

# PBS NEW FACULTY ORIENTATION

## DEPARTMENT - GENERAL

### **Mailing address:**

[Your name]

Psychological and Brain Sciences

HB 6207 Moore Hall

Dartmouth College,

Hanover, NH 03755-3578

If a street address is needed, the street is 3 Maynard Street

If a room number is needed, the PBS main office receives all deliveries and is room 103 Moore.

**Department FAX** number: 603 646-1419. The FAX machine is located in room 108 Moore Hall.

**Department Phone** Main Number: 603 646-3181 (Michelle Powers)

Nancy Tenney direct line: 603 646-2781.

You need to dial 8 from a campus phone to get an outside line. There is no charge for local or long distance phone calls (note that international calls are *not* free).

**PBS webpage** is: <http://pbs.dartmouth.edu/>

**PBS Department office hours** are M-F 8-12 and 1-4:00 pm. During these hours the main office (room 103) is unlocked and staff are present.

**Faculty mailboxes** are located in room 103 Moore - the US Mail is delivered once a day. There is also a basket for Hinman (campus) mail in the main office. Our Hinman box is 6207. All packages are delivered to room 103 - a staff member will send you an e-mail when a package is delivered for you.

**UPS/FedEx:** UPS will take pre-paid packages; however, it is up to the individual to contact them to make arrangements for this pick-up (802-295-3747, option 4). **FedEx does not do regular pickups here at Moore.** You can, however, book a pick-up by calling 1-800-463-3339 or 1-888-707-8643 (our account # is 110532067). Please give FedEx one-hour access, so if you would like a pick-up by 4 p.m., please call by 3 p.m. If you miss this, you always can use a local FedEx Drop Box; there are two conveniently located, one at 41 College St by 5 p.m. and another at 69 Lyme Road by 5:30 p.m. FedEx supplies can be found in the second first drawer to the left of the Faculty/Admin Staff mailboxes. If one of our FedEx labels is used, it is important that the Sender's Copy of the label is given to Michelle Powers, along with the chart string to be billed towards, that is, if a business mailing. If personal, you will be expected to pay the amount due when the bill comes in.

## **BEFORE YOU BEGIN**

The Dean of Faculty office may have already sent you some of this information, but just for good measure...

### **MOVING**

The College has existing arrangements with specific moving companies. Please contact Denise Riccio at 603-646-2125 (in Associate Dean for Social Sciences Jay Hull's office) as you begin to make your plans to move to Dartmouth, see also:

<http://www.dartmouth.edu/~purchase/procurement/policies/relocation.html>

### **PARKING AND TRANSPORTATION**

**CAMPUS PARKING:** Campus parking permits can be obtained during business hours from the parking office. To register your car and obtain a permit you will need your employee number and vehicle registration. <http://www.dartmouth.edu/~fom/services/parking/info/index.html>.

Parking and Transportation Services: 646-2340

Address: 6 Vox Lane, McKenzie Hall.

Office Hours: 7:30 am-4:30 pm

Email: [Parking.and.Transportation.Services@Dartmouth.edu](mailto:Parking.and.Transportation.Services@Dartmouth.edu)

Visitors can email the parking office with information on the lot their car is in as well as the car make, model and license plate and they just might not get a parking ticket!

### **CAR REGISTRATION/LICENSES**

New Hampshire: Car registration and driver's licensing for NH residents takes place at the Department of Motor Vehicles (there is an office in Lebanon, NH) only on specific days of the week, for days and hours see: <http://www.nh.gov/safety/divisions/dmv/driverlic/dllocations.html>, non- US citizens may need to travel to a different licensing office.

Vermont: For licensing procedures in Vermont see:

<http://www.aot.state.vt.us/dmv/LICENSES/LICENSES.htm>

The local public transportation system is called Advance Transit <http://www.advancetransit.com/>

### **AIRPORTS:**

Lebanon Airport (LEB) a propeller plane shuttle to NYC), 15 min from PBS,

<http://www.flyleb.com/>

Manchester, NH (MHT), ~90 mins from PBS, <http://www.flymanchester.com/> (free wireless at MHT airport)

Burlington, VT (BTV), ~ 90 mins from PBS, <http://www.burlingtonintlairport.com/>

Logan airport in Boston, MASS (BOS), ~ 2+ hours,

<http://www.massport.com/logan/default.aspx>

There is a very reliable bus service to South Station, Boston and Logan Airport:

Dartmouth Coach [www.dartmouthcoach.com](http://www.dartmouthcoach.com)

There is also a reliable but less frequent bus that goes from Hanover to the Manchester airport as well as Logan

<http://www.vermonttransit.com/fares.html>

THE COLLEGE TRAVELOFFICE (Travel Leaders) (<http://www.dartmouth.edu/~cto/policy/>) can be reached at 603 646-3900 or via email [College.Travel.Office@Dartmouth.EDU](mailto:College.Travel.Office@Dartmouth.EDU).. Tickets for college-related air travel can be purchased and charged directly to college accounts.

## **KEYS AND IDS**

Nancy Tenney has keys in her office. A deposit of \$5.00 per key is required. You/your employees are expected to return keys to Nancy Tenney when they leave Dartmouth and Nancy will return the deposit. The regular building hours for Moore Hall (i.e. the main doors to the building are unlocked) are M-F & Sat, 6 am to 10 pm, and Sunday 7 am to 8:30 pm.

Once you have a blitzmail account, you are in the “system” and can go to Thayer Dining Hall to pick up your photo ID. Nancy Tenney is also responsible for giving access to staff/students ID (“swipe card”) access to Moore Hall after hours, and specific rooms (fMRI, basement labs) within Moore, via your ID. Permission will not be granted until she hears back from the faculty member that they want this person to have access.

## **HOUSING**

The Dartmouth housing office website is: <http://www.dartmouth.edu/realestate/>

## **CHILD CARE**

The Child Care Resource Office (603 646-3233) has listings of local providers <http://www.dartmouth.edu/~ide/childcare/>. The Dartmouth College Child Care Center provides care to children, ages 6 weeks to 6 years old, of faculty and staff (603 646-4490). Current College policies on maternal and parental leave for faculty can be found in the Faculty Handbook @ <http://www.dartmouth.edu/~dof/handbook.html>

## **SAFETY AND SECURITY**

The College Safety and Security has 2 phone numbers:

Emergency 603-646-**3333**

Non-emergency phone number is 603-646-**2234**

Police, fire, medical emergency: **dial 911**.

## TEACHING

### **ORC (Organization, Regulations and Courses)**

Shows timetable of classes and x-hours, and times for final exams

Shows the academic schedule for the term (last days to offer exams, days to drop courses)

*Note that the registrar's schedule for final exams is posted in advance and that finals are given on both weekdays and weekend days.*

is available on-line (<http://www.dartmouth.edu/~reg/courses/desc/>) and postings do not change over the year (not updated).

### **Syllabus**

Note that effective July 2007, PBS will be posting drafts of syllabi on a Kerberos-protected website.

You are expected to provide an electronic copy of your syllabus to Michelle Powers on or before the first day of class.

Include on your syllabus:

Statement about honor policy

Statement about disabilities

Your policy on late assignments (not required but highly recommended)

Office hours (1- 2 hrs per week)

Refer to Sources (use and acknowledgement of sources)

<https://www.dartmouth.edu/~sources/>

**Copying** – there is a Xerox machine in room 108 Moore Hall. Faculty, graduate students and staff may use this machine to make copies for their research and teaching needs.

### **Excuses, confidentiality, deans, Dick's house**

The dean of students at Dartmouth are part of an office called The Dean of the College, there are first-year deans and deans for each class (sophomore etc).

<http://www.dartmouth.edu/~deancoll/>. These folks can help you when you have issues regarding student attendance or performance in your class.

Dick's House is the name of the College Health Service.

<http://www.dartmouth.edu/~health/>

### **Judicial affairs**

The office of Judicial Affairs oversees Honor Code violations. There are set procedures to follow if you suspect an honor code violation, including (but not limited to) discussing your concerns with the Department Chair. For more on matters like this see

<http://www.dartmouth.edu/~uja/index.html>

### **Course evaluations**

On-line course evaluations are required. All courses follow a standard college form with the possibility of adding specific questions tailored to the course material/format. See Banner for links to your course evaluation outcomes. In addition to this official site, there is also a Student Assembly course evaluation site for “unofficial” reviews provided by students who want to do so, see <http://sa.dartmouth.edu/guide>

If there is a TA in your course, you will be expected to add questions to the on-line evaluation so that your students can assess TA performance. You will also be asked to provide a grade for your TA (the grading system is High Pass, Pass, Low Pass, or No Credit). The course number for a TA is Psyc 187. Each faculty member is also responsible for providing to the PBS Graduate Chair a written evaluation (narrative) of TA performance. Our graduate students value this feedback.

**Dartmouth Center for the Advancement of Learning (DCAL)** - Conducts an orientation for new faculty and runs many workshops on teaching. <http://www.dartmouth.edu/~dcal/>

**Classroom technology services** – Smart classrooms, specific requests and trouble-shooting. 646-2302. <http://www.dartmouth.edu/comp/about/departments/academic/cts/>  
It is very useful for a person from CTS to spend 10 minutes to walk you through the smart classroom set-up before your first class, they are happy to provide this service, just let them know you would like a tech-check.

**Copyright policies** - <https://www.dartmouth.edu/copyright/>

**Libraries** – the main library on campus is Baker-Berry Library. This library complex also houses the College computer store (“Kiewit”), which carries computer hardware and software with special pricing for Dartmouth employees. Items can be purchased using College account numbers. : <http://www.dartmouth.edu/comp/resources/facilities/store/>

**The Evans Map room** (<http://www.dartmouth.edu/~maproom/>) is also housed on the 2nd level of Berry library. You can bring your document (poster) on a memory stick or CD and they will set up and print your poster on their plotter. They have 36-inch heavyweight coated paper which costs \$6.00 per 6 inches and 42-inch heavyweight coated paper which costs \$7.00 per 6 inches. A typical poster sized 36x48 costs \$48.00. The size of the poster determines the cost. For more information, please see their Printing FAQs here:  
<http://www.dartmouth.edu/~library/maproom/printingfaq.html> .

**Novak Café** is in the library as well. They serve sandwiches, snacks, drinks and baked goods. Check their hours before heading over.  
<http://www.dartmouth.edu/~dds/text/novackcafe.shtml>  
For a list of other **places to eat on campus** see this website:  
<http://www.dartmouth.edu/~dds/index.php>

**Library reserve** - <http://library.dartmouth.edu/libserv/reserves.shtml>

**Document delivery options** - [http://library.dartmouth.edu/libserv/docdel\\_faculty.shtml](http://library.dartmouth.edu/libserv/docdel_faculty.shtml)  
Or <https://www.dartmouth.edu/~dartdoc/> - This service, referred to as Dartdoc, allows you to fill out a request form and the library will email you the PDF of the article or chapter you request, typically within a week.

**Grading** – median grades are shown on Registrar’s website. <http://www.dartmouth.edu/~reg/>  
When you are teaching, a hard copy of the grade sheet for your course should appear in your faculty mailbox at the end of the term. You fill in the grades and return this to Nancy Tenney (so she can make a copy) and she delivers this to the registrar. Save a copy for your files.

**Canvas** is a web tool you can use to communicate with your class.  
<https://canvas.dartmouth.edu/>. Most PBS courses do not post final grades on canvas although they may post intermediate grades for exams, papers or other assignments during the term.

**Banner** is a database of information including students enrolled in different classes –there is a class list for your class on this site. You can get to Banner from the Registrar’s website or:  
[https://oracle-www.dartmouth.edu:8443/dart/groucho/twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu&msg=WELCOME+Welcome,%20Ann%20S.%20Clark,%20to%20the%20Dartmouth%20Student%20Information%20System!Aug%202003,%20200612:08%20pm](https://oracle-www.dartmouth.edu:8443/dart/groucho/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,%20Ann%20S.%20Clark,%20to%20the%20Dartmouth%20Student%20Information%20System!Aug%202003,%20200612:08%20pm)

**Office Supplies** – please see Michelle Powers who will show you the office supplies available (pens, paper, whiteboard markers, staplers)

## FINANCIAL MATTERS

### KEEPING YOUR ACCOUNTS IN ORDER

PBS has two staff members to assist you with your financial record keeping and documentation. Deb Edwards is our Research Grant Manager who will assist with any grant proposals and can advise you on the functions of the Office of Sponsored Projects (OSP, <http://www.dartmouth.edu/~osp/>). She must sign-off on any charges to grant accounts, and any forms or documentation regarding grants. Deb is located in Moore 124-5 and phone number is 646-2657 or Debbie.edwards@dartmouth.edu.

Laura Serafin assists Debbie with grants management and also manages department accounts in PBS (start-up, IRR, and Burke accounts, to name a few). Laura is located in suite 124-3A and can be reached at 646-6499 or laura.serafin@dartmouth.edu. Shortly after you arrive, you will be asked to arrange a financial orientation with Deb and Laura.

### A Guide for PBS Faculty

**INTRODUCTION\_** As a new faculty member of PBS, you have access to a startup account (funds set up by the Dean of Faculty). DOF via the Arts & Sciences Finance Center (ASFC) will send you a memo that indicates the \$ amount and an account number (chart string). As time goes on, you may also have a Burke account, IRR, DOF Research and Professional Development Fund (FRPDF) or special center accounts (.e.g., Rockefeller). These accounts are all known as “GL” (general ledger) accounts. A grant account is known as a PTAE0.

**WHAT THE FINANCIAL ASSISTANT (FA) DOES\_** The Financial Assistant assists both PBS Dept. Administrator Nancy Tenney and the Sr. Research Grant Manager Debbie Edwards and is responsible for keeping all financial files and reconciling accounts. It's the FA's job to make sure any expense or credit applied to a Dartmouth account not only shows up on the correct account but is properly documented and justified. The FA also sends you a monthly reconciliation report for each of your PBS accounts that shows what has been spent, your actual balance, and projected expenses/revised balance if applicable.

**WHAT YOU NEED TO DO BEFORE YOU BUY/INCUR A FINANCIAL OBLIGATION\_** When you or someone in your lab needs to purchase something, you need to follow Dartmouth policies <http://www.dartmouth.edu/~control/departments/procurement/>. A summary is provided below. Please contact the FA if you have any questions at any time on how to pay for something or be reimbursed. If grant purchases are out of the ordinary, discuss with the Research Grant Manager before purchase. The Grant Manager approves all charges to a grant.

**WHAT YOU NEED TO DO AFTER YOU BUY\_** Whenever you or someone in your lab uses a Dartmouth College account to pay for an expense, you need to provide the FA the following:

- 1) Documentation: you can email PDFs or emailed order confirmations/receipts or leave items in FA's mailbox in the front office. The best practice is to send the receipts on as soon as possible. **Any item**, regardless of \$ amount, **purchased with any College funds** (your Startup/IRR, Burke, grant funds), must be documented by paper:
  - Cash register/Paper receipt (e.g., Walmart, Dartmouth Bookstore)
  - Email Confirmations/receipts (e.g., emailed Amazon detail order)
- 2) Business Purpose: You need to explain why/how this expense benefits the College
- 3) Accounts to Charge: Indicate whether this will be applied to GL account, a PTAE0, or split among several accounts.

## WAYS TO SPEND YOUR DARTMOUTH COLLEGE FUNDS

Note: Employees/Compensation\_If you plan on hiring someone or need to make changes, please contact the PBS Department Administrator Nancy Tenney for any compensation-related issues.

There are several ways to purchase business-related items or to be reimbursed:

- \$2,499.99 or less: PCARD (like a credit card)
- \$2,500 or greater: Purchase Order
- Direct Billed to your account
- Invoices
- BER (Business Expense Reimbursement) form

**PCARD**: This is a Dartmouth College credit card with restrictions. All expenses will be applied to your startup account (default account) and at the end of the month, JPMorgan will send you a Commercial Card Statement. When you receive the statement, please review it and then send it to the FA. The FA needs to check documentation against the statement charges, scan everything and forward this to Arts & Sciences Finance Center for audit purposes.

**\$2,499.99 is the maximum dollar amount for a single order from a vendor.** You *cannot* split a purchase with a vendor so two or more transactions will be applied to the PCARD system in order to keep under the maximum. There is also a monthly \$ limit, as well as daily limit on number of transactions.

**DO NOT USE THE PCARD FOR** (except as noted):

**ALCOHOL** – you cannot use the PCARD to purchase alcohol

**MEALS**: You cannot use the PCARD to pay for meals in restaurants, whether locally or while traveling.

**Exception**: You may use the PCARD to pay for take-out food for lab meetings (if you cannot meet at any time other than mealtime) or College-related business (visiting speaker). Note: if 10 or fewer people are involved, you need to provide their names. *Food brought in on a regular basis for employees is against College policy.*



**TRAVEL** – you cannot use the PCARD to pay for travel expenses: hotel rooms, travel meals, entertainment, airfare, car rental, etc.

**Exception:** *You may use the PCARD to purchase Dartmouth Coach tickets, conference registration, and abstract submissions.*

**GIFTS to EMPLOYEES** – you cannot use College funds in recognition of employees for non work-related achievement or events such as weddings, baby showers, housewarming, etc.

**Exception:** Modest gifts upon the death or serious illness of an employee or family member are allowed. Other gifts or bonuses to employees are not usually allowed except when made pursuant to a recognized College-wide policy or practice. **NOTE: Gifts paid for by College funds and received by employees or students** are taxable and must be reported as income if their value exceeds the following dollar thresholds, including:

- Gifts of tangible personal property greater than or equal to \$50.00. *This includes gift cards.*

**If you do use the PCARD for a non-allowable purpose, your startup account will be charged. You will then need to reimburse Dartmouth College w/a check to zero out that expense. If it is a legitimate expense, you can then submit a Business Expense Reimbursement (BER) form with a copy of the cancelled check to recoup that.**

#### ITEMS/ORDERS \$2,500+\_REQUISITION / PURCHASE ORDER

You will need a purchase order for orders over this amount. Obtain a quote from the vendor. I will then create a requisition in the eProcurement system to obtain the purchase order, which the Dartmouth College Procurement Dept. will send on to your vendor.

Note: QUOTE needs following info:

BILL TO:

A&S Finance Center

Dartmouth College

27 N College St, Wentworth Ste. 308

Hanover, NH 03755

SHIP TO:

[Your Name]

Dartmouth College

PBS – HB 6207, Rm. 103

Hanover, NH 03755

**IF VENDOR IS NOT IN Dartmouth System:** You will need to send the Vendor a NEW VENDOR form and W-9 form to fill out and return to you BEFORE we can request a purchase order.

**If ORDER totals \$10,000.00 or more:** You will need to complete a SOLE SOURCE form BEFORE we can request a purchase order.

#### INDEPENDENT CONTRACTOR\_REQUISITION / PURCHASE ORDER

If you are going to pay a non-Dartmouth employee as an independent contractor or consulting services, an Independent Contractor & W-9 forms will need to be completed and emailed to me BEFORE I can enter a requisition/purchase order:

The IC form requires information from you both, including the rate of pay and the time period (generally through June 30). Once the time period expires, you will need to request a new purchase order and the consultant will need to fill out new IC and W9 forms.

**DIRECT BILLED\_** There are several expense categories where you can have expenses directly applied to one of your accounts:

- **Dartmouth COMPUTER STORE:** you can purchase/order equipment and supplies and provide them w/your account number to bill.
- **TRAVEL:** College Travel Office [College.Travel.Office@dartmouth.edu](mailto:College.Travel.Office@dartmouth.edu). Contact Travel Leaders to set up a profile. You can charge **airfare** for yourself and others in your lab. Note that if you have several different accounts (chart strings/grant PTAEs), you will need to change each time you book a flight.

**INVOICES:** If the vendor accepts credit cards and the item is less than \$2499.99, then use your PCARD. If the amount is \$2,500 or more, then you need to request a purchase order so Dartmouth can issue a check or wire transfer (international). There are some instances where a non-PO Invoice will be paid by the finance center.

### **BER - REIMBURSEMENT for TRAVEL/ITEMS YOU PAY FOR**

When you travel or purchase something w/your own credit card, you submit a BER (Business Expense Reimbursement) form directly to the Arts & Sciences Finance Center [ASFC@dartmouth.edu](mailto:ASFC@dartmouth.edu). You will need to include pdf's of all receipts \$50 or greater. Contact the FA for the most current form and instructions *before* your first trip.

### **FIXED ASSETS**

The College maintains a database of all equipment purchases (including computers) for items purchased with start-up, grant and IRR accounts. Periodically PBS staff will conduct physical inventories of equipment to verify the location and owner. This regular inventory process is necessary to satisfy College policy and to facilitate the audit process when it occurs. There are specific forms that need to be completed for equipment that is routinely used off-site (i.e., computers purchased by grant or college monies that are used at home). PBS has established policies to follow for individuals who move to another institution and wish to transfer assets. The Materials Management Office at Dartmouth is directed by the College fixed assets manager is Sarah A. LaBombard. <http://www.dartmouth.edu/~purchase/fixedassets/> . Nancy Tenney is responsible for all PBS assets.

### **HIRING**

The College has specific policies for recruiting, hiring and evaluating staff. Nancy Tenney works with faculty, and grants management staff where necessary, to put together the request to HR to establish a position and the appropriate paperwork necessary for approval by the Dean and Executive Officer. No position can be advertised until all the paperwork has been approved by Human Resources. Annual staff reviews are required each spring as part of the process for

reviewing compensation and salary increases. The Human Resources Consultant for PBS in is Tye Deines: [Tye.A.Deines@Dartmouth.edu](mailto:Tye.A.Deines@Dartmouth.edu), 646-0634.

## **RENOVATIONS**

Please check with Nancy Tenney if you have plans for renovation or need additional lab/office furniture. Nancy can arrange to have the appropriate staff from Facilities Operations and Management (FO&M) meet with you to assess your needs and to provide an estimate.

## **FUNDING SOURCES**

There are several sources of internal funding, check out this website at the Office of Sponsored Project: <http://www.dartmouth.edu/~osp/funding/internal.html/>. The Dean of Faculty site <http://www.dartmouth.edu/~dof/facresearch/> also provides information on financial support for faculty research.

## **UNDERGRADUATE RESEARCH**

The Office of Undergraduate Research (<http://www.dartmouth.edu/~ugar/undergrad/>) sponsors several programs designed for students to carry out research in a faculty member's laboratory. Funds are available to provide stipends for students and in some cases, to offset the cost of research. Student research opportunities include (first-year) Women in Science Project (<http://www.dartmouth.edu/~wisp/index.html>), (second-year) Howard Hughes Medical Institute Internship (<http://www.dartmouth.edu/~ugar/undergrad/hhmi.html>), (third-year) Presidential Scholar (<http://www.dartmouth.edu/~ugar/undergrad/scholars/>) and a variety of opportunities for senior honors students.

## **OTHER INFORMATION**

### **PBS COMPUTER SUPPORT**

Our computer consultant is Andrew Knutsen. He can be reached by email at [Andrew.C.Knutsen@Dartmouth.edu](mailto:Andrew.C.Knutsen@Dartmouth.edu) or by phone at 646-8259. He has his main office in Suite 124-4 Suite, Moore Hall; 8:00 AM – 12:00 PM, Mon – Fri. As our computer consultant, Andrew is the point person for all college computing services. Feel free to contact him with any computing, telephone or network issue. More specifically, he can help you with rectifying computer issues, installing software, selecting, ordering and setting up new computers and peripherals, access rights and issues with Banner, Canvas and Oracle systems, establishing a personal webpage on the Dartmouth.EDU web site, research computing needs, email - general questions, lost email and configuration of different email clients, etc. Other ways to get IT support: [help@dartmouth.edu](mailto:help@dartmouth.edu), or calling the Dartmouth IT Service Desk at 606-646-2999, 7:30 AM – 5:30 PM, Mon – Fri. Questions about purchasing computers or software can be directed to The Computer Store, 603-646-3249 or via the web: <http://www.dartmouth.edu/comp/store>.

### **ELECTRONICS/APPARATUS SHOP**

They don't have a website but in the Arts and Sciences support for electronics (design/troubleshooting/repair) is provided by the "Electronics Shop" led by **Dave Collins**:

[David.C.Collins@Dartmouth.EDU](mailto:David.C.Collins@Dartmouth.EDU) Phone: 802-291-4295 CELL / 646-3374 Desk

Apparatus construction and fixes can be arranged through the “Apparatus Shop” run by **(Dwayne) Whitey Adams**: [Dwayne.B.Adams@Dartmouth.edu](mailto:Dwayne.B.Adams@Dartmouth.edu), 646-2333.

## OTHER

- Proseminar (1 lecture during the fall)
- Department colloquia (typically 4 pm on Fridays), faculty attendance is expected
- PBS Faculty meetings (typically 3:30 pm on Wednesdays, 1X month or so during the term), faculty attendance is expected
- Dissertation talks, faculty attendance is expected
- Weekly brown-bag meetings (Social Brain Science, Cognitive Brown Bag, Biobehavioral Brown Bag). Faculty and graduate students usually participate in the weekly brown bag or journal club(s) that are most relevant to their research interest.
- Committee service: Undergraduate Committee, Neuroscience Steering Committee, Graduate Committee, MD/PhD Admissions Committee, Technology and Resource Committee (TRC), Institutional Animal Care and Use Committee (IACUC), Committee for the Protection of Human Subjects (CPHS), Electronics Shop, Colloquia, Subject Pool
- Staff responsibilities
- Purchasing

*Also, see the listing of information resources under faculty and staff on the Dartmouth website [http://www.dartmouth.edu/home/resources\\_for/faculty\\_and\\_staff.html](http://www.dartmouth.edu/home/resources_for/faculty_and_staff.html)*

## VOTER REGISTRATION

**Don't' forget to register!**

## FUN

Dartmouth “After hours” <http://www.dartmouth.edu/~hrs/afterhours/>

Cross-country skiing <http://www.dartmouth.edu/~doc/dxc/>

Downhill Skiing Dartmouth skiway: <http://www.dartmouth.edu/~skiway/>

Golf <http://www.dartmouth.edu/~hccweb/>

Hiking/Camping Dartmouth Outing Club: <http://www.dartmouth.edu/~doc/>

## Arts/Music

Dartmouth Hopkins center: <http://hop.dartmouth.edu/>

Lebanon Opera House [http://www.lebanonoperahouse.org/home/home\\_main.asp](http://www.lebanonoperahouse.org/home/home_main.asp)

**Fitness**

College Gym/fitness center <http://dartmouthsports.com>

Carter Community Building Association <http://www.ccba-leb.com/>

River Valley Club <http://www.rivervalleyclub.com/>

