiar with Workday as soon as you can.

You can sign into Workday through the MyBentley landing page: <https://my.bentley.edu/>. Once logged into Workday, you can access payroll information by clicking on the "Pay" button. For teaching information, such as class lists and entering grades, click on "Teaching and Advising" button.

## **Parking Registration**

Parking decals are required to park in all Bentley University parking lots. Parking decals are issued by University Police. Each student, faculty, and staff member who operates or parks a motor vehicle or motorcycle on the property of Bentley University must register their vehicle with the University Police and obtain a campus parking permit. Once you have registered your vehicle online, you can pick up your parking decal at the University Police station at the start of the next Spring or Fall semester. Bring your valid driver's license, valid motor vehicle registration, and Bentley ID card.

To register your vehicle, log in the Bentley Community Engagement site and select "Request Parking Permit" in the menu.

<https://bce.bentley.edu/s/1888/bp19/home.aspx?gid=2&pgid=61>

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

## **Identification Card**

When you pick up your parking decal at the Card Office, you can also obtain your Bentley ID card. You need your ID card to borrow materials from the library, use the athletic facilities, make photocopies, etc. Identification cards, coded with appropriate security information, will also enable you to enter buildings during the times when they are normally locked. The Card Office is generally open 8:00 a.m. to 4:00 p.m., Monday through Friday during the school year but has extended hours during the first two weeks of the fall semester.

However, it is open for shorter periods during the summer. Check the website [www.bentley.edu/offices/university-police/card-office](http://www.bentley.edu/offices/university-police/card-office) for hours during which the office is open.

## **Contracts**



The Business Service Center issues faculty contracts, handles special projects payments, and is a great overall resource for faculty. Contact Brinda Sood for questions: (781) 891-2966; Lindsay Hall 21K.

### **Important Information for Adjunct Faculty**

#### **Adjunct Senate Representative**

Since fall 2011, the adjunct faculty have elected a representative to serve on the Faculty Senate. Currently, this representative is Thomas Finn. Feel free to reach out to him at [tfinn@bentley.edu](mailto:tfinn@bentley.edu) if you have any questions or concerns. He will also be able to provide you with information regarding the Bentley adjunct union.

#### **Adjunct Union**

Bentley adjuncts are represented by the Service Employees International Union (SEIU) with respect to their wages and working conditions. All adjuncts, except those in Finance, Accountancy, and Law & Taxation, are required to join the union and pay dues or to pay an equivalent agency fee. Adjunct faculty covered by the agreement may pay dues or agency fees by authorizing the University to deduct the amounts from their monthly paycheck. For more information about the Union, including to see a copy of the Union contract with Bentley, please contact Patrick Geiger ([pgeiger@seiu509.org](mailto:pgeiger@seiu509.org)).

Bentley is party to a Collective Bargaining Agreement (CBA) with the adjunct faculty elected union, Service Employees International Union Local 509. The CBA governs the terms and conditions of employment of adjunct faculty covered by the agreement.

Adjunct faculty and University administrators are encouraged to read and understand the CBA, which can be accessed electronically here:

[https://drive.google.com/drive/folders/1zBhfSk85oswmjY1cei5GNxYml\\_7TGo5s](https://drive.google.com/drive/folders/1zBhfSk85oswmjY1cei5GNxYml_7TGo5s).

Hard copies can be provided by a union steward. Terms and conditions of employment include course assignments, compensation, and evaluations.

Adjunct faculty with questions may contact the Adjunct Faculty Senator, Tom Finn ([tfinn@bentley.edu](mailto:tfinn@bentley.edu)), or the union. A list of current union stewards and contact information for them as well as for union staff can be found at <https://www.seiu509.org/members/higher-education/bentley-university/>.

#### **Benefits for Adjuncts**

A description of benefits available to adjuncts can be found in Appendix A of this resource guide.

In addition to those benefits outlined in Appendix A, adjunct faculty are eligible to apply for grants of up to \$2,500 through the **Faculty Development Fund** administered by the Faculty Affairs Committee (FAC) and for **Professional Development grants** of up to \$1,000 per year that are administered through the Deans. Information on the application processes for FAC grants are sent through Bentley email several times each year. For information on Professional

Development grants, speak with your department chair.

You also have access to **Academic Impressions**. Academic Impressions is the most comprehensive online professional development subscription specifically designed for staff and faculty in higher education. Its resources support leaders, staff, and faculty at all levels with training in leadership development, personal development, and job-specific skills. To access Academic Impressions and utilize the learning opportunities included in Bentley's membership, please create an account using your Bentley technology credentials.

<https://www.academicimpressions.com/>

### **Preferred Adjunct Status**

Each department shall designate, in its discretion, a minimum of thirty percent (30%) of the adjunct faculty pool as 'Preferred Adjunct Faculty'. Such preferred designation will be in force for two (2) academic years, renewable at the University's discretion. Preferred Adjunct Faculty shall be offered courses prior to other adjunct faculty who are not designated 'preferred'. This designation shall only extend to courses that the adjunct faculty member has taught in the last five (5) years and only up to two (2) courses (or the equivalent) per semester. If there are no courses for the preferred adjunct to teach for two (2) consecutive semesters, the adjunct faculty member will no longer be considered preferred. The decision to not designate or renew an adjunct faculty member as preferred shall be grievable only under the standard of whether the University acted in an arbitrary and capricious manner. Such grievances shall not be subject to arbitration or other legal challenge in any forum.

The designation of Preferred Adjunct should be based upon some combination of the following criteria:

1. Currency in the Field in which they are teaching. Currency could be demonstrated by one of more of the following:
  - a. Terminal Degree related to the field earned within the last five years
  - b. Relevant Masters related to the field earned within the last five years
  - c. Publications or Presentations related to the field (academic, pedagogical, or professional) within the last three years
  - d. Full-time employment related to the field within the last five years
  - e. Consulting Engagements and/or Continuing Education Activities/Certifications/Conference Attendance related to the field in the last three years
2. Demonstration of Teaching Effectiveness at Bentley. This could be indicated by some combination of
  - a. Student Evaluations of Teaching at or above the average for the course taught over the last two years
  - b. Grade Point Distribution (available from the Registrar) in line with the department/course average over the last two years
  - c. Classroom Visitation reports if a visit has been requested by the adjunct faculty member or if they are part of the existing adjunct evaluation process

- d. Student feedback on effectiveness to the department chair or to colleagues
- 3. Flexibility as indicated by criteria such as
  - a. Ability to teach a variety of courses offered by the department
  - b. Availability and willingness to teach classes at times needed by the department
- 4. Reliability as demonstrated by criteria such as
  - a. Following the University schedule for holding classes and exams
  - b. Starting and ending class on time
  - c. Responding to student inquiries and inquiries from the department chair or course coordinator on a timely basis
  - d. Holding consistent, in-person, office hours
  - e. Being prepared for class



## Other Useful Resources

### Client Services

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

Adjunct faculty are strongly encouraged to contact the HelpDesk with any University-related technology questions. If they cannot answer your question, they will direct you to the appropriate department. Contact Client Services via phone at (781) 891-2854, e-mail [helpdesk@bentley.edu](mailto:helpdesk@bentley.edu) or visit them at the lower level of the Library or through their website: [www.bentley.edu/offices/it/client-services](http://www.bentley.edu/offices/it/client-services).

### Shuttle Service

Bentley provides two free shuttle bus services: the Harvard Shuttle and the B- Line. The Shuttle runs between North Campus, Central Campus, South Campus, Waverly Square (Belmont Bus Station). A Bentley ID is needed to board the bus. The B-Line runs around Bentley University, connecting the south, central, and north campuses. For shuttle schedules and more information, go to [www.bentley.edu/offices/shuttle-parking-safety/shuttle-routes-and-schedules](http://www.bentley.edu/offices/shuttle-parking-safety/shuttle-routes-and-schedules).

### Photocopying

There are copy machines available in multiple locations throughout campus, including Adamian Academic Center, all floors of Morison, and the lower level of the Library. These machines provide photocopy, print, and scanning options. A department access code is required for use and may be obtained from your department academic coordinator.

Machines are located in the following rooms:

Adamian 068, 231

Morison 103, 149, 219 (hallway), 331

Library 017

### Faculty Lounges

The main Faculty Lounge is located on the third floor of LaCava, just past the Faculty Dining Room. Use your Bentley ID to swipe the keypad to the right of the door to unlock it. The Faculty Lounge has comfortable furniture and complimentary coffee and tea.

Another small faculty service area is located on the third floor of Morison Hall; complimentary coffee, tea and cocoa is available there. Note: Your department may also supply complimentary coffee, tea, and cocoa.

### **Dining Facilities**

As a Bentley employee, you can utilize all of the university's dining facilities. The facilities available on the upper campus near the Library and the classroom buildings include the Faculty Dining Room on the third floor of the LaCava Campus Center, the Food Court and Express Station in the Food Court on the ground floor of the LaCava Campus Center, and the Deloitte Café, featuring Einstein Bros. Bagels, in the Bentley Library. A Dunkin' Donuts is in the Student Center along with other facilities which are available in the Student Center and the Dana Center. The hours for all these facilities, which change depending on the season, can be found on the MyBentley landing page; go to "Dining Info" near the top right-side of the page between to "Campus Map" and "Library."

Faculty and staff can deposit money into their Falcon Funds account through Workday from on or off campus. All faculty and staff Falcon Funds purchases are given a 10% discount. Simply log into Workday and click on the "Benefits" button; under "External Links" select "Falcon Funds."

*\*Note that transactions take up to 10 minutes for Falcon Funds balances to be updated.*

### **Meeting Space**

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

### **On Campus Events**

Throughout the year, various offices and organizations sponsor workshops, speaker series, and other events. These are generally announced via Bentley Email and may also be listed at <http://events.bentley.edu/>. Many of these events are held during the twice-weekly activity period and are open to the entire Bentley community. You can also find an academic calendar at the above events website.

# Teaching and Learning

## The Classroom

### Classroom Technologies

Every classroom on campus is a “hybrid-enabled classroom”. You can find a description of the available technologies here: <https://www.bentley.edu/atc/cpt/classroom-technologies>

### Brightspace

Brightspace is a digital learning environment/learning management system that provides cloud-based course sites. For each course you teach at Bentley, a course site is already set up enabling you to post course-related materials including your syllabus, lecture notes, worksheets, assignment instructions, etc. The site also allows you to communicate with students via announcements and email, provide students with online collaborative tools, and collect and grade online assignments and tests. Bentley students will expect to find your syllabus and other basic course information on Brightspace before the start of classes. Your students will be automatically enrolled in the respective Brightspace course site.

Go to <https://brightspace.bentley.edu> to login and access your course sites. Although students registered in your courses are automatically enrolled in your Brightspace site, please note that students do not have access to the site until the site is available. As a default, the course sites are automatically set to be made available to students one/two weeks before the start of the semester. To change the default date, go to your course in Brightspace and click “Course Tools à Course Admin” on the navigation bar. Then select “Course Offering Information”. Scroll down to find the Start Date option and change the default start data. Then click Save.

The Academic Technology Center (ATC) offers regular workshops on how to use Brightspace. To find out more about Brightspace and access our help resources, visit the Faculty Brightspace Resources page (<https://www.bentley.edu/atc/brightspace-faculty>).

### Managing Student Behavior

In the classroom, students and faculty are expected to adhere to the Bentley Core Values, which include caring, collaboration, diversity, honesty, impact, learning, and respect. All students are required to comply with a request of a faculty member to ceasing behavior that disrupts the learning environment. Sometimes, however, students are unaware of the impact that their behavior has on the classroom environment. Preventive measures that have proved useful in managing the rare instances of disruptive behavior have included:

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

in the student handbook.

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

### **Technology in the Classroom**

Most Bentley students have laptops and many of them are accustomed to using them in class. However, you may set your own policy regarding the use of laptops and other technologies in class. If you are teaching an evening course, you should be aware that we have a small adult part-time population who, for the most part, work full-time and are juggling work, family, and school. These students may be less likely to have laptops.

### **Class Related Policies and Information**

#### **Academic Calendar**

The start, end, and withdrawal dates for Bentley classes, official holidays, and final exam periods are set out in the Academic Calendar published by the Registrar's office and found at [www.bentley.edu/offices/registrar/dates-and-deadlines](http://www.bentley.edu/offices/registrar/dates-and-deadlines). To ensure that Bentley remains in compliance with credit hour policies, classes must be held in all the periods scheduled in the Academic Calendar and last through the end of the semester.

Undergraduate and Graduate Catalogues: Academic policies, course and program descriptions and other important information are in the undergraduate and graduate catalogues. You can access these catalogues at <https://catalog.bentley.edu/>.

#### **Preparing the Syllabus**

The Curriculum Implementation Committee (in consultation with the Academic Standards Committee and the Wilder Professors) have created shell syllabi, and a full syllabus design web resource is available for all faculty. You can access the shell syllabi and additional resources here: <https://www.bentley.edu/academics/offices/provost/syllabus>

You can also seek guidance on syllabus issues from the Learning and Teaching Council and your department chair. If your course has a Course Coordinator please be sure to check in with the coordinator on syllabus questions and expectations.

#### **Course Enrollment**

There is an Add/Swap/Drop period in which students can add, swap or drop your course. Students may not add courses on their own after the add/swap period has ended. Students who wish to add a class during the second week of the add/swap/drop period must have permission from the department chair who consults with the instructor.

### **Attendance Expectations**

Students are expected to attend all class meetings. Please review the Attendance Policy for clarification on attendance. You may set your own policy in addition to the policy stated in the catalogue. Students who ask you about missing class for an extended period of time (one week or longer) because of a personal/family emergency or health situation should immediately contact Academic Services, the student Health Center or Counseling Center depending upon the situation.

### **Cancelling Class**

If you need to cancel class, you should:

- Contact your department chair with the date class will be cancelled, your plan for communicating with students and details on how the class will be made up.
- Please let the academic coordinator also know since s/he may get questions from your students in your absence.
- Communicate with your students via email and a BrightSpace Course announcement. Be as clear as possible what the cancellation means (in an emergency it may just be that you will be in touch as soon as possible with more details).
- Decide how you will make up the student contact hours (e.g. schedule a make-up class, record a lecture for them to watch later, assign work outside of class). If you need to adjust your syllabus do so as quickly as possible with an abundance of communication to your students about the changes.
- Please note: if you cannot get to campus but are able to hold class via Zoom in the originally scheduled date/time please do so after communication with your students via email and Brightspace Announcement. Additionally, if you must cancel class more than once during the semester, please contact your department chair to ensure you are meeting accreditation standards with your make-up plans.

### **Grade Disputes**

Clear grading expectations and policies outlined in your syllabus along with regular communication with students about their progress in your class will help prevent grade disputes. Every attempt should be made to preserve confidentiality for all involved in the process. The procedures for handling grade disputes are outlined in the Faculty Manual, University Catalogue, and Student Handbook. You may wish to consult with your department chair if a student disputes a grade.

### **Repeating a Course**

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

### **Student Progress Reporting**

Instructors will receive a pre-selected student population who will receive progress reports in

the semester. This population includes student-athletes and students on academic probation. In addition to the pre-selected students, students who are struggling in class benefit from progress reports early in the semester so they can work to get back on track. This also benefits student-athletes who need to comply with NCAA academic standards. Progress reports should be sent out before the last day that students can withdraw from classes.

### **Mental Health Concerns**

On-demand resources for faculty on mental health and teaching can be found at this webpage: <https://www.bentley.edu/academics/offices/provost/mental-health-teaching-resources>. Additionally, other resources for students include the Bentley Care Team and the Counseling Center. The Care Team is a group of professionals that are equipped to provide support for students who may face mental health issues. Anyone who is concerned should first speak with the student and then refer them to the team.

- The Counseling Center is also available for students to talk to trained psychologists and counselors. The Center is located on the second floor of the Michael A. Callahan building, above the University Police department.
- In case of an on-campus emergency, call University Police at (781.891.3131).
- If a student stops attending class, fill out a CARE report available at [Bentley.edu/Bentley-cares](https://www.bentley.edu/Bentley-cares).

### **IRB Policies**

For any class assignments that involve human subjects, instructor must ensure that students fulfill all Bentley Institutional Review Board (IRB) requirements. If individual students conduct research, the instructor is ultimately responsible for the research and subjects and must act as the Project Investigator. If an entire class is conducting research, a Review Research Form and Faculty Sponsor and Student Investigator Assurance Form must be submitted to the IRB. Both the instructor and the students should complete Collaborative Institutional Training Initiative (CITI) Program, which discusses the ethics of researching human subjects. The involved faculty and students should also discuss informed consent, identify and establish confidentiality guidelines, and assess the risk-benefit ratio.

### **Student Service and Civic Engagement Opportunities**

The Bentley Service-Learning and Civic Engagement Center (BSLCE) works with faculty to develop academic service-learning opportunities. These opportunities aim to advance course learning and provide support for non-profits and the communities they serve. These opportunities are incorporated into the curriculum.

### **Academic Integrity**

Bentley students and faculty are held to the highest standards of ethical behavior and moral conduct. Faculty are expected to adhere to Bentley's Ethics policy and the ethics conventions of their disciplines. Each student is expected to abide by the Honor Code and to become familiar



with the entire Academic Integrity System.

The Academic Integrity Director is Greg Farber, Distinguished Lecturer in the English and Media Studies Department. The Director is appointed by the Provost; works with academic departments and the student organizations to implement proactive education and prevention related to issues of academic integrity; reports to the Associate Provost for Student Success; oversees the academic integrity process to insure its adherence to the spirit and letter of Bentley's Academic Integrity System; and, consults frequently with faculty, students, and the Academic Integrity Council. For questions, or to provide information, regarding academic integrity at Bentley, please call 781-891-2844 or email [GA\\_AcademicIntegrity@bentley.edu](mailto:GA_AcademicIntegrity@bentley.edu).

### **Student Evaluation of Teaching (SETs)**

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

The SETs include questions about how well the instructor facilitates learning and student interaction, which are reported for all courses and course sections and are available on-line to the community. SETs also include a separate set of developmental questions (what students like the most or the least about the class, etc.); answers to these questions are only available to the individual instructor. SET reports are not available until several weeks after grades have been submitted.

To see a copy of the SETs question, please refer to Appendix C.

# Academic Support Services

## Academic Services

### Undergraduate Academic Services

Undergraduate Academic Services offers information central for all undergraduate students. Staff members interpret and implement university policies and procedures, offer tutoring and comprehensive academic services for students with academic difficulties, as well as provide academic support for all students. The academic advisors and academic support staff members are committed to working with every student throughout their academic career to help create an individual education plan that will help them attain all their goals. Please feel free to refer any students who are having difficulty with your course, or academics in general, to Academic Services. If you have an academic concern about a student or for need clarification on academic policies, please contact Undergraduate Academic Services regarding undergraduate students, 781-891-2803 or you may refer to the Academic Services website at <http://www.bentley.edu/offices/academic-services> to review resources and services.

Location: Jennison 336

Phone: 781-891-2803

### Graduate Academic Services

The Graduate Academic Advising and Student Engagement office offers services to graduate students similar to those described above for undergraduates. If you are teaching a graduate course and have any concerns about a student or questions about the graduate curriculum, the staff here are an excellent resource. More information is available on their website: [www.bentley.edu/offices/academic-services/graduate-students](http://www.bentley.edu/offices/academic-services/graduate-students).

Location: Jennison 336

Phone: 781-891-2348

Email: [gradvising@bentley.edu](mailto:gradvising@bentley.edu)

## Student Affairs Resources

### The Bentley Care Team

The Bentley Care Team (<https://www.bentley.edu/offices/student-affairs/care-team>) is a group of professionals that provide support, guidance, or feedback to students who may be in crises or are engaging in behaviors that are perceived as concerning (either to the student individually or to others). The Bentley Care Team accepts referrals and responds to students, families, faculty, and staff when concerns for a student's health and safety are identified.

In cases of emergency, reporters must contact University Police (781.891.3131) for on-campus emergencies or 911 for off-campus emergencies first if the person of concern poses an immediate threat to self or others or if the individual experiences a medical emergency (e.g. seizure, loss of consciousness). The CARE Team plays a secondary role to all urgent

circumstances and should be contacted only after initial emergency notifications are made.

To submit a CARE report, please visit: <https://www.bentley.edu/offices/student-affairs/bentley-cares>

### **The Counseling Center**

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

### **Center for International Students and Scholars**

The Center for International Students and Scholars (CISS) offers resources for international students and promotes interactions between domestic and international students. CISS makes it possible for all Bentley students to gain both a global perspective and a broadened world view. If you have questions or concerns about an international student, feel free to contact CISS for help. Student Center, Room 310 Phone: 781-891-2829  
Email: [ga\\_ciss@bentley.edu](mailto:ga_ciss@bentley.edu)

<https://www.bentley.edu/offices/center-international-student-scholars>

### **Disability Services**

Bentley University abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which stipulate no student shall be denied the benefits of an education solely by reason of a disability. If students have a hidden or visible disability which may require classroom accommodations, please encourage them to call Disability Services within the first 4 weeks of the semester to schedule an appointment. Disability Services is responsible for managing accommodations and services for all students with disabilities.

Disability Services provides equal educational opportunities for all full and part-time students with diagnosed disabilities and impairments through an accessible, equitable and inclusive learning environment. Disability Services staff will work with each qualified student to ensure their accommodations give them equal access while at Bentley University.

Reminders about students with disabilities:

- Please request students who are registered with Disability Services to (privately) identify

themselves to you as soon as possible to go over their accommodation plan to ensure you have advance notice. Please expect to receive accommodation plans throughout September and October. Please work with students on an individual basis to put their unique accommodation plan in place.

- Once a student passes in an accommodation plan, it means:
  - The student has submitted comprehensive documentation regarding their disability and it has been thoroughly reviewed and accepted
  - The student is covered under the Americans with Disabilities Act as well as Section 504 of the Rehabilitation Act, which states no one can be discriminated against on the basis of disability, and mandates equal access to all school programs by way of reasonable accommodation
  - The student is legally approved for the accommodations marked on the accommodation plan
- Extra time for exams is based off the longest time *other* students have to take the exam. For example, if you have an 80-minute class but give students 90 minutes to take the exam, someone with time-and-one-half will receive 135 minutes (based on the 90 minutes). There have been legal rulings regarding how colleges provide extra time, so it is important we as a university follow these guidelines.
- Please remember to guard your student's confidential information. Some helpful tips include: Addressing accommodation arrangements/requests/issues in private, making referrals in private and writing initials on documents instead of full names. *Also please remember diagnoses are confidential information and students should not be asked what their disability is.* If you have any questions or want to discuss how we protect our student information, please do not hesitate to contact us.

**Exam Accommodations/Test Room:** It is the student's responsibility to make contact with you one week prior to the exam to set up accommodation arrangements.

In the event that it is impossible to set up accommodations with the student, you can complete a Test Room request form (please see website for full policy:

<https://www.bentley.edu/offices/disability-services/test-room>) and submit to

[DStestroom@bentley.edu](mailto:DStestroom@bentley.edu) for DS to administer the exam. The Test Room is only for students who are registered with Disability Services and are approved for exam accommodations.

Extra time is based on the longest amount of time a student without a disability receives.

Please feel free to visit our website for more information about disability services at Bentley:

<https://www.bentley.edu/offices/disability-services>

Faculty do not need to provide academic accommodations to students who state they have a disability but do not have an accommodation letter from disability Services. Students are required to work with Disability Services in order to receive any academic accommodations. For more information, please feel free to contact Disability Services:

Stephanie Segalini, LRC Director

Steph Bohler, M. Ed, Associate Director

Katie Johnson, MPA, Administrative Assistant  
Disability Services, Jennison 336  
781.891.2004

### **Office of Equal Opportunity and Institutional Equity (OIE)**

The OIE, located at LaCava 292, offers students and other Bentley community members, support, resources, and reporting options for concerns with sexual misconduct, relationship violence, stalking, and identity-based discrimination and harassment. If a student shares that they have had an experience with any of the above, the OIE team can assist them.

Faculty may hear from the OIE team when a student has asked for academic accommodations and support related to a claim of prohibited conduct described above. Requests for academic accommodations are made to ensure that an impacted student can fairly continue their education with minimal impact from the harm they have experienced. Typical requests may include: requests to change course sections; flexibility with course requirements and due dates; excused absences from class, or similar requests. For more information, please Kelly Downes, Director and Title IX Coordinator, [kdownes@bentley.edu](mailto:kdownes@bentley.edu) or visit the OIE website: <https://www.bentley.edu/offices/institutional-equity>.

### **Academic Centers and Labs**

The following centers focus on providing help to students in course-related work. For a full list of learning centers on campus see, <https://www.bentley.edu/academics/learning-labs>

#### **The Writing Center**

The Bentley Writing Center, located in room 023 (ground/basement level) of the library, offers one-on-one tutoring—for writing and presentations—to students of all years and skill levels in a welcoming and supportive environment where students can work on writing or presentations for any class or discipline. Students are encouraged to visit at all stages of the writing, drafting, or revising process; they can go with notes, slides, or a full or partial draft. They can brainstorm ideas, work on an outline, or get feedback on a presentation. Please encourage your students to use the Writing Center. You may also arrange for a tutor and/or the Writing Center director to come to your class to provide an overview of what the Writing Center has to offer.

Drop-ins are welcome, but appointments are encouraged. For an appointment, students may call 781-891-3173, or visit: <https://bentley.mywconline.net/>.

Writing Center Director, Greg Farber, [gfarber@bentley.edu](mailto:gfarber@bentley.edu); 781-891-2978.  
[www.bentley.edu/centers/the-writing-center](http://www.bentley.edu/centers/the-writing-center).

#### **ESOL Center**

All Bentley University students who are English Speakers of Other Languages (ESOL) can receive

English language support for courses across the curriculum. Faculty tutors who specialize in working with multilingual learners offer feedback and strategies for writing at any stages from early brainstorming through the drafting and organizing process. Additionally, students can receive help related to research, documenting sources, PowerPoint slides, pronunciation and oral presentations.

The ESOL Center is located in Room 026 of the Bentley Library (lower level). Students can make an appointment by going to <https://bentleyesol.mywconline.net>, by calling 781-891-2021, or by dropping by the ESOL Center during the hours of operation to see if a tutor is available. Please consider including information regarding the ESOL Center on your syllabi and Brightspace sites. Although no referrals are necessary, it is beneficial when instructors regularly encourage students to take advantage of the ESOL Center services.

If you have questions or need further information, please contact Kristin Raymond at [kraymond@bentley.edu](mailto:kraymond@bentley.edu)

### **Mathematics Learning Center**

The Mathematics Learning Center provides drop-in tutoring to all students enrolled in undergraduate mathematics courses at Bentley. The goal of the center is to have students leave a tutoring session with increased understanding and confidence in their own ability to do mathematics.

Throughout the academic year, the center is open most days and evenings. During all hours of operation, students may get help with all first-year mathematics courses, and there are selected hours when students may come for help with electives, including GB213 (Business Statistics). Computer assistance as it relates to a mathematics course is also provided. The center is directed by a full-time faculty member and is staffed entirely by Bentley undergraduate students.

Zsuzsanna Maar, Director: [zmaar@bentley.edu](mailto:zmaar@bentley.edu) Location: Jennison 218  
Phone: 781-891-3180  
<https://www.bentley.edu/offices/academic-services/mathematics-learning-center>

### **The Howard A. Winer '58 Lab for Economics, Accounting and Finance (LEAF)**

The goal of the LEAF is to provide a welcoming and inclusive learning environment where students can seek academic support for their accounting, economics and finance courses. Here, students will find peer tutors knowledgeable in accounting, economics and finance, ready to help and prepare them to thrive in the Bentley business curriculum. The LEAF is designed to allow students hands-on experience by integrating technology into their areas of study. It's also a collaborative space to work together on group projects and case studies. Additionally, students will find peer-led tutoring for the subject areas covered by the lab.

Location: Lindsay Hall 21

Contact: Professor Chase Cicchetti, [chasecicchetti@bentley.edu](mailto:chasecicchetti@bentley.edu)

Phone: 781.891.2536



<https://www.bentley.edu/centers/leaf>

### **Computer Information Systems (CIS) Sandbox**

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

Location: Smith 234

Phone: 781-891-3491

[Ga\\_cis\\_sandbox@bentley.edu](mailto:Ga_cis_sandbox@bentley.edu)

### **Center for Languages and International Collaboration**

The Center for Languages and International Collaboration (CLIC) seeks to enhance course curricula in Modern Languages and International Studies through state-of-the-art technology. The CLIC staff, composed of undergraduate Bentley students who speak two or more languages, work with students enrolled in Modern Language classes to help improve their oral competencies and global worldview.

Alessia Dalsant, Director; [adalsant@bentley.edu](mailto:adalsant@bentley.edu) Location: AAC 162

Phone Number: 781.891.2019

<https://www.bentley.edu/centers/clic>

### **Bentley Service-Learning and Civic Engagement Center (BSLCE)**

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

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

- A 4th-Credit option is an elective arrangement whereby an instructor allows students to enroll in a service-learning project for an additional, 4th credit. The instructor supervises the student, however there is a separate course registration that must be completed through the BSLCE. As well, the student receives a separate grade for their 4th-Credit service-learning work. Students must complete a minimum of 20 hours of service and 10 hours of related academic engagement (journals, papers, presentations) for the 4th-credit option. Instructors may devise their own 4th-credit project, in consultation with the BSLCE, or draw upon a project regularly offered by the BSLCE. However, in the latter case, it is essential that the project be tied substantively to the sponsoring course. Examples: (1) A writing class that includes a project on researching and writing about family history offers a 4th-credit option in which students work with residents of a senior housing complex to record their family histories. (2) An environmental science class offers students an opportunity to do research on energy efficiency resources created for small businesses and to advise a government office about the effectiveness of those resources. (3) An organizational behavior class allows students to use developing management skills to create activities for children in after-school programs.
- If students are seeking to receive the Service-Learning Certificate when they complete their undergraduate education, they are credited with up to 20 service hours for their work. If an instructor wishes to offer either an embedded or 4th-credit option to their students, the instructor should consult with Jonathan White, BSLCE Director (jmwhite@bentley.edu), and Samantha Eddy (seddy@bentley.edu), BSLCE Associate Director of Academic Programs, to determine what site or sites are appropriate for the sponsoring course. Please note that BSLCE has partnerships with many dozens of civic-facing community partners and will assist in creating the right match for your class and students. There is no extra payment for teaching an embedded service-learning class/class track. However, for offering the 4th-credit option, instructors receive \$100 for each student they supervise, up to a maximum of \$1000 per semester.

The BSLCE also engages with the campus on a variety of civic engagement initiatives that encompass a range of Diversity, Equity, Inclusion, Social Justice, and social entrepreneurship events, talks, workshops, and experiential learning programs, designed to connect co-curricularly. If an instructor wishes to connect their course materials to these types of civic engagement initiatives, the instructor should consult with Jonathan White, BSLCE Director (jmwhite@bentley.edu), and Bria Milbery (jmwhite@bentley.edu), BSLCE Associate Director of Programs and Initiatives.

Phone: 781-891-2170

<https://www.bentley.edu/centers/service-learning-center>

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

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

### Teaching & Learning Gateway

Bentley is proud to provide many resources to support faculty in their efforts toward teaching excellence. To ensure quick and easy access to these resources, please bookmark the [Teaching & Learning Gateway webpage](#). Through this webpage you can quickly access on-demand resources and connect with on-campus experts ready to help you meet your teaching goals.

### Learning Design Team

This team is focused on providing faculty with the pedagogical tools and knowledge necessary to continue the spirit of teaching excellence that has shaped our institutional history. The members of this team support Bentley faculty in designing and assessing courses to maximize student learning through their expertise in learning experience design, evaluating learning outcomes, inclusive pedagogies, multimedia course elements and online course development. By working with our team, faculty will be encouraged to embrace the spirit of discovery outlined in our pillars of Learning Design. Collectively these pillars aim to provide learners with a thoughtful, effective, and transformative learning. The Pillars are:

- Engaging in thoughtful design practices
- Focusing on student learners
- Aligning outcomes, activities, and assessments
- Collaborating to develop materials that engage students
- Inspiring discovery through ongoing learning

Learning Design location: Adamian 122

Email: [learningdesign@bentley.edu](mailto:learningdesign@bentley.edu)

Website: <https://www.bentley.edu/academics/offices/learning-design>

### The Academic Technology Center (ATC)

The ATC can help you with all pedagogical technology we use here at Bentley. ATC staff offer regular workshops for faculty on topics such as D2L Brightspace, Web 2.0 and software collaboration tools, plagiarism detection and prevention, using Smartboard technology in the classroom, and statistical and qualitative research tools. The ATC also provides classroom presentation technologies and video production and streaming services, as well as support for

Bentley's online learning program and various learning labs on campus. Go to <http://atc.bentley.edu> for available resources, ATC staff contacts, and a schedule of workshops, or watch your e-mail for the monthly schedules.

Location: Adamian Academic Center 168  
Phone: 781-891-3421

### **The Bentley Learning and Teaching Council**

The mission of the Bentley Learning and Teaching Council (BLTC) is to sustain and strengthen Bentley's historical commitment to the highest quality education for our students. The BLTC supports the university's mission: "To educate creative, ethical, and socially responsible organizational leaders by creating and disseminating impactful knowledge within and across business and the arts and sciences."

The BLTC assists faculty in fulfilling their potential as "teacher-scholars," thereby enhancing the learning experience of all Bentley students. To achieve this, the BLTC:

- Engages the Bentley community in conversations about what constitutes effective teaching and enhances graduate and undergraduate learning.
- Encourages, supports and disseminates pedagogical research.
- Supports faculty at all stages of their career in enhancing their teaching.
- Develops programs designed to improve teaching and foster a productive learning environment.

### **The Bentley Library**

Bentley Library is the hub of academic life on campus, offering an inviting place for research, quiet study, and collaboration. The three-story building is also home to the Writing Center, ESOL Center, IT Client Services Help Desk, the RSM Art Gallery, and the Deloitte Café. The Bentley Library provides print and online resources for research, recreation, and curricular use. Library staff members are available to assist faculty with the following services:

- Borrowing
- Course Reserves
- Interlibrary Loan
- Reference & Research Help
- Research & Information Literacy Instruction
- Selection of materials for research interests and curriculum development

The library's website is: <https://library.bentley.edu>. Resources specific to faculty and staff can be found at: <https://www.bentley.edu/library/services/faculty-staff>.

### **Searching for Materials**

The Bentley Library Search is available via the library's homepage (<https://library.bentley.edu>).

You can use it to search almost everything the library has, including books and e-books, articles, and streaming media. For more information about the Library Search, visit:

<https://libguides.bentley.edu/librarysearch>

New materials are regularly added to the library's collections. Visit our New Materials page to see our recent additions and find quick links to some of our most popular collections:

<https://www.bentley.edu/library/research/new-materials>

### **Using Online Databases**

The library's online resources for research and scholarship include e-books and digital audiobooks, streaming media, and online research databases that provide full-text access to journals, newspapers, reports, analysis, and statistics. Our full list of databases can be found at:

<https://libguides.bentley.edu/az.php>

Databases may be searched from any computer on campus and can be used off campus by entering your Bentley University email address and network password when requested. If you encounter a problem while searching the library's databases, please contact the Reference Desk:

<https://www.bentley.edu/library/research/help>

### **Using Streaming Films**

The library offers academic and feature streaming films via the Academic Video Online, Films on Demand, Kanopy, and Swank Digital Campus databases. These may be accessed directly via links on the library's Databases A-Z page. Films may be viewed for personal use and/or embedded in a Brightspace course page. Further information on these collections as well as directions regarding requesting streaming films for curricular use can be found here:

<https://libguides.bentley.edu/streamingfilms>

### **Reference & Research Help**

<https://www.bentley.edu/library/research/help>

The library provides a variety of services to assist faculty with research, publishing, and teaching. Reference & Research Help hours are listed on the [library hours calendar](#). You can reach us by visiting the reference desk on the main floor of the library, phone (781.891.2300), email ([refdesk@bentley.edu](mailto:refdesk@bentley.edu)), text (781.728.0511), or use the [live chat feature on the library website](#). [Research consultation appointments](#) for individuals or small groups are also available.

Contact the Reference Desk or your [library liaison](#) for help with these and other aspects of academic work:

- Planning a research strategy and selecting the best resources for your research
- Searching online databases and the web
- Locating materials at other libraries
- Managing citations

- Navigating copyright
- Identifying scholarly publishing opportunities

### **Research Guides**

Bentley librarians have created a variety of library research guides designed to help researchers locate the best print and online resources for their research needs. Research guides are available for popular topics as well as for specific classes. Contact your library liaison if you would like to collaborate on a research guide for your subject area or a specific course. The full collection of library research guides is available at <https://libguides.bentley.edu/>

### **Library Liaisons**

Reference librarians act as liaisons to Bentley academic departments and programs. Liaisons serve as a main point of contact between that program and the library, acting as a resource and collaborator. Faculty are encouraged to contact their liaison for assistance with research questions and projects. Liaisons also develop collections and allocate resources within their subject specialties. Please contact your library liaison with purchase requests for books, videos, journals and online resources. Find your departmental liaison at: <https://www.bentley.edu/library/about/liaisons>

### **Research Instruction**

The Bentley Library supports teaching and learning at Bentley University by providing essential information literacy education through focused, student-centered research instruction to empower students to critically search for, use, and evaluate information effectively. Reference librarians partner with faculty to facilitate students' development as information literate scholars, citizens, and members of the workforce.

Research instruction can take many forms ranging from a targeted class on subject specific resources to an overview of constructing successful search strategies. The topics covered in a research class can be customized to your specific needs. More information about research instruction and the instruction request form can be found here:

<https://www.bentley.edu/library/research-instruction>

If you have questions or would like to know more about how we can work with your specific class, please contact the Research Instruction Coordinator Matthew Van Sleet ([mrvansleet@bentley.edu](mailto:mrvansleet@bentley.edu) or 781.891.2311) or your department's [liaison librarian](#).

### **Interlibrary Loan (ILL) & Scan on Demand**

Interlibrary Loan (ILL) is a free service offered to all current Bentley faculty, staff, and students. The Bentley Library shares resources around the globe. Books, book chapters, articles, DVDs, and other media can be requested through Interlibrary Loan. Scan on Demand is a free, electronic document delivery service that enables members of the Bentley community to request and obtain digital scans of journal articles and book chapters from the library's print collections for research purposes. Place Scan on Demand requests via your Interlibrary Loan account; staff will process up to 5 requests per day and digital copies will be delivered to you within 2-3 business



days.

Please visit <https://www.bentley.edu/library/services/interlibrary-loan> to find more information and to submit requests. For assistance, Interlibrary Loan staff can be contacted in person at the Library Services desk, by email at [interlibloan@bentley.edu](mailto:interlibloan@bentley.edu) or by phone at 781.891.2301.

### **Course Reserves**

Library Services staff members are available to assist faculty in placing items on course reserve. Reserve material can either be library-owned or personal copies of physical items kept in the reserve stacks for student access, or digitized material posted to your Brightspace site. Electronic Reserves can also include links created in Brightspace to journal articles, eBooks, or streaming films available through our databases.

All submitted requests will undergo a thorough evaluation to determine copyright compliance. For detailed information on submission procedures and guidelines, please visit our faculty course reserves page: <https://www.bentley.edu/library/services/faculty-course-reserves>

### **Borrowing @ the Bentley Library**

Your Bentley ID acts as your library card. You must bring your Bentley ID with you to borrow materials from the library. You will also need your Bentley ID if you want to print using the library's networked printers.

You can access your library account anytime online to view lists of all the materials currently on loan to you, renew materials, place holds on materials you would like to borrow, and save Library Search searches for future reference.

For more information on the types of items you can borrow, borrowing periods, and to log in to your library account, please visit: <https://www.bentley.edu/library/services/borrowing>

*Note:* Reference titles and issues of periodicals and journals are generally restricted to library use, but faculty may borrow items for short periods of time on a case-by-case basis. If you wish to borrow these materials, please contact the Reference Desk at 781.891.2300 or send an email to [refdesk@bentley.edu](mailto:refdesk@bentley.edu).

### **Additional Borrowing and Visiting Privileges**

The Bentley Library is a member of the [Boston Library Consortium \(BLC\)](#) – a resource sharing consortium comprised of academic, public, and special libraries in Massachusetts, Connecticut, New Hampshire, and Rhode Island. Our membership grants Bentley students, faculty, and staff on-site access to most materials, services, and resources at other full member libraries. Materials can also be borrowed through Interlibrary Loan (ILL).

To borrow materials on-site at other member libraries, you will need a BLC Consortium Card. Find more information on the BLC, how to obtain a consortium card, policies, and additional borrowing privileges from other libraries here

<https://www.bentley.edu/library/services/borrowing-beyond-bentley>

### **Scholars @ Bentley Institutional Repository**

Scholars @Bentley is a digital archive that collects and preserves the intellectual output of Bentley faculty and students. This service of the Bentley University Library provides open, worldwide access to these research materials and promotes Bentley scholarship, teaching, and learning. For more information visit <https://scholars.bentley.edu/> or [contact scholars@bentley.edu](mailto:contact_scholars@bentley.edu).

### **Bentley University Archives**

The Bentley University Archives collects and provides access to information about the history, development, and activities of Bentley University. All researchers are welcome to use the collections. In addition, faculty may work with the archivist to tailor course-specific instruction sessions using archival materials and primary sources.

Visit <https://www.bentley.edu/library/research/archives> to browse online exhibits and learn about our collections. For more information, contact the University Archivist at 781.891.2269 or [archives@bentley.edu](mailto:archives@bentley.edu).

### **Library Hours**

Library hours vary during the semester, during breaks and holidays, and during final exam times. Daily hours can be found on the library homepage or by visiting the full Library Hours Calendar: <https://www.bentley.edu/library/hours>

### **Library Building Directory**

The Bentley Library building is three stories and home to various service points and resources as well as the Writing Center, ESOL Center, IT Client Services Help Desk, the RSM Art Gallery, and the Deloitte Café. Visit the library building directory for a general guide as to what services, collections, and special areas are available on each floor: <https://www.bentley.edu/library/about/building-directory>

### **Library Spaces**

The library provides various types of spaces for individual and collaborative study. Individual study carrels, study “pods”, tables, and comfortable seating are available throughout the library. The library also offers graduate students and graduate research assistants the opportunity to apply for assigned study carrels.

There are 22 collaborative study rooms available throughout the library. Designed to support the need for collaboration in a business university, 18 rooms feature large-screen LCD displays which automatically switch between room PCs and student laptops with 2 additional rooms featuring SMART boards. *Study room reservations are available only for current Bentley students.*

Learn more about the various study spaces available at: <https://www.bentley.edu/library/about/study-spaces>

**Equipment (including Printers, Scanners, Copiers, Fax Machine)**

The library has networked high-speed black/white printers and color printers located in printing rooms on each floor of the building. Scanners are available for use at no charge and are located in the lower- and upper-level printing rooms. A copier and a fax machine can be found in the printing room on the lower level of the library; the number for the fax machine is (781) 891-3140.

The Bowles Room/Video Viewing Room is located on the lower level of the library. This room includes stations with DVD/VCR players for video viewing. The room also houses a microfilm/microfiche reader that can be used to view, print, and/or email a PDF document.

## Mission, Equity Reporting & Bentley Core Values

**Mission Statement**

Bentley University changes the world with a transformative business education, integrated with arts and sciences, that inspires and prepares ethical leaders who will confront the challenges of today and shape the opportunities of tomorrow.

**Equity and Title IX Reporting**

Bentley is a community of students, faculty and staff who are committed to learning. To create the best environment for learning to occur, we as a community embrace our core values to guide our conduct. Our values include caring, collaboration, diversity, honesty, impact, learning and respect.

Bentley prohibits identity-based discrimination/harassment, sexual misconduct, or workplace bullying against or by anyone in our community - faculty, staff, students, or campus visitors. Bentley's Office of Equal Opportunity and Institutional Equity (OIE) provides support, resources, and reporting and resolution pathways for all Bentley community members. We encourage all students, staff, faculty or visitors to the campus to review Bentley's policies, and to utilize any of the support resources found on the OIE website. The university provides a wide variety of reporting and support options, including anonymous reporting

**Core Bentley Values**

Bentley is a community of students, faculty and staff who are committed to learning. To create the best environment for learning to occur, we as a community embrace these core values to guide our conduct:

**Caring**

We practice understanding, compassion and kindness. We recognize the whole person and their well-being, and we think beyond ourselves and our immediate goals to consider the impact our actions have on other people.

**Collaboration**

We welcome new perspectives as we work with others toward a common goal. We seek out opportunities for partnership and teamwork, readily sharing our knowledge and expertise with others.

**Diversity**

We are all different and that makes our community stronger. We embrace and seek to understand those with different beliefs, backgrounds and life experiences. We celebrate those differences as opportunities to learn and grow. We protect and affirm the right of all people to be themselves.

**Honesty**

We act with honesty and integrity in our academic, personal and professional affairs. We are dedicated to ethical and transparent behavior, and we hold ourselves accountable for our words and actions.

**Impact**

We recognize our potential to make a difference. We use the power of business and innovation to positively impact individuals, organizations and the communities we serve at home and abroad.

**Learning**

We are here to learn and develop. We are passionate about knowledge and want to continue to learn throughout our lives. We are eager and willing to try new experiences and ways of thinking. We appreciate that much of our learning will occur by interacting with others, inside and outside of the classroom.

**Respect**

We treat others as they would like to be treated. We recognize the inherent dignity and worth of all members of our community and strive to better understand and appreciate everyone. We are committed to keeping our community free of vandalism, hate speech, violence and harassment.

## Appendix A: Adjunct Faculty Benefits



### **BENEFITS SUMMARY**

Adjunct Faculty Union

*AUGUST 2023*

#### **BENTLEY IS COMMITTED TO:**

- Offering a comprehensive, competitive and affordable benefits package that is part of your Total Rewards package,
- Helping you and your family enjoy the best possible health and wellbeing,
- Providing you with meaningful options so that you have the flexibility to make choices that best meet your needs, and
- Making decision-support tools available so you can make informed decisions and have greater cost transparency.

#### **IMPORTANT BENEFITS INFORMATION:**

- Coverage is effective the first day of the month, if it's your date of hire, or following your date of hire.
- You may choose to cover your spouse or domestic partner, children to age 26, or unmarried disabled dependent children of any age under your medical, dental, vision and life insurance.
- Your elections will remain in effect through December 31. Certain benefits may be revised during the annual open enrollment period or if you experience a change in status event, such as marriage or divorce; birth or adoption of a child; change in your/your spouse's employment status or cost of coverage; change in a dependent's eligibility for benefits, etc.
- Benefit elections must be made through Workday, Bentley's HRIS. If you have questions or need paper copies of plan summaries, visit the HR webpage at or <https://www.bentley.edu/offices/human-resources/benefits> or contact Sandy Smith, Sr. Benefits Specialist at [ssmith@bentley.edu](mailto:ssmith@bentley.edu) or at 781-891-2817.

MEDICAL INSURANCE:

Harvard Pilgrim – 3 Plans: HDHP (High Deductible Health Plan), Best Buy HMO, or HMO. The employee is responsible for the full cost of the plan. Premiums will be billed and payable to Sentinel Group

DENTAL INSURANCE:

Delta Dental Premier – Standard plan or High plan. The High plan provides a higher annual benefit as well as orthodontia coverage for children and adults covered on the plan. The employee is responsible for the full cost of the plan. Premiums will be billed and payable to Sentinel Group

VISION INSURANCE:

Bentley offers the opportunity to purchase vision coverage through EyeMed. Coverage is in addition to any vision benefits included in the medical plan. The employee is responsible for the full cost of the plan. Premiums will be billed and payable to Sentinel Group.

VOLUNTARY RETIREMENT SAVINGS

Employees are eligible to make voluntary contributions to the Retirement Plan up to the limit specified by IRS guidelines. Such contributions and any earnings are deferred from state and federal taxation until collected as income.

Automatic Enrollment: You will be automatically enrolled in the retirement plan at a pretax contribution rate of 3% unless you opt out within 45 days. To opt out, log on to Fidelity's website at [nb.fidelity.com/public/nb/Bentley/home](https://nb.fidelity.com/public/nb/Bentley/home). Your contribution will be invested in the Fidelity Freedom Fund closest to your anticipated retirement date (assuming retirement at age 65).

Automatic Increase: If you are saving less than 10% in the Bentley Retirement Plan, your contributions will be automatically increased by 1% each year in February. If you do not want them to be automatically increased, you need to opt out of the increase by logging on to Fidelity's website at [nb.fidelity.com/public/nb/Bentley/home](https://nb.fidelity.com/public/nb/Bentley/home).



**TUITION REMISSION POLICY:**

Adjunct Faculty are eligible for tuition remission in any semester in which they teach a credit-bearing course(s). One course earns 25% and two courses earn 50% tuition remission in that semester.

**HEALTH ADVOCATE:**

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

**EMPLOYEE ASSISTANCE PROGRAM:**

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

**CRITICAL ILLNESS:**

Provides a lump-sum benefit payment through MetLife, either \$10k or \$20k—paid directly to the employee—upon diagnosis of certain covered conditions which include cancer, heart attack and stroke. Critical illness premiums are 100% paid by the employee and are based on age. Premiums will be billed and payable to Sentinel Group

**PERSONAL ACCIDENT:**

Supplements your primary medical plan by providing cash benefits—paid directly to you—in cases of accidental injuries. Accidental injuries include things like fractures, concussions, cuts and ambulance services. The benefit is provided through MetLife and premiums are 100% paid by the employee. Premiums will be billed and payable to Sentinel Group

**HYATT LEGAL PLAN**

The Hyatt Legal Plan provides you, your spouse/domestic partner, and your dependent child(ren) with fully covered

legal services from attorneys experienced in estate planning, civil suits, adoption and much more. The benefit is provided by MetLife and premiums are 100% paid by the employee. Premiums will be billed and payable to Sentinel Group.

IDENTITY THEFT PROTECTION PLAN Get peace of mind and protect yourself against privacy breaches and fraud with Identity Theft Protection from InfoArmor. The protection provides full identity monitoring, proactive alerts, and full-service restoration if your identity is stolen. Premiums are 100% paid by the employee. Premiums will be billed and payable to Sentinel Group.

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

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

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

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

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

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

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

ADDITIONAL BENEFITS:

Meal Discounts  
Discount Movie Tickets & Museum Passes  
Religious Services  
Auto/Home Insurance Discount Program  
On-campus retirement and investment counseling  
Verizon and AT&T Wireless cell phone discount  
Real Estate Program  
Mortgage Service Program  
Health and Wellness Programs

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

# ADJUNCT FACULTY BENEFITS AT A GLANCE

Welcome to Bentley University! We are excited to have you as an Adjunct Faculty member.

Whether you join us for one semester or on a more frequent basis, we are proud to offer benefits for you and your family members. You are eligible to enroll in the benefits outlined throughout this communication AND you will be **automatically enrolled** in our Bentley 403(b) Retirement Plan!

Please read on for a summary of benefits for which you are eligible to enroll. If you have questions or would like more information, like costs or benefit coverage details, please visit the HR Benefits webpage at <https://www.bentley.edu/offices/human-resources/medical-plans> or e-mail [GA\\_Benefits@bentley.edu](mailto:GA_Benefits@bentley.edu).

## Important Enrollment Information

- You will be automatically enrolled in the Bentley 403(b) Retirement Plan with a 3% pretax contribution, unless you opt out within 45 days of your hire date. Visit the Fidelity site at <https://www.netbenefits.com/bentley> to opt out or to change your contribution amount.
- Coverage for any elected benefits is effective the first day of the month following your date of hire.
- You may choose to cover your spouse/domestic partner, children to age 26, and/or unmarried, disabled dependent children of any age.
- Premiums for medical, dental, and vision coverage will be billed at 100% of the cost and payable directly to Sentinel Benefits.
- Benefit elections must be made through Workday, Bentley's HRIS platform.

## Bentley 403(b) Retirement Plan

- **Automatic Enrollment:** As a new hire, you will be **automatically enrolled** in the Retirement Plan at a pretax contribution rate of 3%. Your contribution will be taken out of your pay and invested in the Fidelity Freedom Fund closest to your anticipated retirement date (assuming retirement at age 65). Your contribution rate will be **automatically increased** by 1% each year unless you opt out of the plan.
- **Voluntary Contributions:** You can make voluntary pretax contributions to the Retirement Plan up to the limit specified by IRS guidelines.
- **If You Choose to Contribute Less Than 10%:** In addition, if you choose to contribute less than 10% to the plan, you will ALSO see your contribution **automatically increase annually by an additional 1%** of pay, until you reach a 10% contribution rate. These automatic contribution increases will be taken out of your pay on a pretax basis each February.
- **Opting Out of the Plan:** If you do not wish to be **automatically enrolled** in the Bentley 403(b) Retirement Plan, **you can opt out within 45 days** via Fidelity's website at <https://www.netbenefits.com/bentley>.

## Medical Insurance

Bentley University offers a choice of three medical plans administered by Harvard Pilgrim Health Care. No matter which medical plan you choose, you'll automatically have prescription drug coverage through OptumRx. All premium invoices and payments will be managed by Sentinel Benefits.

High Deductible Health Plan (HDHP)	The HDHP offers the lowest premiums in exchange for a higher deductible. The plan provides coverage from in-network and out-of-network providers.
Best Buy HMO	The Best Buy HMO offers high-quality coverage at a more affordable premium. This plan includes an annual deductible and 10% coinsurance on some services.
HMO	The HMO offers high-quality coverage at a higher premium and includes a deductible.

## OptumRx® Diabetes Management Program

Employees and dependents enrolled in a Bentley medical plan who have been deemed eligible for the OptumRx Diabetes Management Program are automatically enrolled. They will receive a letter and phone call directly to schedule a 1-on-1 coaching session with a pharmacist who specializes in diabetes care.

## Medical Plan Decision support with MyHealthMath®

This confidential and secure platform shows you which medical plan will save you the most money based on your specific needs. By answering a few questions about your and your family's specific medical needs and prescriptions, you can get a personalized report from **Decision Doc**. This tool is available at no cost to you.

## Health Advocate

We provide a free and confidential service to you and your eligible family members to assist with health and eldercare matters. Health Advocate is staffed with registered nurses—experts in the healthcare and insurance fields—who can assist with claims, appeals, finding a specialist, and securing second opinions.

# BENEFITS AT A GLANCE

## Dental Insurance

Bentley University offers two options under the Delta Dental PPO Plus Premier plan.

Standard Plan	\$1,500 per person, calendar-year maximum benefit with no orthodontia coverage.
High Plan	\$2,000 per person, calendar-year maximum benefit AND a separate \$2,000 lifetime maximum for orthodontics.

## Vision Insurance

You have the opportunity to purchase vision coverage through EyeMed that includes coverage for eye exams, glasses, and contact lenses. Coverage is in addition to any vision benefits included in the medical plan.

## Employee Assistance Program

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

## Other Voluntary Benefits

Bentley University offers a host of other voluntary benefits so that you can chose the coverage that best fits your and your family's needs.

MetLife Critical Illness	Provides a lump-sum benefit payment of either \$10,000 or \$20,000 paid directly to you upon diagnosis of certain covered conditions, such as cancer, heart attack, and stroke. Critical illness premiums are based on age.
MetLife Personal Accident	Supplements your primary medical plan by providing cash benefits paid directly to you in case of accidental injuries, including fractures, concussions, and cuts, and covers ambulance services.
MetLife Hyatt Legal Plan	The plan provides you, your spouse/domestic partner, and your dependent child(ren) with fully covered legal services from attorneys experienced in estate planning, civil suits, adoption, and much more.
Allstate Identity Theft Protection Plan	Protects you against privacy breaches and fraud. The protection provides full identity monitoring, proactive alerts, and full-service restoration if your identity is stolen.

## TUITION REMISSION POLICY

You are eligible for tuition remission for yourself in any semester in which you teach a credit-bearing course(s). One course earns 25% and two courses earn 50% tuition remission in that semester.

## Other Voluntary Benefits (continued)

Caregiver Support with Care.com®	Provides access to caregivers for your family's needs, including: childcare, daycare, tutoring, and elder care. Access to these resources is available at no cost to you.
Auto and Home Insurance with Farmers® Insurance	Access discounted rates on personal lines of insurance coverage. In Massachusetts, the employee discount is 7% for auto and 8% for renter/condominium and homeowner insurance. Special group rates also apply in other states through Farmers.
Pet Health Insurance with ASPCA®	Discounted rates off any pet health insurance plan option purchased through ASPCA. Your premium will depend on factors like your zip code, the type, breed, and age of your pet, and the coverage you choose.

## Other Benefits

Athletic Facilities	Employees are invited to use the Dana Center athletic facilities, including the fitness room and pool, free of charge.
Library	Employees have full use of the library and access to a variety of electronic resources like Hoopla and free <i>Wall Street Journal</i> and <i>New York Times</i> subscriptions.
Bentley Community Annual Learning Conference	This is a two-day, internal conference for all staff and faculty to share ideas and collaborate across departments, divisions, and the campus.
Photo ID	For your safety, your photo ID provides convenient access to campus facilities and discounts. You will need to make arrangements with University Police for a photo ID.
Free Parking	A dedicated lot is available for faculty and staff to access at any time.
Electric Car Charging Station	There are two ChargePoint electric vehicle charging stations installed on campus.

We welcome you to Bentley University!

Visit the benefits webpage for additional information

<https://www.bentley.edu/offices/human-resources/benefitshr>.

If you have questions, please email [GA\\_Benefits@bentley.edu](mailto:GA_Benefits@bentley.edu).



## Appendix B: Managing Student Behavior

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

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

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

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

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

- Office of the Dean of Student Affairs 781.891.2161
- Office of Academic Services 781.891.2803
- The Counseling Center 781.891.2274
- Bentley Care referral form <https://www.bentley.edu/offices/student-affairs/bentley-cares>

## Appendix C: Student Evaluation of Teaching Questions

Course Name:                      Department:                      Responsible Faculty:

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

### Facilitating Learning Questions (Orange Questions)

1. The Instructor explains the material well and provides useful examples
  - Strongly Agree
  - Agree
  - Somewhat Agree
  - Somewhat Disagree
  - Disagree
  - Strongly Disagree
2. The Instructor shows how the individual elements or components of the course fit together.
3. The Instructor creates an inclusive environment conducive to learning.
4. The instructor provides new knowledge, understanding or insight.

### Student Interaction

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

5. The Instructor shows enthusiasm about teaching.
6. The Instructor shows concern for students' learning.
7. The Instructor challenges students intellectually and stimulates students' thinking.
8. The Instructor provides opportunities for students to ask questions.

### Developmental (Blue Questions)

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

9. What did you like MOST about the class?
10. What did you like LEAST?
11. What specific incidents/actions most affected your opinion of the class?
12. How could this class be improved?