



**Physical Education**

**Recreation**

**Athletics**

**Department Handbook**

**2009-10**

# **Wellesley College**

## **Department of Physical Education, Recreation, Athletics Handbook**

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## **A-1 STATEMENT OF PURPOSE**

### **Mission & Goals**

#### **Statement of Purpose:**

The Physical Education, Recreation, and Athletics department is the catalyst for all students to learn, play, compete and achieve an active balanced lifestyle.

#### **Mission:**

The Department of Physical Education, Recreation, and Athletics is dedicated to promoting an improved quality of life for all Wellesley College students through increased understanding, skill and participation in physical activity. The department is able to meet the physical activity needs of a wide variety of students through its three programs:

- Physical Education: instructional classes
- Athletics: intercollegiate competitive teams
- Recreation: leisure time activities and intramural sports

Physical Education, Recreation and Athletics is the academic department within the College charged with developing students' skills and knowledge in physical activities. This base of knowledge and skills of physical activity is considered an essential component of liberal arts education at Wellesley College and is required of all students for completion of their degree.

The department faculty provides three approaches to develop the students' skills and knowledge.

Our students receive:

- Beginning and intermediate levels of instruction in fitness, sports, aquatics and dance through physical education classes, a degree requirement;
- Beginning and intermediate levels of instruction and involvement in leisure time activities, organized intramural sports and recreation activities to continue physical activity in conjunction with, or after they have completed their degree requirement;
- Advanced skill and knowledge instruction in sports and leadership development through the athletics teams.

### **Strategic Challenge:**

By 2011, participation in organized physical activity will exceed 60% of all students. Physical activity includes: intramurals; recreational programs; club and intercollegiate sports.

### **Strategic Goals:**

To act on its statement of purpose and meet the challenge of 60% participation of all students in physical activity by 2011, PERA must:

- Use a variety of educational skills, sports and recreational activities to connect with all students in meaningful ways to ensure they develop healthy active lifestyles;
- Maintain a strong commitment to excellence in intercollegiate athletics;
- Retain our faculty educational model that supports physical education, recreation and athletics experiences for students;
- Promote a vibrant residential campus that values physical activity as a powerful way to enhance students' lives and balance academic rigor;
- Enhance a sense of campus community through the use of facilities, programming and partnerships. Students remain our first priority;
- Support the mission of Wellesley College "to provide an excellent liberal arts education for women who will make a difference in the world".

### **Area Specific Goals:**

#### **Physical Education**

- Provide beginning and intermediate levels of instruction for students in sport, dance, aquatics and fitness;
- Develop students' base of knowledge and skills in these areas, enabling them to develop and implement physical activity programs for themselves continually throughout their lives.

#### **Athletics**

- Provide advanced level coaching and competitive opportunities in sports for students;

- Increase knowledge, skills and success of students participating in these sports;
- Provide a forum for college spirit and involvement;
- Contribute to the public's perception of the excellence of a Wellesley education.

## **Recreation**

- Provide opportunities for students to spend leisure time in organized and informal recreational activities;
- Provide opportunities for students to spend leisure time in organized intramural sports activities;
- Cultivate in students an interest in recreational activities that will remain with them throughout their lives.

## **A-2 Teacher - Coach Model**

Wellesley College is strongly committed to physical education as a required component within its liberal arts curriculum and to excellence in an extensive varsity athletic program. The College adopted the Teacher-Coach model to reflect this commitment.

The Department embraces the Teacher-Coach model because it provides an effective means for teaching a wide range of knowledge and skills to Wellesley students. This model facilitates the provision of opportunities and instruction for Wellesley students to develop and maintain an optimal quality of life through active participation in varsity sports, intramurals and recreational activities.

The Teacher-Coach model enables the department faculty members to integrate successfully athletic and instructional objectives, thereby contributing to the College's emphasis on the overall quality of the educational experience for its students. To fulfill these College goals and department expectations, PERA faculty must:

- Demonstrate an ability to teach effectively in a wide range of physical activities and to coach successfully in an area of specialization.
- Continuously emphasize their professional development, maintaining balance in teaching, coaching and departmental responsibilities.
- Help maximize the number and variety of physical activities the Department can make available to students.
- Strive for excellence, both in the process and in the outcome of the teaching-coaching endeavor

All full-time and regular part-time faculty who have both teaching and coaching duties meet regularly with the Department Chair/Director of Athletics in order to:

- Focus on all roles that a teacher-coach must perform to be an effective teacher-coach; the emphasis is on the role as teacher-coach but also on the critical roles as department/College members and as people.
- Clarify expectations, responsibilities and means of achieving them.

- Provide a place to exchange information, increase knowledge, discuss teaching and coaching experiences, foster professional growth and gain feedback from peers.
- Foster “academic citizenship” which contributes to the department as a learning environment, not just an administrative competency- e.g. effective communication and cooperation, concern for department as well as individual responsibilities, enthusiasm in working towards department and individual objectives and successful participation in committee assignments.



## **A-3 Athletics Philosophy**

Consistent with the philosophy and mission of Wellesley College and with the Division III Philosophy, the Department of Physical Education, Recreation and Athletics supports students in their efforts to achieve high levels of excellence, both academically and athletically. Toward this end, the intercollegiate athletic program is structured so as to provide student-athletes with a high-quality, competitive athletic experience while minimizing disruptions to the student's academic schedule.

### **NCAA Division III Philosophy Statement**

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

To achieve this end, Division III institutions:

1. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g. students, alumni, institutional personnel) than on the general public and its entertainment needs;
2. Award no athletically related financial aid to any student;
3. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
4. Encourage participation by maximizing the number and variety of athletics opportunities for their students;
5. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
6. Assure that athletics participants are not treated differently from other members of the student body;

7. Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics programs (e.g. hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission; (*Revised: 1/9/06 effective 8/1/06*)
8. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process; (*Adopted: 1/12/04 effective 8/1/04*)
9. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body; (*Adopted: 1/9/06 effective 8/1/06*)
10. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body; (*Adopted: 1/9/06 effective 8/1/06*)
11. Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
12. Support ethnic and gender diversity for all constituents: (*Adopted: 1/12/99*)
13. Give primary emphasis to regional in-season competition and conference championships; and
14. Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

## **NEWMAC Mission and Core Values**

The NEWMAC is an association of selective institutions that promotes academic and athletic excellence and is strengthened by the diversity of our membership. We support student-athlete well-being and the educational value of athletics participation. We adhere to the NCAA Division III Philosophy and we commit to our core values.

### **Core Values**

**Excellence** - We place the greatest emphasis on our academic missions followed by high quality competitive experiences.

**Integrity** - We act with mutual trust and respect for all and place emphasis on sportsmanship and ethical conduct.

**Commitment** - We support each other and the conference through collaboration and sharing ideas and institutional perspectives.

**Equity** - We ensure fair and equitable competition and programs.

**Diversity** - We celebrate and promote difference and varying perspectives.

As a member of the New England Women's and Men's Athletic Conference (NEWMAC), Wellesley college student-athletes, coaches and staff commit to support our involvement in the conference.

The NEWMAC is an association of ten selective academic institutions that are committed to providing high quality competitive athletic opportunities for student-athletes within an educational and respectful environment that embodies the NCAA Division III philosophy. The NEWMAC was established in 1998, when the former New England Women's 8 Conference (NEW 8) voted to begin sponsoring conference play and championships for men. At this time, the conference expended its membership to include Springfield College and the United States Coast Guard Academy.

The NEW 8 began play in 1985-86 as the New England Women's 6 Conference (NEW 6). Charter members were Babson College, Brandeis University, MIT Smith College, Wellesley College and Wheaton College. Mount Holyoke College and WPI joined in 1988 and the name was changed to the NEW 8 Conference. At the conclusion of the 1994-95 academic year, Brandeis University withdrew from the NEW 8 to join the University Athletic Association and Clark University accepted membership, keeping the NEW 8's membership at eight institutions.

## **A-4 Student-Athlete Leadership Development**

### **Emerging Leaders Program:**

The Director of Athletics invites first-year student-athletes to participate in leadership development for the purpose of becoming better leaders through education and development activities. The focus for this first-year program is on assessing and developing the leadership skills of the individual students. The activities will assist students in their understanding of leadership, the values essential to effective leadership and the responsible application of these to the athletics teams and the athletics program.

The first-year participants in this program will also interact with the Student-Athlete Advisory Committee and members of the Department/College faculty and Administration.

Members of this group after completion of the program are eligible to be invited to participate in the Student-Athlete Advisory Committee during their upper-class years at the College.

### **Student-Athlete Advisory Committee:**

The Student-Athlete Advisory Committee (SAAC) is comprised of 42 members, three of which serve in officer positions. Each varsity team selects three representatives to serve on the committee throughout the academic year. The SAAC officers consist of a President, Vice President, and Secretary/Treasurer and are elected by the committee.

The Student-Athlete Advisory Committee has two main purposes:

1. To serve as a student group through which the PERA Faculty & Staff may discuss issues related to the athletics program and to provide the faculty & staff with students' input on the effectiveness of the athletics program and its services;
2. To provide a forum for the continuing leadership development of student-athletes begun with the Emerging Leaders Program.

The focus for this program is on understanding self as leader and as member of a group/team. The activities will assist students in understanding the skills, values, roles and process for effectively leading teams/groups. Participants in this group will engage in leadership activities and projects to assist them to become even more effective leaders for the Student-Athlete Advisory Committee, their teams, the Athletics Program and the College.

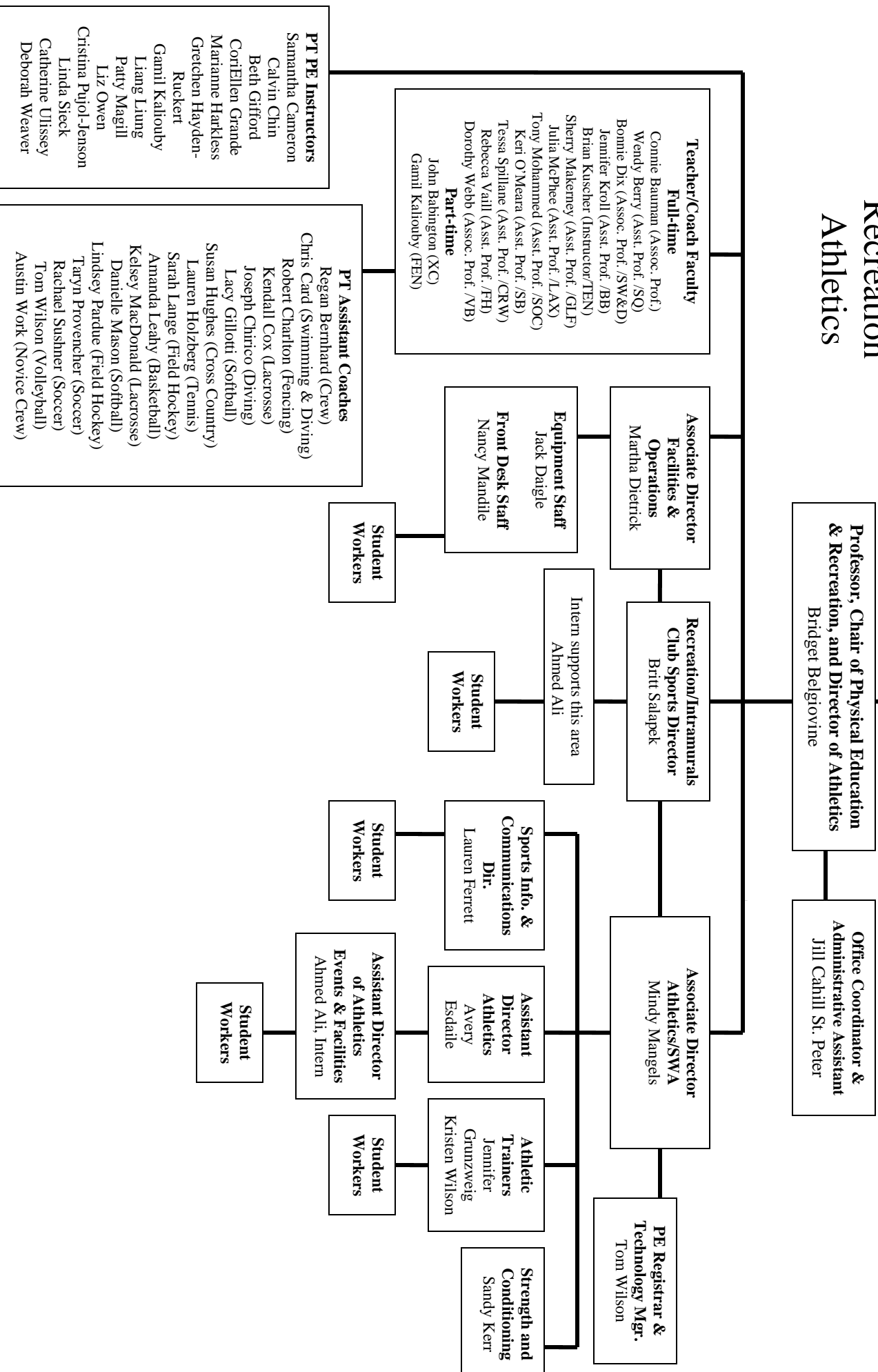
### **Faculty Friends of Athletics**

Sixteen faculty members worked with the Chair / Director of Athletics to form this group for the purpose of promoting more faculty support for Wellesley student-athletes at their contests and increased awareness among faculty of the important part that athletics plays in a student's overall education at the College.

# Wellesley College

## Department of Physical Education Recreation Athletics

B-1  
Organization Chart  
August 2009



## **B-2 PERA Faculty and Staff Responsibilities**

### **PERA Faculty:**

In addition to teaching and coaching, faculty members are expected to be available for a range of other responsibilities, and to be accessible to students and colleagues for participation in a wide variety of departmental and college activities. These are intended to guide the faculty members in fulfilling their complete job responsibilities and do not represent the full range of responsibilities.

It is understood that all full-time faculty are expected to:

1. Not engage in any activities that require their presence elsewhere for more than one day a week.
2. Be available on campus during the academic year, including reading and exam periods, in order to discharge their responsibilities fully and avoid placing undue burdens on their colleagues.
3. Establish and meet regular office hours that are reasonable and sufficient to assure accessibility to current and prospective students and make additional appointments as necessary to ensure accessibility to current and prospective students.
4. Teach and coach at all levels of the curriculum, including sharing in the teaching of introductory courses where appropriate and coaching in their specialization.
5. Teach at a wide variety of times and days during the class schedule to allow students a reasonable choice of class times.
6. Be available for departmental and college committee meetings and activities, even when they are scheduled on days when the faculty member does not meet classes.
7. Share in responsibility for departmental activities and college-wide faculty business, including attendance at meetings of Academic Council and willingness to serve on committees.
8. Cooperate in meeting deadlines for grades, submission of course schedules and similar administrative responsibilities.

## **Head Coach Expectations:**

(September, 2001)

1. Philosophical Compatibility
  - a. Reflect, articulate and contribute to the goals of the department and the College
  - b. Demonstrate successful balance between teaching, coaching and department membership responsibilities.
2. Effective Interpersonal Relations
  - a. With student-athletes;
  - b. With other coaches; department faculty, Associates and staff
  - c. With Chair/Director
3. Team Performance
  - a. Analyze team and competition's strengths/weaknesses;
  - b. Set appropriate strategies and performance objectives for the team based on these assessments;
  - c. Direct and supervise actual performance and improvement of team and student-athletes.
4. Technical Knowledge
  - a. Have level of knowledge of sport necessary to successfully coach team;
  - b. Demonstrate interest and take actions to continuously improve level of knowledge;
  - c. Plan, organize and implement practices utilizing sound principles of conditioning, teaching progression, etc.;
  - d. Sustain athletes' motivation for practice and competitive seasons;
  - e. Develop, teach and implement specific game plans;
  - f. Analyze game situations, develop and communicate needed adjustments to athletes at timeouts, halftimes, etc.;
  - g. Maintain self-control and influence players effectively throughout game/match situations.



5. Recruiting

- a. Assess team needs and set specific recruiting objectives;
- b. Plan, organize and implement a sound recruiting strategy to achieve these objectives;
- c. Identify, contact and enroll talented and admissible student-athletes within College's philosophy and NCAA regulations;
- d. Anticipate and meet deadlines for information requested by the Director and Assistant Director.
- e. Manage trip expenses in timely manner.

6. Effective Public and Professional Relations

- a. Within the College with faculty, students and staff;
- b. With the alumnae and Friends Group;
- c. With the news media, as requested by Sports Information Director;
- d. Build, sustain and promote interest in the Department and team;
- e. Develop network in sport area; participate in coaches groups and organizations;
- f. Evaluate trends and communicate such to Department.

7. Administrative Competency

- a. Organize office, anticipate and meet deadlines (i.e. facility needs, travel requests, budget preparations, etc.)
- b. Understand and cooperate with department policies and procedures;
- c. Anticipate problems, define solutions and suggest improvements;
- d. Develop and supervise assistant coach.

## **PERA Staff:**

### **Associate Athletics Director**

Assists Chair/Director in daily operations of the department, serves as representative in director's absence and as NCAA Senior Woman Administrator. Oversees all aspects of the Athletics program related to administration and student services. Administrative responsibilities include: sport oversight for cross country and fencing programs; supervision of assistant director, sports information, athletic trainers, part-time head coaches and strength and conditioning coach; management of hiring processes for student services and part-time personnel; assist with daily operations of fundraising through Friends of Wellesley College Athletics (FOWCA) group and oversight of planning, organization and management of home athletics events. Student Services responsibilities include: oversight of compliance and academic eligibility functions for NCAA, ECAC, and NEWMAC related to intercollegiate athletics (preseason; in-season; post-season); scheduling including competition and practice; oversight of the Student-Athlete Advisory Committee and monitoring of recruiting efforts for prospective student-athletes.

### **Assistant Athletic Director**

The Assistant Athletic Director is directly responsible for program planning, arrangements and coordination of all varsity and select club team travel, training trips and home contest management (e.g., transportation, lodging, meals, officials, entry fees, student workers, custodial staff). Responsibility includes all budget planning and oversight related to teams travel expenses the event management operating budget within established guidelines and competition scheduling. Develops and supervises the Game Worker Program. Leads the Event Management group, and is responsible for creating a vision, policies, plan and logistics for all Wellesley Athletic Events. Assist the department by serving on committees internally, within college community and in the NEWMAC and NCAA. The Assistant Athletic Director reports to the Associate Athletic Director and also assists the Chair/Director with overall administration of the Wellesley Athletics program.

### **Associate Director for Facilities, and Operations**

Responsible for the formulation and implementation of policies and procedures for the management of all indoor and outdoor department facilities, including planning, maintenance, security, and scheduling for internal and external programs, events, and users during the

academic year and summer. Collaborate with department personnel, physical plant, Student Services, Summer Programs and others to provide facility access for physical education, athletics, recreation, club sports and other student organizations. Work with athletics event management to ensure that all facilities are prepared and assist with events, as necessary. Assist the Chair/Director with financial/budget function for the department including formulation and reporting of cost centers; serve with Chair/Director as primary signature authorities for all departmental expenditures and manage all revenue-producing aspects of the department. Responsible for the summer program operations including schedule development, staffing, waterfront policies and safety procedures. Assists the Chair/Director in the overall daily management of the PERA department.

### **Recreation, Intramural and Club Sports Director**

The Recreation specialist is responsible for development and implementation of a comprehensive recreation program for students and faculty/staff as appropriate. Programming includes leisure activities including outdoor education, intramurals, and support for 7-10 Club Sports in partnership with the Office for Student Activities. Responsibilities include strategic planning, scheduling, and promotion of activities including daily offerings and special events.

### **Sports Information and Communications Director**

Sports Information and Communications director develops and manages the overall communications and promotions program for PERA and supports the Office of Public Information as appropriate. Responsible for the planning, management, communication, and promotion of athletic activities for all 13 intercollegiate sports, including developing and maintaining the PERA Web Page, writing and distributing news releases and weekly updates (Blue Pride Blog); creating and preserving athletic statistics and records; weekly score and statistical reporting to the Conference (New England Women's and Men's Athletic Conference – NEWMAC) as well as the National Collegiate Athletic Association (NCAA); coordinating and developing information for athletic honors and awards; developing and printing contest programs and recruiting brochures. Excellent communication and interpersonal skills are paramount with organizational and technology skills critical to the position's success and meeting the needs and goals for the PERA department.

**Physical Education Registrar/Technology Manager/Assistant Volleyball**

Manages administrative aspects for Physical Education department. Organizes, maintains and monitors student on-line PE courses and registration process and SEQ databases including the generation of regular reports and monitoring related to curriculum offerings, class schedules, enrollments, rosters and student progress toward requirements. Corresponds regularly with students and student groups regarding PE requirement and department policies.

Communicates regularly with Registrar's office, PE management Group, Reappointment and Promotions Committee and CFA in support of physical education requirement for students.

Assists department and sports information related to technology, web design and content, archival of statistics, program history, and video technology for all sports. Serve as assistant volleyball coach including on-court coaching, team travel, scouting, recruiting, commitment to rules compliance and full academic development and well-being of student-athletes.

**Head Athletic Trainer**

Directly responsible for the overall organization, administration, disposition, and supervision of the athletic training department. Areas include scheduling, maintenance of budget, purchasing, inventory, upkeep of equipment, maintenance of medical records and injury reports, supervision of assistant athletic trainer, and overseeing the development and management of the student athletic training aide program. Also responsible for development and implementation of student athlete rehabilitation and prevention programs, first aid, and emergency care. Serve as a department liaison to Health Services, team physician, and other auxiliary medical personnel utilized in the care of intercollegiate athletes. Assists in teaching the Sports Medicine 305 academic course laboratory sections.

**Assistant Athletic Trainer**

Assists the head athletic trainer in the overall organization, administration, and supervision of the athletic training department, injury prevention/care, and rehabilitation programs for Wellesley College students participating in intercollegiate athletics. Areas include but not limited to: pre-participation exams, coverage of practice and competitions, direct care of injuries, coordination of rehabilitation and conditioning programs, and communication with coaches on the status of student-athlete injuries. Assists in the development and supervision of athletic training student aides, and budget. Assists in teaching Sports Medicine class labs and working with team physician and other campus and community medical personnel.

### **Part-Time Head Coaches**

The Associate Director assists the Director in the supervision of Part-Time Head Coaches. Regular meetings between the Associate and the Part-Time Head Coaches will take place. Part-Time Head Coaches are responsible for attending departmental Start Up Meetings, Coaches Meetings (once a month) and the Athletic Banquet. It is the responsibility of the Part-Time Head Coaches to comply with all departmental policies and procedures.

### **Assistant Coaches**

Assistant Head Coaches are hired by the Director. Each Head Coach will meet with the Associate Director or Chair/Director to discuss candidates for hire. The supervision of Assistant Coaches is the responsibility of the Head Coach to ensure compliance with departmental policies and procedures. Assistant Coaches will assist the Head Coach in all aspects of their program with primary emphasis on increasing the faculty to student instruction during practices and contests.

### **Volunteer Coaches**

The Department of Physical Education, Recreation & Athletics recognizes that volunteer coaches can be a valuable asset to the athletic programs at Wellesley College. In addition, a volunteer coaching position can provide opportunities for those wishing to begin a career in collegiate coaching. For this reason head coaches may, if they so choose, utilize a volunteer coach.

By assisting the head coach in practices, the volunteer coach can play an important role within an athletic program. The volunteer coach is not, however, an official college employee and as such, cannot be directly responsible for any aspect of the program. Volunteer coaches have an important, albeit limited, role of assisting the head coach at practices and home contests. Volunteer coaches, however, are not a member of the Official Travel Party. They are welcome to travel to away contests at their own expenses, but they will not be reimbursed by the Department.

If a head coach wishes to utilize a volunteer coach, s/he should meet with the Director to discuss this and make the necessary arrangements. The head coach should also be clear with the volunteer regarding the range and scope of his/her duties.

### **Administrative Assistant/Office Coordinator**

The Administrative Assistant/Office Coordinator will assist the Chair/Director with day-to-day operations of key processes, procedures and organizational tasks. Coordinate PERA department functions in support of 56 full and part-time faculty/staff administrators and staff responsible for teaching, coaching and administering physical education courses (over 1,400 students), intercollegiate athletics (over 200 students), recreational programs and numerous campus and external groups and programs (NEWMAC, NCAA,) throughout the academic year and summer. The position serves as the initial contact for the department, will interact and communicate with department faculty/administrators/staff, various campus departments and numerous external constituents. Excellent communication and interpersonal skills are paramount with organizational, financial and technology skills critical to the position's success and meeting the needs for the PERA department.

## B-3 Department Organization - Overview

The Department of Physical Education, Recreation and Athletics has two major divisions:

1. The academic department of Physical Education, Recreation and Athletics which is organizationally and philosophically linked to the offices of the Dean of the College and the President.
2. The services related to supporting its three primary programs, Physical Education curriculum, Athletics Program and the activities related to providing students and employees with recreation and intramural sports activities.

Faculty, Staff and Student involvement and input on issues are obtained by the Department Chair/Director of Athletics through the Faculty Friends of Athletics; PERA Faculty/Staff Monthly Gatherings, the Student-Athlete Advisory Committee and the PERA Student Advisory Group. The Recreation, Intramural and Club Sports Director meets regularly with the PERA Student Advisory Council and the Offices of Residential Life and Student Activities in developing recreation and intramural offerings and supporting Club Sports.

In addition to these primary relationships within the College, the department is linked to the Friends of Wellesley College Athletics, Office of Public Affairs and the Resources Office in its fund raising and promotions activities.

The internal organization of the department reflects an integration of its functions into three parts with responsibility for leadership assumed by faculty and staff:

1. **Physical Education:** the instructional program required for all students
2. **Athletics:** competitive varsity teams
3. **Recreation:** Leisure time activities and intramural sports

The leadership and governance of these three programs are accomplished through six primary committees reporting to the Chair/Director:

1. **PERA Department Committee** – Comprised of all faculty who meet at least half of their teaching and/or coaching responsibilities in the department and are eligible to be voting members of Academic Council and administrative staff as ex-officio members.
2. **Reappointment and Promotions Committee** – Linked to the Dean of the College and the Committee on Faculty Appointments. This group is comprised of all tenured faculty; non-tenured Professors and Associate Professors and appointed second level assistant professors with at least ten years of experience. The group is responsible for the overall reappointment and promotion process of faculty teaching and coaching including evaluation and advisement.
3. **Physical Education Group** – Faculty members who organize and coordinate the activities related to providing effective physical education programs including oversight of the curriculum, first-year orientation and part-time faculty.
4. **Teacher-Coaches Group** – Comprised of all head coaches and assistants, as available. Charged with fostering balance between teaching and coaching responsibilities including student-athlete recruitment and alumnae outreach. The group also exchanges information, increases knowledge, discusses teaching and coaching experiences, fosters professional growth and gains feedback from peers.
5. **Facilities, Operations and Events Group** – Comprised of staff who lead with input from faculty to organize, oversee and promote the conduct and activities essential to providing successful programs in physical education, recreation and athletics. The group is also responsible for facility scheduling and operations including student worker recruitment and training.
6. **Recreation Group** – Comprised of faculty and staff who develop, organize and conduct leisure and intramural activities essential to leading a vibrant residential campus that encourages and supports students' pursuit of physical activity, for a



balanced lifestyle and building of community. The group also collaborates with the Office of Student Activities in support of Club Sports.

Several groups of faculty and staff are divided into physical education, recreation and athletics function areas and assist in making those programs effective. They are responsible to come together to develop new concepts, manage and address ongoing issues and support the total program. The specific groups include:

### **Physical Education:**

1. **Part-Time Faculty** – Comprised of faculty, with two or more years experience yet not eligible for the R&P Committee. Meets regularly to support supervision and evaluation of part-time faculty and to serve as advisers. Reports to leader of the Physical Education Group and Chair/Director.
2. **Physical Education Capstone Experiences and Activity Program Oversight** – Comprised of faculty and select staff with expertise, who teach in a particular discipline. Meet regularly to oversee the activity area and ensure coordination and vibrancy of the curriculum including capstone experiences to support recreation and regular activity for students.
  - a. Fitness Activities.
  - b. Aquatic Activities.
  - c. Field Sports.
  - d. Racquet Sports.
  - e. Strength and Conditioning.
3. **Curriculum and Instruction** – Comprised of faculty and physical education registrar. Meet regularly to support the physical education curriculum including involvement in first-year orientation. Reports to leader of the Physical Education Group and Chair/Director.

### **Athletics:**

1. **Recruiting and Admissions** – Comprised of teacher-coaches and staff with technology expertise. Meets regularly to assist with coordination and oversight of partnership with Admissions in support of prospective student-athlete recruitment for Wellesley College.
2. **Student-Athlete Advisory Committee** – Comprised of student-athlete representatives from each of the 13 varsity teams; one or two teacher-coach representatives and an administrator. Meets regularly to provide a voice for the students into the affairs of the athletics program.

### **Recreation:**

1. **Recreation, Intramurals and Club Sports** – Comprised of faculty and staff. Meets regularly to assist with development and programming related to campus-wide recreation and intramural activities and to support Club Sports in partnership with the Office for Student Activities.
2. **PERA Student Advisory** – Comprised of students representing varsity sports; club sports; residence halls and at-large activities and Recreation, Intramural and Club Sport Director. Student voice regarding programming and opportunities related to intramural, club sport and leisure time activities.
3. **Student Well-Being** – Comprised of faculty and staff. Meets regularly to assist with oversight, coordination and programming related to student well-being issues within PERA. Partnerships with Health Services, Residential Life and other campus constituents encouraged.

### **Facilities, Operations and Events:**

1. **Facility Scheduling and Operations** – Comprised of faculty and staff with expertise and responsibility for a variety of facilities utilized in support of physical education, recreation and athletic programs as well as campus and community activities and

events. Student worker recruitment and training is central to facility, athletics and event operations throughout the year.

2. **Athletic Contests and Special Events** – Comprised of administrators and staff to organize, oversee and promote the conduct and activities essential to successful athletic contests and special events. Meets regularly to ensure appropriate planning, communication and promotion for all involved in athletics. Additionally, faculty assist with input, coordination, promotion and execution of select athletics special events to honor and recognize student-athlete, faculty and staff achievements.
  - a. Homecoming.
  - b. National Student-Athlete and Girls and Women in Sports Day.
  - c. Seasonal Sport Recognitions and Athletic End-of-Year Reception.
  - d. Senior Student-Athlete and Family Breakfast.
3. **Communication, Promotion and Technology** – Comprised of administrators with faculty input to assist with communication and promotion of department events (physical education, recreation and athletics) to the broader college community and external constituencies including alumnae and friends. The area also supports college-wide goal of technology and electronic communication with all First Year prospects in partnership with Dean of Students, Class Deans, Residential Life and Dean of the College.
4. **Emergency Management** – Comprised of Chair/Director and Associate Director of Facilities, Operations and Recreation working with Campus-wide team.

### **B-3 (a) DRESS WITH PRIDE AS A LEADER AND ROLE MODEL**

The following guidelines for appropriate attire in the office are suggested from the first day of classes through commencement.

Professionalism is the goal for dress in the office. Standards are flexible given the varying natures of our work (physical education teachers/coaches; event management; administrators) and our demands in a particular day.

As a general rule, men and women should dress in “business casual” attire. Warm-ups or work related attire are appropriate depending on your demands for that day and should incorporate a professional Wellesley College “look” when possible. Use common sense in dressing up as the occasion warrants (e.g., weather conditions or events). Some meetings and events demand more formal or “business-like” attire. Shorts are fine in the office in summer and hot weather as long as they are appropriately professional. Denim jeans are not appropriate in the office during normal business hours or when staffing an athletics event.

Coaching game day attire may include either business casual; business or Wellesley College attire with all coaching staff’s matching to the greatest extent possible. Event management attire should incorporate a Wellesley College “look” with all staff matching to the greatest extent possible.

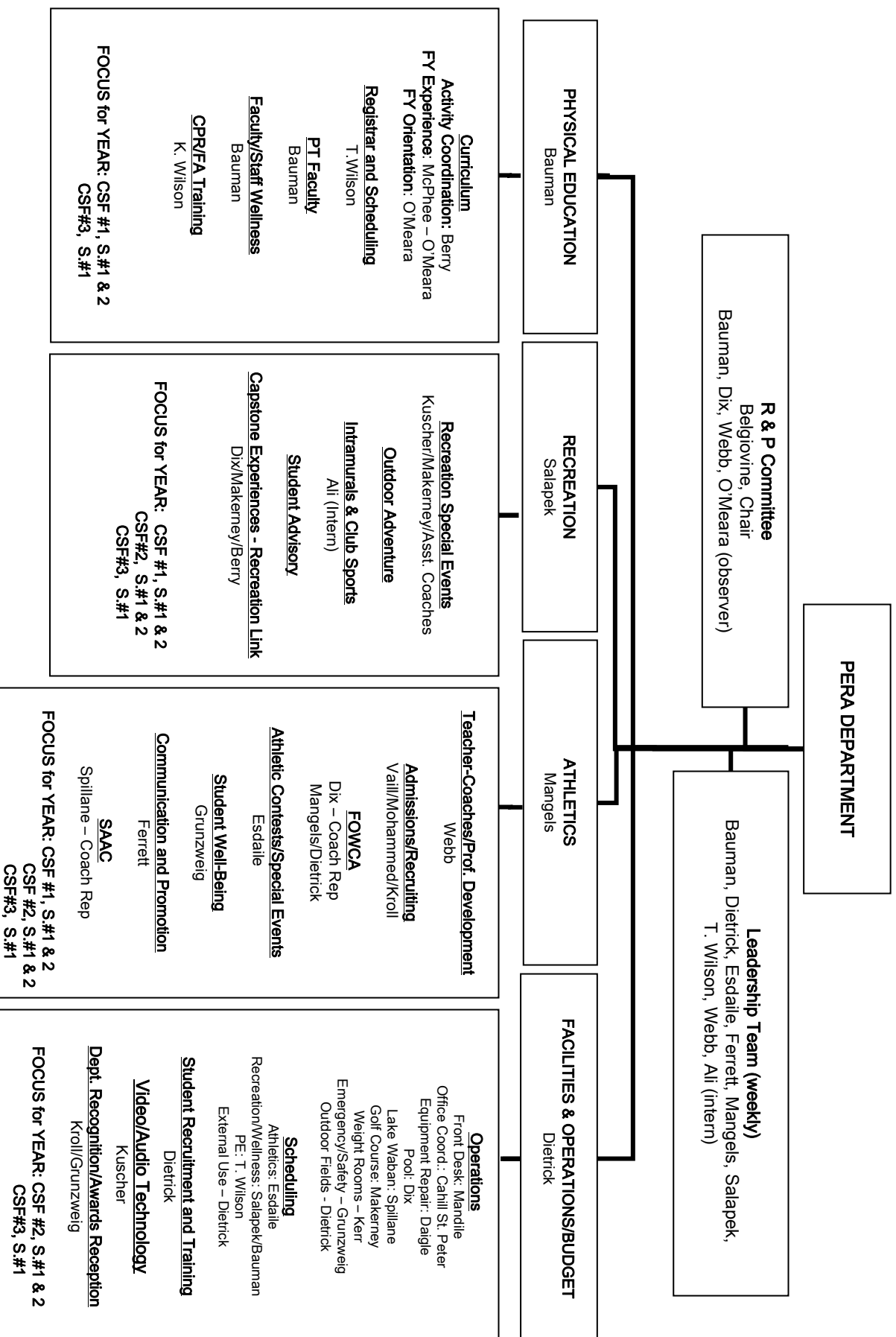
1. Uniforms, warm-ups, jackets, and sweats issued by the department will remain blue and white.
2. Team gear - what teams purchase on their own
  - Team gear will remain blue and white but can have grey or black accents
  - T-shirts, sweatshirts, fleece, and jackets can be solid grey with blue writing
  - Writing can be blue or white with accents of white or black
  - Black pants can be ordered but cannot have anything Wellesley on them

When teams are representing Wellesley, primary school colors are the priority (department issued gear ... see #1)

**To insure consistency and a commitment to our branding all team gear MUST be reviewed and approved by the Associate Director of Athletics prior to purchasing.**

**As a department, we remain committed to continue to support the purchase of Wellesley College apparel for use by faculty/staff.**

# PERA Committee Structure 2009-10



# 2009-10 PERA Committee Structure Goals and Focus

## Honor... Invest... Win!

Goals: Leadership development; support execution of strategic plan and department work; Shared workload; Enhanced cross committee communication and Promotion of department success

Physical <u>Education</u>	Recreation <u>Recreation</u>	Athletics <u>Athletics</u>	Facilities and <u>Operations</u>
<ul style="list-style-type: none"> <li>1. Curriculum Instruction</li> <li>• FY Orientation</li> <li>• FY Course</li> <li>• New Courses</li> <li>2. Scheduling</li> <li>3. PT Faculty</li> <li>4. Budget/Activity Coord.</li> <li>5. Faculty/Staff Wellness</li> <li>6. CPR/FA Training</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor Adventure &amp; Outfitters</li> <li>• Intramurals &amp; Club Sports</li> <li>• Recreation Special Events</li> <li>• Recreation Capstone Experiences</li> <li>• Student Advisory</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher/Coaches</li> <li>• Admissions/Recruiting</li> <li>• Athletic Contests &amp; Special Events</li> <li>• Communication &amp; Promotion</li> <li>• Student Well-Being</li> <li>• SAAC</li> <li>• Alumnae, Resources and FOWCA</li> </ul>	<ul style="list-style-type: none"> <li>1. Operations</li> <li>2. Scheduling</li> <li>3. Student Recruitment and Training</li> <li>4. Video/Audio Technology</li> <li>5. Dept. Recognitions &amp; Receptions</li> </ul>
<ul style="list-style-type: none"> <li>• Direct curriculum</li> <li>- Faculty Education – Trends</li> <li>- Seminars on Learning and Outcomes</li> <li>- Assess FY Orientation</li> <li>- Plan for FY Course - Plan Pilot Class</li> <li>- Activity Coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Execute Initial year of comprehensive Recreation, Intramurals and Club Sports Program</li> <li>• Partner with PE for linking of capstone experiences</li> <li>• Enhance communication and Promotion</li> <li>• Partner with student organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Coach Education</li> <li>• Continue to develop Admissions liaisons to increase understanding, quality of teams, diversity of pool and yield; plan elite athlete prospect events (fall/spring)</li> <li>• Quality and engaging events to promote S/A Experience</li> <li>• Enhance student leadership</li> <li>• Develop, Promote, Communicate "winning culture and spirit"</li> </ul>	<ul style="list-style-type: none"> <li>• Quality; engaging; access to facilities</li> <li>• Seek ways to generate revenue through facilities</li> <li>• Effective coordination of scheduling and operations</li> <li>• Recruit and train student workers</li> <li>• Support technology advancements (Frontrush)</li> <li>• Support integration of new college website</li> </ul>

# PERA success and excellence

**Honor... Invest... Win!**

PERA success is expected of all and viewed in a variety of ways. To that end, we will:

1. Value the role of PERA to utilize talents of Faculty and Administrators to support student educational experiences.
2. Sponsor 13 successful competitive athletics teams; and array of Recreational opportunities and Physical Education Activity Classes.
3. Develop effective student leaders through quality PERA programs.
4. Maintain and manage facilities to ensure quality experiences for all students as well as Faculty and Staff.
5. Get to finals of every intercollegiate athletic tournament.
6. Win more athletic events than we lose.
7. Advance to next higher competitive level in athletics.
8. Maximize enrollment in all PE classes.
9. Engage students in PE class – Interaction with Faculty is paramount.
10. Offer diverse opportunities for students to recreate as a means to fuel their body and mind.
11. Run quality events; visitors will value their time and witness excellence at Wellesley.
12. Receive unsolicited, parent and alumnae comments about value of their student's experience.
13. Secure monetary gifts in recognition and support of excellence.
14. Take ownership of the collective PERA team.
15. **"BLEED BLUE"**



# Expectations for Athletics Success

Honor... Invest... Win!

Pride in “Wellesley Blue”

## All Sports:

- Top 4 NEWMAC (consistently)
- Compete for NEWMAC Championships or alternate Conference/Regional championships
- Teams will reflect the breadth and depth of effective recruitment and yield
- Ensure annual student participation opportunities consistent with department maximum roster sizes
- Promote scholar-athlete and coach success
- Engage Alumnae, Family, Friends, and Campus Community
- Promote and wear “Wellesley Blue” with Pride

## Team Excellence – Each Head Coach will:

- Foster a commitment to academic and athletic balance for scholar-athletes
- Embrace Leadership
  - Team Goals, Cohesion, Compliance
  - Development and Execution of Recruitment plan/yield
  - Competitive training and conditioning
  - Communication and engagement with scholar-athletes
  - Articulate and monitor the role, involvement and success of assistant coaches
  - Execute daily, competitive, well-planned teaching/coaching sessions
- Serve as a Role Model
  - Advocate and expect positive sportsmanship...Always
  - Engage in professional coaching organization and service to education and community
  - Engage and ensure timely support of administrative work

Department Meetings	Bridget Belgiovine
Reappointments & Promotions	Bridget Belgiovine
Physical Education	Connie Bauman
<ul style="list-style-type: none"><li>- Curriculum &amp; Instruction</li><li>- PE &amp; FY Orientation</li><li>- Scheduling &amp; Sr. Status (Tom Wilson)</li><li>- PT Faculty</li><li>- PE Capstone Experiences/Activity Heads (Bonnie Dix)</li></ul>	
Recreation	Britt Salapek
<ul style="list-style-type: none"><li>- Outdoor Education</li><li>- Club Sports/Intramurals</li><li>- Fac./Staff Well-Being</li><li>- Student Well-Being</li></ul>	
Athletics	Mindy Mangels
<ul style="list-style-type: none"><li>- Teacher – Coaches Development (Dorothy Webb)</li><li>- Athletic Contests and Special Events (Avery Esdaile)</li><li>- Admissions/Recruiting</li><li>- Student Services (SAAC and Captains Council)</li><li>- Alumnae/Resources and FOWCA</li><li>- Compliance (Eligibility; Playing/Practice Seasons)</li></ul>	
Facilities & Operations	Martha Dietrick
<ul style="list-style-type: none"><li>- Budget</li><li>- Scheduling &amp; Operations<ul style="list-style-type: none"><li>▪ Equipment Repair</li><li>▪ Front Desk</li><li>▪ Golf Course</li><li>▪ Lake Waban</li><li>▪ Pool</li><li>▪ Student Recruitment and Training</li></ul></li></ul>	
Communication, Promotion & Technology	Lauren Ferrett/Tom Wilson
Reception/Office Coordination	Jill Cahill St Peter

## **B-6 Administrative Responsibilities**

Bridget Belgiovine

Jill Cahill St. Peter  
Martha Dietrick  
Mindy Mangels  
Kathy Hagerstrom  
Tessa Spillane  
John Babington  
Gamil Kaliouby  
Rebecca Vaill  
Sherry Makerney  
Julia McPhee  
Tony Mohammed  
Keri O'Meara  
Wendy Berry  
Bonnie Dix  
Brian Kuscher  
Dorothy Webb  
Britt Salapek

Mindy Mangels

Avery Esdaile  
Lauren Ferrett  
Jennifer Grunzweig  
Sandy Kerr  
Megan Valentine (Intern)  
Tom Wilson

Martha Dietrick

Jack Daigle  
Nancy Mandile  
Dave Martin  
Kathleen St. Martin

Jennifer Grunzweig

Kristen Wilson

**B-7(a) Advising for Full-time Faculty 2009-2010**

Adviser	Advisee
Bridget Belgiovine (Overall Supervision)	Connie Bauman Bonnie Dix Keri O'Meara Dorothy Webb
Connie Bauman	PT Faculty Britt Salapek
Bonnie Dix	Wendy Berry Brian Kuscher Sherry Makerney Tony Mohammed
Dorothy Webb	Jennifer Kroll Julia McPhee Tessa Spillane Rebecca Vaill

**B-7(b) Advising for Part-time Instructors/Head Coaches  
2009-2010**

Adviser	Advisee
Connie Bauman (Overall Supervision)	Samantha Cameron Calvin Chin Beth Gifford Lacy Gilotti CoriEllen Grande Marianne Harkless Gretchen Hayden-Ruckert Gamil Kaliouby (Teaching) Liang Liung Kelsey MacDonald Patty Magill Liz Owen Christine Pujol Linda Sieck Catherine Ulissey Deborah Weaver
Mindy Mangels	John Babington (Coaching) Gamil Kaliouby (Coaching)
Head Coaches	Each Assistant Coach

## B-8 DEPARTMENT LIAISONS / REPRESENTATIVES

Administration & Planning Office		BB
Administrative Positions:	Hiring/Salary Search & Records Processes	BB MM
Admissions Office:	Priorities/Recruiting Database/Calendar Spring/Junior Open Houses	BB MM/JCS/RV MM/RV
Alumnae Magazine		LF
Alumnae Office		MM
Budget Office		MD/JCS
Campus Police		MD
Clapp Library	Department Purchases	CB
Controller's Office		MD/AE
Counseling/Stone Center		CB
Custodial Services		MD
Dean of College Office		BB
Dean of Students Office		MM
Dining Halls/Food Service		AE
Facilities:	College Use Rentals to Outside Groups Coordination Schedules Maintenance Supervision Work Orders Approval	MD MD MD/MM MD MD
Faculty Positions	Search/Selection/Salary Campus Interviews & Records	BB BB/MM/JCS
Financial Aid Office		MM
Finance and Treasurer's Office		BB
FOWCA		MM/LF
Grounds Office		MD/AE

Health Services		JG
Human Resources/Personnel Office		BB/MM
Information Services:	Computers Telephones Email Copy Machine/Fax	JCS
Learning-Teaching Center		BD

### DEPARTMENT LIAISONS / REPRESENTATIVES (continued)

Mail		JCS
Motor Pool		AE
Nehoiden Golf Course:	Board of Directors Scheduling/Greenskeeping	BB MD
NCAA, NEWMAC, 7Sisters, ECAC		BB
NCAA:	Eligibility, Compliance	MM
Part-Time Positions:	Approval Physical Education Athletics	BB CB MM
Payroll Office		MD/JCS
Physical Education:	Curriculum Handbook Registration/Credit Issues	DW/TW KH/TW
Physical Plant Office		MD
Printing:	Athletics Physical Education Recreation/Facilities General Office	MM/LF KH MD JCS
President's Office		BB
Public Information Office		BB/LF
Publications Office		LF
Purchasing Office		MD/JCS
Recreation & Intramural Activities		MD
Registrar's Office		MM/TW
Residence Halls		AE
Resources Office		BB/MM/MD

Schedules:	Overall Development Athletics Contests Athletics Practices Team Travel Physical Education Recreation/Intramurals	BB/JCS MM/AV MM AE BB/KH MD
Summer Programs		MD
Wellesley News		LF
Wellesley Week		LF



## **C-1 Physical Education Schedule, Course Syllabi, Annual Calendar**

### **Physical Education Course Schedule:**

In May each instructor will receive from the PE Registrar a Physical Education course schedule for the subsequent academic year. Instructors are to confirm their assignments with the Chair.

### **Physical Education Scheduling Principles:**

#### **General Principles**

- A. Physical Education schedule must:
  - 1. Offer at least 95 courses each year
  - 2. Make 7500 credits available to students
- B. Faculty Preference Forms will be taken into consideration in developing the schedule.
- C. Between 8:30 and 4:00, the schedule will strive to have no more than three courses per time block and no fewer than two.
- D. Between 8:30 and 4:00, the schedule will strive to offer no more than one class from each activity area in a given time block.
- E. Enrollment is traditionally heavier in Semester 1 than Semester 2, therefore more classes/spaces should be available during Semester 1.
- F. Every attempt is made to have term classes meet 12 times. (This is not always possible during Term 4 under the present college calendar.)

#### **Physical Education Calendar**

The academic calendar is used to establish the Physical Education Calendar:

- A. Development Principles
  - 1. Physical Education semester classes (and Term 1 and Term 3 classes) begin on the first Monday after the start of academic classes. Term 2 and Term 4 classes begin six weeks after the start of Term 1 and Term 3 classes, respectively.
  - 2. The Term 2 start date is determined by counting back six weeks from the last day of the first semester.
  - 3. Physical Education classes end on the same date as other classes.
  - 4. Reconciliation occurs on Day 2 and Day 6 for term classes; on Day 2, Day 6, Day 12, and Day 18 for semester classes.
  - 5. Grade sheets and SEQ's are due one-two days after the last day of classes.
- B. Class Appointment Sheet, developed from the Physical Education Calendar, includes:

1. Dates for each term, each semester and Wintersession
2. Registration, reconciliation and grades due dates for each term/semester and Wintersession
3. A calendar for each term in weekly format, listing the dates for all class meetings
4. The number of times each class meets
5. Vacation periods
6. Dates when Wellesley follows a different schedule for one weekday (i.e. Monday follows a Wednesday schedule).
7. Reading and exam periods
8. Any specific college holidays (i.e. the Ruhlman Conference).

C. The Physical Education Calendar and Class Appointment Sheet are distributed:

1. The Department Chairperson
2. All faculty
3. The Facility Manager
4. The Physical Education bulletin board
5. The front desk

### **Faculty Assignments**

Course assignments for faculty members are based on the following principles:

- A. A "Faculty Preferences Sheet" is circulated to part- and full-time faculty in February to gain feedback on individual scheduling preferences
- B. If only one faculty member can teach a particular class he/she is assigned to that class.
- C. In general, coaches who are in-season are not given classes in the late afternoon to accommodate practices and competitions.
- D. Part-time faculty contracts are based on curricular needs, location availability and statistics. Part-time faculty contracts must be approved in advance.
- E. Part-time faculty members receive scheduling preference based primarily on seniority.

### **Facilities/Location**

A facility-use matrix must be developed and posted on R25 to avoid conflicts between classes, athletic teams, recreation, intramurals, club sports, and special programs. The areas requiring review are:

- A. Field house
- B. Weight room
- C. Pool
- D. Studios 201 and 202
- E. Classroom

The following issues must be taken into account when outlining facility location charts:

- A. Inclement weather locations must be available for outdoor classes.
- B. Classes sometimes require dual locations such as the SCUBA class that uses the classroom and the pool.
- C. Some programs have established use of facilities:

1. The Fencing team practices in room 201 from 4-6:30 P.M.
  2. The Volleyball team practices in the multi-purpose gym from 4-7 P.M.
  3. The Swimming and Diving team practices in the pool from 4-6 P.M. and from 6-8 A.M. with access to recreation swimmers.
- D. The weight room, pool and field house are reserved for recreational use from 12:10-1:30 P.M. every day.
- E. The weight room is reserved for recreational and/or athletic use after 12:10 PM every day.
- F. The field house must be available after 4:00 P.M. for athletic teams in case of inclement weather.

### **Specific Class Concerns**

Some classes have special needs relative to a specific location or time slot:

- A. Ballet and Modern Dance need a room with a piano (room 201).
- B. Yoga should be taught in room 202 due to the yoga storage closet.
- C. Sailing and Crew should not be scheduled at the same time because the boathouse crew helps with both.
- D. Racquetball and Squash classes cannot be scheduled after 4:00P.M.
- E. Golf, Archery and Running/Fitness Walking may not be scheduled at the same time during any terms, including Terms 1 and 4 when the field house is used as an indoor location for inclement weather.
- F. Golf or archery may be scheduled at the same time as Tennis during Terms 1 and 4. During Terms 2 and 3, when only three tennis courts are available, Tennis, Golf and Archery must be scheduled at different times.
- G. Basic Canoe and Crew classes are best taught at 8:30 AM due to the lack of wind.
- H. Sailing is best taught at 11:10 or 1:40 to take advantage of windier conditions.
- I. 8:30 A.M. is not the best time slot for Tennis, Golf or Archery as the dewy, wet, morning ground should be avoided.
- J. 8:30 A.M. tends to be a good time slot for fitness activities such as Aerobics, Fitness Walking and Running.
- K. Traditionally, Dance classes have not met early in the day.
- L. Golf classes should be scheduled back-to-back, as this leaves blocks of time for other golfers on the Nehoiden golf course.

### **Holiday Scheduling**

Following holidays or special events, often times a certain day of the week will follow a different weekday's schedule (e.g., Tuesday will follow a Monday schedule). During these changes:

- A. The changed schedule will hold true for all Physical Education classes.
- B. An reminder should be sent to all instructors approximately one week in advance of the schedule change so that instructors can inform their students.

### **Part-Time Faculty**

- A. Because many part-time faculty members have other jobs and less flexible schedules, scheduling for part-time faculty should be done prior to scheduling for full-time faculty members.

### **Semester Courses**

- A. Semester Golf is only taught in the Spring so that the class can move outdoors from indoor locations.
- B. When semester classes are not offered in a certain activity, every effort is made to schedule the next level of that activity in the same time slot during the second term of each semester.

### **Wintersession**

- A. Wintersession is three weeks (plus one day) in length.
- B. Classes generally meet for 12 hours, except for CPR which meets for 10 hours.
- C. Classes should be scheduled at different times so as to offer a variety of options to students.
- D. Martin Luther King Day must be considered during the scheduling process.
- E. Intercollegiate Programs and Wellness programs must be taken into account throughout the scheduling process.
- F. A facility location schedule must be developed and submitted to the Facility Manager.
- F. The Wintersession scheduling is done at the same time as normal scheduling for the coming year.
- G. Wintersession registration takes place in mid-November.

### **Course Syllabi:**

Course Syllabi for all courses are in the Activity Area notebooks in the filing cabinets opposite the Office Coordinator's desk. All faculty members are expected to update and revise their class syllabi and lesson plans following the conclusion of classes in the spring and prior to the commencement of classes in the fall. All updated syllabi shall be submitted to the Chair of the Physical Education Management Committee prior to the opening of the department in August.

### **Annual Calendar:**

In May every instructor will receive from the PE Registrar a Physical Education Calendar for the subsequent academic year. The calendar will include the start and end

dates for each term/semester, class meeting dates for all courses, holidays, special schedule days, deadlines for submitting grades and SEQs, and key dates from the campus-wide academic calendar.

## **C-2 Registration, Rosters, Credit for Athletics, Restricted List**

### **Registration:**

Registration for all students for Physical Education courses takes place online, via Banner Self Service. Each student is limited to one class and one waitlist. Students may also join Physical Education classes at the first class meeting, if space is available.

The Registrar will notify all students of the upcoming Registration, review and assess enrollment following on-line registration, and ensure all registration information is accurate in the database.

### **Class Rosters:**

After each Registration the Physical Education Registrar will distribute class roster/attendance sheets to instructors the day before classes begin.

Instructors will:

- Check roster/attendance sheets against the restricted list (see below) to determine whether any of their students have medical restrictions and consult Associate Chair regarding such students.
- Add auditors to roster at second class meeting if space is available.
- Use the roster to keep accurate attendance records for submission with grade sheets at the end of the term/semester.

### **Credit for Intercollegiate Athletics:**

Members of Wellesley College intercollegiate athletic teams are eligible to earn physical education credit towards completing the eight-point requirement. Each Head Coach distributes notices of organizational meetings and subsequent tryouts each year. Only

students selected to the team by the Head Coach are eligible for physical education credit.

The Intercollegiate Athletic program offers 13 sports in which a student may earn up to four points of physical education credit each year:

- Crew (Novice and Varsity), Golf, and Tennis team members will earn two points for first semester participation and two points for second semester participation.
- Basketball, Fencing, Squash, and Swimming and Diving team members will earn two points for first semester participation and two points for second semester participation.
- Cross Country, Field Hockey, Soccer, and Volleyball team members will earn two points for participation through first week of October and two points for participation from second week of October until end of season.
- Lacrosse and Softball team members will earn two points for participation through one week following Spring Break and two points for participation from one week following Spring Break until end of season.

### **Restricted List:**

Before the start of each semester/term, the Sports Medicine Chair (after consulting with Health Services) will distribute to faculty a CONFIDENTIAL list of students with medical restrictions. Instructors with restricted students enrolled in their classes must discuss the students' restrictions with the Sports Medicine Chair before classes convene. A student with an unknown restriction may not participate in class until cleared by Health Services and approved by the Sports Medicine Chair.

Students with medical restrictions that preclude enrollment in regular physical education classes will be advisees of the Sports Medicine Chair who, in conjunction with the College health Services, arrange physical education programs to meet individual needs.

If a student has a medical restriction but is not on the restricted list, she must make an appointment with health Services to be cleared for participation. The instructor will also inform the Sports Medicine Chair of the situation.



## **C-3 Class Procedures – First Day of Classes**

### **First Day of Classes:**

At the first class meeting the instructor will discuss with students the following items:

#### 1. Basic information to be covered

- Instructor's name
- Prerequisites, whether the course may be repeated for credit, and value of course (2 or 4 points)
- Rainy day location if applicable
- Any calendar changes that could impact class (i.e., Fall Break)
- Clothing and equipment
- Any safety issues specific to class
- Check Medical Restricted List before class. If you have students on the list, check with Connie Bauman (x2015) before letting them participate.

#### 2. Objectives reviewed

- Class syllabus (expressed in learning outcomes). Please include the following contact persons on your syllabus:
  - Physical Education Registrar – for information about credit
  - Independent Study Faculty Advisor -- for information about independent options and other student issues
- Goal setting when applicable
- Assessment

#### 3. Attendance policy

- Start with a statement about learning (For example: "If you come to class on a regular basis and are an active participant, you will learn").

- Then give a statement about absence policy (For example: “If you are unable to attend a class, you should notify the instructor in advance and be aware of the limits below:
  - A double-period class is permitted two absences
  - A term class is permitted two absences
  - A semester class is permitted three absences
- Religious observations (<http://www.wellesley.edu/RelLife/calendar/index2.html>)  
Absences for religious holidays do not count against the regularly recognized absences. It is the student’s responsibility to notify the instructor regarding class absence for religious observance.
- You may add a statement that this is an activity class and each student must be an active participant or she will not receive credit.
- Your make-up and tardiness policy MUST be covered at this point.

#### 4. Communication expected

- Every faculty member is expected to have an e-mail or voice mail distribution list for every class.
- Mode (e-mail, voicemail, web sites, office hours)
- If for any reason a student is going to drop a class, they should let you know.
- You can express a notification in advance for absence policy (For example: “You must let me know in advance if you are going to miss class”).
- Students may not repeat any class for credit.
- Warm-up and stretching routine

## **C-4 Physical Education Policies**

### **Class Attendance Policy:**

The student is expected to assume the responsibility for the content of the course, for regular attendance, and for keeping the instructor informed in matters relating to attendance. A student enrolled in a semester class (12 weeks) may not exceed three class absences in order to receive credit for the course. A student enrolled in a term class (6 weeks) may not exceed two absences in order to obtain course credit. A student enrolled in a semester double-period class may not have more than two absences in order to receive credit.

### **Make-Up Policy:**

Make-ups for missed classes are at the discretion of the instructor. The instructor must be fair and consistent when instituting a make-up policy. If the instructor permits make-ups, the following principles apply:

- The instructor must check with the make-up class instructor to gain permission for the student to attend the class. The make-up instructor has the right to decline if the size or equipment needs are not sufficient to accommodate the student(s).
- The make-up class must be the same activity and at the same skill level in which the student is enrolled.
- If the instructor chooses to offer the student a make-up and there is no other class offered in the same activity, the instructor must provide an opportunity for the student to engage in the same activity.

### **Auditor Policy:**

Students who have completed the physical education requirement are called auditors. Auditors are allowed to sign up for classes on the second day of online registration, as well as on the first day of class. Auditors are expected to adhere to the same attendance/participation expectations as students needing credit.

**Wait List Policy:**

Each physical education class has a course maximum pertaining to the number of students able to enroll in the class. Instructors are not permitted to add students beyond the course maximum. Waitlists are generated by the online registration system. If space becomes available, instructors must add students in the order they appear on the wait-list.

Students needing credit who contact instructors directly (email, attend first class, etc.) may be added to the class after the registration wait-list students are added. No wait-listed students may be added to a class until the end of the first class meeting.

**Reconciliations:**

To assist the Physical Education Registrar in maintaining up-to-date records, instructors will submit to the Physical Education Registrar Xerox copies of their attendance sheets after the 2nd and 6th meetings of term classes and after 2nd, 6th, 12th, and 18th meetings of semester classes. Before submitting rosters, instructors will:

- cross out students who have dropped the class
- add new students to the roster, including ID numbers.

**Cancellation of Classes/Change in Class Location:**

As a general policy classes are never cancelled. If an instructor must cancel a class due to sudden illness, they must:

- inform students via voice-mail or email.
- call the Front Desk (x2019) to have a notice posted on the bulletin board
- call their Advisor

If an instructor knows they will miss a class due to other work-related responsibilities, they must notify the Chair and submit an absence/vacation form and find a faculty colleague to cover. Both must be done as far in advance as possible.

If an instructor must change the location of a class (usually due to inclement weather), they must:

- inform students via voice-mail or email of the change
- call the Front Desk (x2019) by 8:30 AM (if possible)

### **Final Grades:**

At the end of each term/semester Instructors are responsible for filling out grades sheets accurately, completely, and promptly. If a student receives any grade other than CR or AC (see below), the instructor must include an explanation in the Comments column of the grade sheet.

Grades:

CR = Credit. This grade is for students who complete a course satisfactorily.

NC = No Credit. This grade indicates that the student has not completed the course satisfactorily, due either to inadequate familiarity with the material or poor attendance and/or participation. When an instructor recognizes that a student is in danger of receiving an NC, she will discuss the situation and impending grade with the student immediately, in hopes that the student will do what is necessary to earn credit.

INC = Incomplete. This grade is reserved for students who have completed a course with the exception of a test or assignment that was missed near the end of the course for reasons not willfully negligent. Incompletes must be made up within two weeks after the term or semester in which the grade was received. If

the INC is not completed within the two-week period, the student will receive an NC (or MD or PD if the incompleteness is due to medical or personal reasons).

ACR = Audit Credit. This grade is given to students who are auditing the class but would have received credit had they not been auditors.

ANC = Audit No Credit. This grade is given to an auditing student who would have received an NC had she not been an auditor.

MD = Medical Drop. This grade is for a student who drops a class for medical reasons

PD = Personal Drop. This grade is for a student who drops a class due to personal reasons.

### **Recording final grades:**

The Physical Education Registrar will distribute grade sheets to instructors two weeks prior to the end of the term/semester. Each instructor will:

- Make sure the grade sheet and attendance sheets match.
- Assign each student a grade from the list above.
- Include an explanation in the Comments column for any grade other than CR or ACR.
- Sign the grade sheet in the space provided.
- Staple the attendance sheet to the grade sheet.
- Make copies of grade sheets and attendance sheets for her records.
- Return original grade sheets and attendance sheets to the Physical Education Registrar.

### **Student Evaluation of Faculty:**

Two weeks prior to the end of the term/semester the Physical Education Registrar will distribute the appropriate number of Student Evaluation Questionnaires (SEQs) to each instructor. A student must complete an SEQ before she may receive credit for the course. Instructors will return all SEQs to the Physical Education Registrar for tabulation.

## **C-5 Non-Traditional Credit**

### **Independent Credit:**

The Independent Study option offers qualified students the opportunity to participate in activities that are an extension of, or beyond the scope of, the normal Physical Education curriculum. The Department offers three independent options:

- Independent study -- The independent study option is limited to exceptional or highly skilled students. Independent programs may be pursued on or off campus under the direction of a trained supervisor approved by the Department's Independent Study Advisor. Proposals for independent programs must be submitted in writing to the Independent Study Advisor prior to the start of the program, typically during the first week of the semester/term for which the student desires credit. Credit will not be awarded retroactively. Students may not receive both academic credit and physical education credit for the same activity. No more than four points may be earned via this option.
- Modified Independent study -- If a student has a medical restriction that cannot be accommodated in a regular class, the department's liaison with Health Services will design an independent study program to fit the student's needs.
- Recreation Programming -- Students who wish to receive credit for participation in a College-sanctioned club sport or certain PERA-sponsored recreational programs must apply individually for credit as outlined above. Students may receive a maximum of two points via the recreation program option.

### **Transfer Credit:**

Wellesley students may earn credit for Physical Education classes taken at other accredited institutions. At the conclusion of the course, the student is responsible for asking the host department to send the Physical Education Registrar a letter (on official letterhead) that:

- Describes the course taken, including content, number of sessions, length of sessions
- Verifies the student's successful completion of the course



Non-Wellesley students may register for physical education classes at Wellesley College. At the student's request, the Physical Education Registrar will send notification of credit to her home institution.

## **C-6 Injury Procedures**

### **Injury Procedures:**

Instructors will adhere to the following guidelines when an injury occurs:

The instructor is expected to provide only first aid. Ice is available in the athletic training room (key is at front desk).

#### **Steps:**

- Determine severity of injury. If a student needs medical attention, send a student to call Campus Police x5555. If necessary send a second student for the nearest First Aid Kit (locations listed below).
- Information to be given to Campus Police:
  - Location of injured student
  - State of consciousness, breathing, bleeding
  - Body Part(s) involved if obvious
- DO NOT MOVE THE STUDENT UNLESS IT IS EVIDENT THAT THIS WILL NOT AGGRAVATE THEIR CONDITION.
- Please remember to use universal precautions when dealing with bodily fluids (latex gloves, gauze, etc.)
- Stay with the injured student. While waiting for Campus Police, apply Standard First Aid steps to:
  - Maintain an open airway
  - Stop any severe bleeding by compression
- Campus Police will determine whether the student needs to be transported and will call for an ambulance if necessary.
- Complete a copy of the Sports Center Incident Report Form and return to Martha Dietrick within 24 hours of the injury. Blank forms are at the front desk and posted on the PERA website (<http://www.wellesley.edu/athletics/PE/PEadministration/>).

### Locations of Emergency Phones

Front Desk

Any upstairs office phone

Weight Room

Athletic Training Room (if open)

Field Hockey Field (on pole adjacent to  
the sidewalk)

Field Hockey Field (Distribution Center)

Field House – outdoors (opposite flag poles)

Field House – outdoors (Athletes entrance)

Field House – Indoors (at entrance near cardiovascular area)

Pool – Pool office and red phone on deck.

Boat House – outside wall

### Locations of First Aid Kits

Front Desk

Mail Room Cabinet\*

Pool Office

Weight Room

Boat House

Tennis Kiosk

Golf House (6th hole)

(\*closest to dance studios)

### Locations of the AED's (automatic external defibrillator)

Front Desk

Athletic Training Room

## **C-7 Physical Education Budget, Inventories**

### **Physical Education Budget:**

The faculty member assigned as the Activity Head submits a budget request for her/his activity at the conclusion of activity classes in early May. It is expected that each Activity Head consult with colleagues teaching in the same activity when composing the budget request. The budget request is submitted in the form of a three-year plan, with a rationale for any substantial requests. Budget requests should be based on current class levels and activity inventories from the previous academic year.

The PE Budget Officer submits the completed Physical Education budget request for the following year to the Department Chair. After appropriate consideration and changes if necessary, the PE budget is submitted to the College as part of the Department's budget request for the following year.

After notification that the College has approved the budget, each Activity Head will receive a memo indicating purchases they are approved to make for the upcoming academic year. Each Activity Head will then place their respective orders during the summer months (July and August) to ensure that the requested equipment is available for use at the beginning of the academic year. All receipts for equipment ordered/purchased are submitted to the PE Budget Officer for record keeping.

### **Physical Education Inventories:**

At the conclusion of each academic year in early May, each Activity Head will take a detailed inventory of the equipment in their activity area, using forms supplied by the Physical Education Registrar. The Registrar will collect these forms, enter them into the Inventory Database, and print reports for use by the faculty member in charge of purchasing.

In early September of each year, each Activity Head will inventory any new equipment ordered and received and store it appropriately. The Activity Head will then submit all receipts to the PE Budget Officer.

# PHYSICAL EDUCATION & RECREATION BUDGET REQUEST 2009-10

## Heads of Activities:

Archery	Connie Bauman	Pilates/Fusion Fitness	Patty Magill/Julia McPhee
Badminton/Racquetball/Squash	Wendy Berry	Sailing/Lake Waban	Tessa Spillane
CPR/First Aid	Jenn Grunzweig	Swimming	Bonnie Dix
Cross Country Skiing/Recreation	Britt Salapek	Table Tennis	Liang Liung
Dance (ALL!)	Samantha Cameron	Tennis	Brian Kuscher
Fencing	Gamil Kalouby	Weight Room/Cardio	Keri O'Meara/Sandy Kerr
Golf	Sherry Makerney	Yoga	Liz Owen
Games	Bonnie Dix/Dorothy Webb		

As the Head of an Activity, you play an important role in the ordering, inventory , and storage of equipment used in physical education classes. Please review your responsibilities below and then submit the necessary information by August 15<sup>th</sup> to ensure that all approved orders may be placed, received, inventoried, and stored before the beginning of the academic year.

## Activity Head Responsibilities:

- \* Consult with colleagues in your assigned activity area and submit ONE prioritize list of equipment purchase requests.
- \* Complete a PERA Equipment Order form. Make sure this information is accurate and legible.
- \* Be sure your costs include SHIPPING.
- \* Placed orders for APPROVED equipment, either on your own or in coordination with the Front Desk staff.
- \* Store equipment after it is inventoried and submit a written receipt for ALL received purchases.

Budget Requests are reviewed in consultation with the Department Budget Officer and approved based upon the following factors:

- (1) Requests are in line with current student enrollments in the activity area.
- (2) Requests are prioritized by "needs" first, followed by "wants."
- (3) Rationale for each Budget Request is sufficient.

**ACTIVITY HEAD** \_\_\_\_\_ **ACTIVITY** \_\_\_\_\_

The following budget lines are currently used for operating expenses in physical education:

LINE	PURPOSE	RECENTLY USED BY
6106	Student Wages	Swimming
7002	Equipment Rental/Lease	CPR
7003	Repair & Maintenance	Racquet Sports, Golf, CPR
7154	Academic Audiovisual Supplies	Various Activities
7187	First Aid Supplies	Athletic Training Staff
7189	Instructional Equipment	Various Activities (balls, racquets, etc.)
7269	Books	As Needed

LINE	ITEM	QUANTITY	PRICE	TOTAL
7189	Racquetball Racquets	4 @ \$25.00	\$100.00	\$100.00
7003	Croakies	6 @ \$2.75	\$16.50	\$116.50
	Shipping		\$12.00	\$128.50

**RATIONALE:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **C-8 Faculty Grants & Funds**

### **Faculty Award for Professional Travel (Full-Time Faculty):**

Faculty are eligible to receive funding through the Dean of the College. Contact the Dean's Office with questions.

Standard conference travel grants are designed to provide flexible funding at the individual's choice. Each eligible full-time faculty member may receive up to \$500 for travel and living expenses incurred during attendance at scholarly meetings. Unused funds from the last three years may be accrued for use in the current year.

In addition, grants up to \$1000 yearly will be paid to any eligible active participant at professional meetings. These funds are not cumulative, and the \$500 allotment must be used first.

For more details, see "Faculty Awards: Guidelines and Information on Awards to Faculty for Scholarly Activities" on at [http://www.wellesley.edu/AcadBudget/awards\\_guide.html](http://www.wellesley.edu/AcadBudget/awards_guide.html)

Another useful site for information on Educational Research & Development Grants is <http://www.wellesley.edu/AcadBudget/ER&D/erdcov.html>.

### **Mary Alice Conway Fund (Part-Time Faculty):**

This fund is used to support professional development requests that pedagogically enhance physical education courses and benefit Wellesley students. You must submit a request to your Faculty Advisor for approval. Allocations of approximately \$300.00 per faculty member will be distributed based on a departmental process. No reimbursements will be considered for expenses incurred without approval or receipts.

### **Application for Classroom Lecture Funds (PT and FT faculty):**

This fund is used to pay guest speakers/clinicians. You may have no more than 2 classroom lectures/clinics per year. The total cost of both lectures/clinics may not exceed \$500.00.

<http://www.wellesley.edu/clce/formslecapplication.doc> 2007-01-09

### **Faculty Entertainment Fund (PT and FT faculty):**

This fund is for food –related items (team/class parties); \$75.00 is the maximum allowed per year. Receipts must be submitted to the PERA Administrative Assistant for reimbursement.

## **Committee for Lectures and Cultural Events**

### **Application for Classroom Lecture Funds**

#### **Request for Payment**

Please fill out this application for funding and return it to the Administrative Director for the CLCE, located in Billings Hall, room 109. Per requirements of the Federal IRS and the Wellesley College Controller's Office, the lecturer must complete the Controller's Accounts Payable Questionnaire which is available on line through their web site <http://www.wellesley.edu/Controller/forms.html> (click on forms). Please note if your guest is a non - U.S. citizen additional IRS forms are required, see Controller's web site. The Accounts Payable Questionnaire and other IRS forms, if applicable, should accompany this application. The Controller's Office will not process the check until this form has been received. ***Please note it will speed up the payment process if the Accounts Payable Questionnaire is submitted with the application to the CLCE.***

Faculty members may have **no more than two classroom lectures per academic year**. The total **cost of both lectures may not exceed \$500**. This allotment may not be pooled by several faculty to provide a larger fee for a classroom speaker. Any other division of this money may be determined by the applicant, as long as the total does not exceed the **\$500** allotment.

Reimbursement for expenses will only be made when the **original receipts are received by the Administrative Director for the CLCE**. Expenses at the College Club will be billed internally.

Due to the limited amount of funds available, faculty members **must submit classroom lecture fund applications in advance** of lectures to be sure that there are still funds available. Applications will not be processed after the lectures occur.



Date of Lecture: \_\_\_\_\_ Location \_\_\_\_\_ : \_\_\_\_\_  
Name of \_\_\_\_\_  
Lecturer: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Address (where check should be sent): \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
Honorarium: \_\_\_\_\_ (Not to exceed a total of \$500 for honorarium and expenses)  
Social Security \_\_\_\_\_  
#: \_\_\_\_\_  
Other Expenses: \_\_\_\_\_  
Faculty Member: \_\_\_\_\_ Ext. \_\_\_\_\_ Email \_\_\_\_\_ : \_\_\_\_\_  
Dept. and Course \_\_\_\_\_  
Number: \_\_\_\_\_

1-09-07

## **C-9 New Course Proposal Guidelines**

### **Course Proposal Procedure:**

- Early Advisor Consultation (Summer-September)
- Deadline for Initial Proposal: September 30<sup>th</sup> (Use attached form)
- Initial “OK” from PE Management to Proceed with Final Proposal, Learning Outcomes, etc.
- PE Management Reviews Initial Proposals Early October with Possible Resubmission
- Complete Proposal due October 31<sup>st</sup> with Course Outline and Learning Outcomes
- PE Management Makes Recommendation to Department Faculty: mid-December Department Meeting
- Department Faculty Vote: December

PE Management will review new courses after one semester or two terms including:

- SEQs
- Attrition
- Impact on Curriculum
- Instructor Professional Development

### **Areas for inclusion in Faculty Proposal**

- Background/Experience/Training/Certifications of Instructor
- Term vs. Semester
- Course Outline
  - Learning Outcomes: Physical and Cognitive
  - Clear Progressions
- Budgetary Impact
- Facility, Storage and Equipment
- Staffing Considerations
  - Expertise

- Professional Development

**PE Management Group: Considerations and Responsibilities in Making Recommendations to Department Faculty:**

Criteria to consider in Initial Proposal (September 30<sup>th</sup>):

- Level of Physical Activity/Fitness Component
- Motor Skill Learning (Short and Long-Term)
- Life-long Participation Emphasis; Potential to Lead to Recreational/Other Opportunities or Further Instruction (transfer to other areas)
- Responsiveness to Changing Current “Trends”
- Budgetary Impact
- Facility, Storage and Equipment
- Staffing Considerations
  - Expertise
  - Professional Development
- Enrollment Considerations
- Overall Curriculum
  - Substitution or Additional Course
  - Numbers of New Courses Each Year
  - Value of Added Course – “Fit” in Curriculum
  - New Activity vs. Advanced Levels
- Adherence to Timeline for Proposal
  - Additional Material for Final Course Proposal (October 31<sup>st</sup>)
- Course Outline with Learning Outcomes: Physical and Cognitive
  - Clear Progressions
  - Error Detection/Correction (let’s reconsider this one)

**Philosophical Areas for Department Discussion/Chair/Director Input:**

- Breadth vs. Depth
- Advanced Level Courses
- Term vs. Semester Courses

NEW COURSE  
INITIAL PROPOSAL FORM  
2009-2010

Due Date: September 30, 2009

Faculty Member's Name:

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Title of Proposed Course:

---

Course Description:

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---

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---

---

Ideal Course Maximum: 

---

How would you like this course to fit into your teaching course load (i.e., substitution or addition):

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---

Special Location Needs:

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Preference for time of year, days of the week, and daily course times:

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---

Rationale for scheduling preferences above:

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---

Faculty member's qualifications to teach the course:

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Potential Budgetary implications (equipment needs, etc.):

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Potential facility and storage needs:

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# Physical Education Calendar Summary, 2009-10

(updated Aug 17, 2009)

## Semester 1

<b>Thu 9/3, TBA</b>	<b>PE Orientation for First-Year students</b>
Tue 9/8	Academic classes begin
<b>Wed-Thu 9/9-10</b>	<b>Semester 1/Term 1 PE Registration</b>
<b>Thu 9/9, 5:00-7:00pm</b>	<b>Start-up Part-Time Faculty meeting</b>
<b>Mon 9/14</b>	<b>Semester 1/Term 1 PE classes begin</b>
Mon 10/12	Fall Break, no day or evening classes
<b>Wed 10/14</b>	<b>Monday schedule for all day and evening classes</b>
<b>Wed-Thu 10/14-15</b>	<b>Term 2 PE Registration</b>
<b>Fri 10/23</b>	<b>Term 1 PE classes end (grades &amp; SEQs due)</b>
<b>Mon 10/26</b>	<b>Term 2 PE classes begin</b>
Tue 11/3	Tanner Conference, no day or evening classes
Thu 11/26-Sun 11/29	Thanksgiving Break, no day or evening classes
<b>Fri 12/11</b>	<b>Academic and PE classes end (grades and SEQs due)</b>
Sat 12/12-Mon 12/14	Reading period
Tue 12/15-Mon 12/21	Exam period
Tue 12/22-Sun 1/3	Holiday Break

### Semester 1 Notes:

Fall Break is one day, Oct 12  
 Thanksgiving Break is two days, Nov 26-27  
 Wednesday, Oct 14, follows a Monday schedule

## No Wintersession PE Classes

## Semester 2

Mon 1/4	Wintersession language classes begin
Mon 1/18	Martin Luther King Day, no day or evening classes
Mon 1/25	Wintersession language classes end
<b>TBA</b>	<b>Mid-Year Part-Time Faculty meeting</b>
Tue 1/26	Academic classes begin
<b>Wed-Thu 1/27-28</b>	<b>Semester 2/Term 3 PE Registration</b>
<b>Mon 2/1</b>	<b>Semester 2/Term 3 PE classes begin</b>
Mon 2/15	President's Day, no day or evening classes
<b>Tue 2/16</b>	<b>Monday schedule for all day and evening classes</b>
<b>Wed-Thu 3/10-11</b>	<b>Term 4 PE Registration</b>
<b>Fri 3/19</b>	<b>Term 3 PE classes end (grades and SEQs due)</b>
Sat 3/20-Sun 3/28	Spring Break, no day or evening classes
<b>Mon 3/29</b>	<b>Term 4 PE classes begin</b>
Mon 4/19	Patriot's Day, no day or evening classes
<b>Thu 4/22</b>	<b>Monday schedule for all day and evening classes</b>
Wed 4/28	Ruhlman Conference, no day or evening classes
<b>Thu 5/6</b>	<b>Academic and PE classes end (grades and SEQs due)</b>
Fri 5/7-Mon 5/10	Reading Period
Tue 5/11-Mon 5/17	Exam Period
Fri 5/28	Commencement

**Semester 2 notes:**

No Wintersession PE courses.

Spring Break: Saturday, March 20, to Sunday, March 28.

Two Monday schedules: Tuesday, Feb 16, and Thursday, April 22.

Ruhlman Conference, Wednesday, April 28. No day or evening classes.



**WELLESLEY COLLEGE**  
**IMPORTANT DATES FOR FALL 2009**

**AUGUST 2009**

31 Monday New students arrive

**SEPTEMBER 2009**

8 Tuesday First day of classes  
 Incomplete work for Spring 2009 due  
 Make up/exemption exams **during the week**  
 Add period begins  
 Credit/non begins

18 Friday Add period ends

25 Friday January Option course declaration deadline  
 Paperwork to add MIT/Babson/Brandeis/Olin course(s) due

30 Wednesday Class of 2010 major confirmation forms due

**OCTOBER 2009**

2 Friday Drop deadline Last day to drop a course without WDR appearing on the record.  
 Last day to declare a course credit/no credit

7 Wednesday Grades due for Spring 2009 incomplete work

12 Monday Fall Break – no classes

14 Wednesday Monday schedule

28 Wednesday Mid semester warnings due

30 Friday Spring 2010 registration materials posted

**NOVEMBER 2009**

3 Tuesday Tanner conference – no classes

9 Monday Online registration for spring 2010 begins

12 Thursday Online registration for spring 2010 ends

25 Wednesday Thanksgiving Recess begins after last class

30 Monday Classes resume

**DECEMBER 2009**

1 Tuesday Class of 2012 major declarations due if intending fall 2010 or fall/spring 2010/2011 study abroad

11 Friday Last day of classes  
 Last day to withdraw from any course  
 Term papers due

12 Saturday Reading period begins

15 Tuesday Final exams begin 9:00-11:30AM, 1:30-4:00PM

21 Monday Final exams end in the afternoon  
 Final papers due by 4:30PM

**JANUARY 2010**

4 Monday Wintersession begins

6 Wednesday Credit/No Credit declarations for wintersession courses due

7 Thursday Grades for Fall 2009 due at NOON

18 Monday No classes - Martin Luther King, Jr. Day

25 Monday Wintersession ends

**WELLESLEY COLLEGE**  
**IMPORTANT DATES FOR SPRING 2010**

**JANUARY 2010**

4	Monday	Wintersession begins
6	Wednesday	Credit/No Credit declarations for Wintersession courses due
7	Thursday	<u>Grades for Fall 2009 due at NOON</u>
18	Monday	No classes-Martin Luther King, Jr. Day
25	Monday	Wintersession ends
26	Tuesday	Spring semester classes begin
		Make-up/exemption exams during the week
		Incomplete work for Fall 2009 due
		January Option papers due
		Add Period, Credit/No Credit begin

**FEBRUARY 2010**

5	Friday	Add Period ends
		Wintersession and January Option grades due
12	Friday	Paperwork to add MIT/Babson/Brandeis course(s) due
15	Monday	No classes. Presidents' Day
16	Tuesday	<b><u>Monday Schedule</u></b>
19	Friday	Drop deadline. Last day to drop a course without "WDR" appearing on the permanent record (includes MIT crses)
		Credit/no credit ends (includes MIT)
22	Monday	Grades due for Fall 2009 incomplete work

**MARCH 2010**

10	Wednesday	Last date for Class of 2012 Major Declaration forms
19	Friday	Spring Vacation begins after class
29	Monday	Classes resume
		Fall 2010 registration materials posted

**APRIL 2010**

13 - 15	Tues.- Thurs.	Registration for fall 2010 classes
19	Monday	No classes. Patriots' Day
22	Thursday	<b><u>Monday Schedule</u></b>
27	Tuesday	Honors (370) papers due
28	Wednesday	Ruhlman Conference – no classes

**MAY 2010**

6	Thursday	Last day of classes
		Last day to withdraw from any course
		Term papers due
7	Friday	Reading period begins
11	Tuesday	Final exams begin 9:00-11:30AM & 1:30-4:00PM
17	Monday	Final exams end in the afternoon; Credentials deadline for June 2010 degrees
		Final papers due at 4:30PM
20	Thursday	<u>Senior grades due at noon</u>
28	Friday	Commencement

**JUNE 2010**

1	Tuesday	Grades for all other students due at 4:30 PM
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**Religious Observances and Holidays**  
**for the 2009-2010 Academic Year**  
 Prepared for the Wellesley College Community

The Office of Religious and Spiritual Life has produced this calendar so that our scheduling of activities can be more sensitive to the religious needs of students, alumnae, faculty members and administrators.

**Observances and Holidays with work, food restrictions and/or special worship obligations**

The following list includes those religious observances and holidays that involve food or work restrictions, or special worship obligations which affect the ability of members of the community to participate in college events. All of the following days include special worship obligations. Work and food restrictions are noted. A notation of a work restriction indicates that the religious obligations of some observant members of this tradition may restrict work for all or part of this day. **Dates marked with an asterisk\* indicate that observances begin at sundown on the preceding day. Work restriction observances may mean that students would need to leave campus early in order to join friends/family during the observance.** Although not all of these religious observances and holy days involve work and food restrictions, they nevertheless are an important part of the lives of observant members of these faith traditions.

*Please note that the Islamic Calendar is lunar and dates are not fixed in advance, because they may change depending on the actual sighting of the moon.*

<b><u>Aug-09</u></b>				
Saturday	22	First Day of Ramadan	Islam	Food Restriction
<b><u>Sep-09</u></b>				
Wednesday	16	Laylat al-Qadr	Islam	Special Worship
Friday (sundown) to Sunday	18 (sundown) 19-20	Rosh Hashanah	Judaism	Work Restriction
Saturday	19	Navaratri Begins	Hinduism	Special Worship
Sunday	20	Eid al Fitr	Islam	Work Restriction
Tuesday	22	Mabon	Pagan	Special Worship
Monday	28	Dasera	Hindu	Work Restriction
Sunday (sundown) to Monday	27 (sundown), 28	Yom Kippur	Judaism	Work/Food Restrictions
<b><u>Oct-09</u></b>				
Friday (sundown) to Sunday	2 (sundown) 3-4	Sukkot	Judaism	Work Restriction
Monday to Friday	5-9	Sukkot/Intermediate Days	Judaism	Special Worship
Friday (sundown) to Sunday	9 (sundown) 10-11	Shmini Atzeret / Simchat Torah	Judaism	Work Restriction
Saturday	17	Diwali	Sikh/Hinduism/Jain	Special Worship
Tuesday	20*	Birth of the Báb	Bahá'í	Work Restriction
Saturday	31	Samhain	Pagan	Special Worship
<b><u>Nov-09</u></b>				
Sunday	1	All Saints' Day	Roman Catholic	Special Worship
Friday	13*	Birth of Bahá'u'lláh	Bahá'í	Work Restriction
Friday	13	Guru Nanak's Birthday	Sikh	Special Worship
Thursday	26	The Day of Arafat	Islam	Food Restriction
Friday	27	Eid-ul-Adha	Islam	Work Restriction
Sunday	29	First Sunday of Advent	Christian	Special Worship
<b><u>Dec-09</u></b>				
Tuesday	8	Immaculate Conception	Roman Catholic	Special Worship
Tuesday	8	Bodhi Day	Buddhism	Special Worship
Saturday	12	Our Lady of Guadalupe	Roman Catholic	Special Worship
Friday (sundown) to Saturday	11 (sundown) 12-19	Hanukkah	Judaism	Special Worship

Monday	21	Yule	Pagan	Special Worship
Wednesday	23	Joseph Smith's Birthday	CJCLDS (Mormon)	Special Worship
Friday	25	Christmas	Christian	Special Worship
Starts Saturday	26 to Jan 1	Kwanzaa	African Heritage	Special Worship
Sunday	27	Ashoura	Islam	Food Restriction
<b><u>Jan-10</u></b>				
Friday	1	Solemnity of Mary	Roman Catholic	Special Worship
Wednesday	6	Epiphany	Christian	Special Worship
Thursday	7	Nativity of Jesus Christ	Orthodox Christian / Julian	Special Worship
Friday (sundown) to Saturday	29 (sundown) 30	Tu B'Shvat	Judaism	Special Worship
<b><u>Feb-10</u></b>				
Thursday	4	Imbolc	Pagan	Special Worship
Friday	12	Shivaratri	Hinduism	Special Worship
Sunday	14	Chinese New Year	Confucian/Daoist/Buddhist	Special Worship
Wednesday	17	Ash Wednesday (start of Lent)	Christian/Orthodox Christian	Special Worship
Thursday	25	Fast of Esther	Judaism	Fast
Saturday (sundown) to Sunday	28 (sundown) 29	Purim	Judaism	Special Worship
Sunday	28	Holi	Hinduism	Special Worship
<b><u>Mar-10</u></b>				
Tuesday	2	The 19 Day Fast begins	Baha'i	Food Restriction
Friday	5	Women's World Day of Prayer	Multifaith	Special Worship
Saturday	20	Spring Equinox	Pagan	Special Worship
Sunday	21	Naw Ruz (New Year's Day)	Bahá'í /Zoroastrian	Work Restriction
Sunday	28	Palm Sunday	Christian	Special Worship
Monday (sundown) to Wednesday	29 (sundown) 30-31	Passover	Judaism	Food/Work Restriction
<b><u>Apr-10</u></b>				
Thursday	1	Holy Thursday	Christian/Orthodox Christian	Special Worship
Thursday to Sunday	1-4	Passover (Intermediate Days)	Judaism	Food Restriction
Friday	2	Good Friday	Christian/ Orthodox	Special Worship/Food Restriction
Saturday	3	Buddha's Birthday	Buddhism - Japan, Korea	Special Worship
Sunday	4	Easter	Christian/ Orthodox	Special Worship
Sunday (sundown) to Tuesday	4 (sundown) 5-6	Passover	Judaism	Food/Work Restriction
Sunday	11	Yom HaShoah	Judaism	Special Worship/Mourning
Wednesday	14	Baisakhi	Hindu New Year/Sikh	Special Celebration
Starts Wednesday	21* to May 2	Ridvan	Bahá'í	Work Restrictions
<b><u>May-10</u></b>				
Saturday	1	Beltane	Pagan	Special Worship
Saturday (sundown) to Sunday	1 (sundown) 2	Lag B'Omer	Judaism	Special Worship
Sunday	2	Twelfth Day of Ridvan	Bahá'í	Work/Food Restriction
Thursday	13	Ascension of the Lord	Christian / Orthodox	Special Worship
Thursday	13	Vesak	Buddhism/ Southeast Asia	Special Worship
Tuesday (sundown) to Thursday	18 (sundown) 19-20	Shavuot	Judaism	Special Worship/Work Restriction
Sunday	23	Pentecost	Christian	Special Worship
Sunday	23*	Declaration of the Bab	Bahá'í	Work Restriction
Saturday	29*	Ascension of the Bahá'u'lláh	Bahá'í	Work Restriction

## **D-1    Athletics Program - Team Offerings**

### **FALL**

Cross Country  
Field Hockey  
Golf  
Rowing  
Soccer  
Tennis  
Volleyball

### **WINTER**

Basketball  
Fencing  
Squash  
Swimming & Diving

### **SPRING**

Golf  
Lacrosse  
Softball  
Rowing  
Tennis

## **D-2 Practice & Playing Seasons**

### **Practices:**

According to the NCAA regulations, the practice and playing season in a particular sport is the only time within which the institution can conduct athletically-related activities. The playing season varies for each sport, but it essentially limits the number of weeks in which practices and competitions may be conducted. For fall and spring sports, the practice and playing season includes not only the traditional season (the season in which the NCAA Championship is conducted) but also the non-traditional period (the period in which the NCAA Championship is not conducted).

Prior to each sports start-up, the Associate Athletics Director will determine the practice and playing season for each sport in conjunction with the Chair/Director, the Associate Director for Facilities, and the Head Coach. This will include both the traditional and non-traditional periods, with emphasis and priority given to the traditional period. Working within NCAA guidelines, consideration will be given to the competition schedule, the coach's preference, the impact on the facility and other programs, the impact on the staff, and budgetary constraints. Once the practice and playing season has been agreed upon, any changes or modifications must be approved by the Associate Athletics Director in consultation with the Chair/Director and the Associate Director for Facilities and will be made only in extraordinary circumstances.

### **In-Season Practice:**

#### **Day Off**

During the traditional season in each sport, NCAA rules mandate that, once classes begin, coaches must provide their team with one day off per week. Department policy requires that teams should be provided with one day off every seven days.

In the event that a team is participating in a weekend-long tournament, exceptions to the department policy may be permitted. However, the exception must be requested at the beginning of the season and a day-off should be provided at the conclusion of the tournament.

**Practice Times:**

In order to avoid missed class time by student-athletes, to enable students to eat regular meals in the dining halls, and to maximize the use of the Keohane Sports Center by all users, athletics practices are generally scheduled for two hours between 3-7pm Monday through Friday.

However, during various times and with a full review, other times may be scheduled. It is expected that all coaches will schedule and conduct all practice activities during their assigned period.

All requests for changes must be submitted via email to the Associate Athletics Director at least 24 hours prior to the time of the requested change. The Associate Director will notify the coach as to whether or not the change has been approved after consultation with the Chair/Director and the Associate Director for Facilities. Consideration will be given to the impact on other programs and recreational activities, the facility, and the athletic training staff.

Similarly, if a coach believes that it is necessary to conduct practices outside of the regular practice time, the request and the rationale for the change must be submitted to the Associate Athletics Director before practices begin for the season. If it is determined that the circumstances necessitate a change, an alternate practice time may be approved, in consultation with the Chair/Director and the Associate Director for Facilities.

### **Practices & Competition during the Reading and Exam Periods:**

Wellesley College policy mandates that absolutely no required activities may be conducted during the reading and exam periods. This includes any type of meeting or activity which students may feel that they are required to attend. Consistent with this policy, the PERA Department does not schedule any contests during this time and practices are not conducted. Coaches should not initiate any 'optional' practices, individual workouts, captain's practices, or individual meetings. In the event that a team qualifies for post-season competition during the reading and/or exam period, a petition will be made to the Dean of students and Class Deans requesting that the team be permitted to participate.



**Out of Season Practice:**

Outside of the playing season in each sport, a coach is not permitted to conduct athletically-related activities with their team. Student-athletes may engage voluntarily in weight training and conditioning activities provided that any supervision of these activities is consistent with that provided to students generally. A coach may design a voluntary individual workout program for a student-athlete.

All coaches are encouraged to design an off-season conditioning program for their team. Coaches may conduct an orientation/instruction session with their student-athletes provided that it is held during the practice and playing season. Once the season ends, coaches may not require or supervise the program. However, it is permissible for a student-athlete, at any time, to initiate a meeting with the coach to discuss the conditioning program. Coaches, however, are prohibited from initiating such meetings.

**Fall Pre-Season Practice:**

Coaches should adhere to practice times for the pre-season period as they have been arranged around the orientation schedule. Every effort should be made by individual coaches to accommodate students when conflicts occur with orientation meetings and team meetings. All requests for changes in this schedule or in practice facilities must be made through the Associate Athletics Director.

**Practices During Break Periods:**

Athletic trainers are on duty during break periods. Generally, practice is conducted twice per day. Each team is required to practice during the scheduled practice periods, as designated by the Associate Athletics Director, unless an exception is granted by the Chair/Director in consultation with the Head Athletic Trainer.

## **Team Practices – Exceptions to the 3-7pm Time:**

### **Fall**

- Tennis matches that are moved indoors prevent other teams from using the field house as a practice site on inclement weather days.
- The varsity rowing team typically practices at the Charles River in the morning. In the event of inclement weather, the ergs in the field house are available for their use.
- The rowing team may practice at alternate times in order to accommodate the number of rowers who tryout for the team. Initially, practices take place in the Sports Center or at the Wellesley Boathouse. Once the roster has stabilized and the rowers are deemed ready by the coach, the novice may practice in the morning at the Charles River.
- Fall teams that are utilizing off-site practice facilities (i.e. driving range) may be permitted to practice outside of the usual 3-7pm practice time based on facility availability. Requests for off-site practice must be made to the Associate Athletics Director in writing at the beginning of the season.
- Special orientation activities may prohibit the use of the field house by fall sport teams as an alternate practice site forcing the cancellation of practices if there is inclement weather.

### **Winter**

- The basketball court is put down as soon as possible once the season begins. The date is determined based upon the goal of minimizing the impact on physical education classes and fall athletic team practices and competitions. Until the court is put down, the Associate Director for Facilities, in consultation with the Associate Athletics Director and the coach, will make alternate practice arrangements. Any alternatives must have the prior approval of the Chair/Director and be consistent with the department philosophy regarding practices.
- The basketball team may have to practice at an alternate time and/or off-site in the event that the department is hosting a NEWMAC or post-season championship for tennis and/or volleyball. In this instance, the Associate Director for Facilities, in consultation with the Associate Athletics Director and the coach, will make alternate practice arrangements. Any alternatives must have the prior approval of the Director of Athletics and be consistent with the department philosophy regarding practices.
- Winter teams that are utilizing off-site practice facilities (i.e. international squash courts) may be permitted to practice outside of the usual 3-7pm practice time based on facility

availability. Requests for off-site practice must be made to the Associate Athletics Director – in writing at the beginning of the season.

- If the Head Swimming and Diving Coach is a certified lifeguard, the swimming & diving team may conduct voluntary morning practices between 6-8am. The head coach is required to be present to monitor the practices for safety. The practices must be conducted so as to minimize the impact on the recreational swim time.

### **Spring**

- The rowing team typically practices at the Charles River in the morning. In the event of inclement weather, the ergs in the field house are available for their use.
- Spring teams that are utilizing off-site practice facilities (i.e. rowing tanks) may be permitted to practice outside of the usual 3-7pm practice time based on facility availability. Requests for off-site practice must be made to the Associate Athletics Director – in writing at the beginning of the season.
- Tennis matches that are moved indoors prevent other teams from using the field house as a practice site on inclement weather days.
- Teams may practice from 6-8am to allow all teams a two-hour practice.

## **D-3 Team Rosters**

### **Procedure:**

NCAA regulations stipulate that no student-athlete should be practicing and/or competing with a team unless their name appears on the official roster. Furthermore, no student-athlete should be listed on the official roster unless they are practicing and/or competing with the team.

An initial roster will be given by the head coach to the athletic trainers in preparation for prescreens. The athletic trainers will then notify the Associate Athletics Director who is eligible to practice. The official roster is then initiated from this list. The list is updated based on both medical and academic clearance. Updated rosters are sent to the Assistant Director, Head Coach, Front Desk Personnel, Associate Director for Facilities, Sports Information Director, and Athletic Trainers.

### **Changes to the Roster:**

The Associate Athletics Director should be notified **immediately** of any changes made to the roster over the course of the season.

#### **Additions:**

1. To add a student to the roster, the coach must notify the Associate Athletics Director via e-mail.
2. The student-athlete and Athletic Trainer will schedule a pre-participation exam to be cleared to practice. The Athletic Trainer will notify the Coach and Associate Athletics Director when the athlete is cleared to practice.
3. The student-athlete and Associate Athletics Director will schedule an eligibility meeting to be cleared to compete. The Associate Athletics Director will notify the Coach and Athletic Trainer when the athlete is cleared to compete.
4. Once all eligibility requirements have been satisfied, the student will be added to the roster and an updated roster will be sent to the Associate Director for Facilities, Sports Information Director, and Assistant Athletic Director.

**Deletions:**

1. To remove a student from the roster, coaches must notify the Associate Athletic Director via e-mail before the next contest.
2. The updated roster will be sent to the Associate Director for Facilities, Sports Information Director, Athletic Trainer, and Assistant Athletics Director.

## D-4 Academic Eligibility for Intercollegiate Athletics

According to NCAA regulations, in order to practice and compete in intercollegiate athletics, a student-athlete must be enrolled as a full-time student and be making satisfactory progress toward their degree. At Wellesley, this means that the student-athlete must meet the criteria for Diploma Grade Standing.

In order to be considered full-time enrolled at Wellesley, a student-athlete must be enrolled in a minimum of three (3) credit-bearing courses per semester. The minute a student-athlete drops below three credit-bearing courses, they become ineligible. However, between pre-registration and the end of add/drop, a student is considered to be full-time enrolled even if registered in less than three credit-bearing courses.

Satisfactory progress is calculated based on the fact that Wellesley expects the student-athlete to complete eight (8) credit-bearing courses per year (a). A student-athlete is permitted to fall behind by one (1) credit-bearing course. That is, a student-athlete must complete the following minimum number of units each year in order to be eligible to compete (b):

	(a)	(b)
<b><u>Year:</u></b>	<b><u># of units Wellesley expects you will complete</u></b>	<b><u>Minimum # of units that must be completed</u></b>
First Year	8	7
Sophomore	16	15
Junior	24	23

In addition, a student-athlete must maintain a GPA of 2.0 or above and must declare a major by junior year.

If a student-athlete studies away from Wellesley for any reason, it is important to make sure that all credits are transferred to Wellesley by the beginning of the season. The student-athlete should speak with the Registrar before leaving to make arrangements to have her credits transferred to Wellesley.

If a student-athlete is declared to be “not of diploma grade standing”, she is not eligible to compete. The Dean’s, as a sub-committee of the Academic Review Board are willing to consider exceptions to athletic eligibility.

## **Recruiting Strategies**

### **Identifying Prospects:**

Coaches learn about prospective student-athletes from a variety of sources including: in-person evaluations, referrals from colleagues, high school/club coaches/alumnae, and letters of inquiry from prospectives themselves. It is the coach's responsibility to collect information about the prospect in order to evaluate potential contributions to Wellesley and Wellesley's athletic program. The coach should evaluate the prospective student-athlete in order to determine the degree to which they may contribute to a specific team and their admissibility. Support for recruiting travel is funded annually by Friends of Wellesley College Athletics (FOWCA). Coaches are expected to submit an Annual recruitment plan to the Chair/Director for approval. Efforts should be made to expand the geographic areas to enhance diversity of the student-athlete population. Coaches must complete a Trip Expense Report immediately upon return to campus and submit to the Assistant Athletics Director.

### **Wellesley College Web Site:**

The college web site is a key resource for prospective student-athletes who wish to learn more about the college and the athletics programs. Students can get up to date information about your program as well as important Admissions information and deadlines. For this reason, it is important that you take the time to update the information about your team each year when it is requested by the Sports Information Director. While on the Admissions site, prospective student-athletes can complete an information page that will add them to the Admissions database. The Admissions site also has important links for prospective applicants including an on-line application.

The college web address is: [www.wellesley.edu](http://www.wellesley.edu)

The athletics web address is: [www.wellesley.edu/athletics/athletics](http://www.wellesley.edu/athletics/athletics)

### **Email:**

Email can be a powerful recruiting tool as it combines the immediacy of a telephone call and the efficiency of a letter. Most prospective students have access to email, either at home, at school or at the local public library. In your initial letter, ask the prospective student-athlete for an email address and be sure that your email address is noted somewhere in your letter or on your questionnaire.

### **Mail:**

US mail may be used to conduct all preliminary evaluations and to maintain contact with the majority of prospective student-athletes expressing an interest in the athletic program. As a first step in the recruiting process, coaches should develop a letter to send to prospects to encourage or heighten their interest. Coaches should include with the letter a form/questionnaire that solicits information about their athletic and academic background. Upon receiving a reply from the prospect, the coach should evaluate the information to determine whether or not the prospect is athletically and academically qualified. If the coach determines that the prospect is qualified, the next step is to send an individual sports brochure and maintain contact with the prospective student.

### **Telephone:**

The telephone should only be used to maintain contact with very qualified candidates (i.e. those likely to be high on your priority list). Telephone budgets are very limited, therefore calls should be made according to a strategic plan, have a specific purpose, and be no more than 5-10 minutes in duration. The phone should *never* be used to gather information on student-athletes at the last minute – **Plan Ahead!**

### **Campus Visits:**

Most campus visits will be arranged by the prospective student-athlete in conjunction with the Admissions interview. When a visit is scheduled in advance, coaches should take the opportunity to meet with a prospect and family and arrange for the student to meet with team members. If a very qualified candidate would like to visit the campus but cannot afford to do so, discuss the situation with the Chair/Director. Funding should **not** be pursued independently.

A prospective student-athlete may contact the coach directly to arrange an overnight visit to campus. Coaches are able to facilitate the arrangements in accordance with NCAA regulations as well as working with Admissions. Meal tickets for the prospective student-athlete are available through the Admissions Office.

### **Fall Open Campus and Junior Open Campus:**

The Admissions Office conducts a Fall Open Campus for all senior prospects and a Junior Open Campus in the spring for interested high school juniors. Coaches are expected to



participate in the Athletics Presentation at Junior Open Campus and be involved with organization of Fall Open Campus.

### **Overnight Host Responsibility:**

According to campus visit evaluations, an overnight stay is often the most influential factor in a student's decision to apply and/or enroll at Wellesley. As you take on this important responsibility, please remember the following guidelines:

- I. As an overnight hostess, we expect that you will not take your prospective student off the Wellesley campus with the exception of the Ville. It is acceptable to walk into town to introduce them to the Wellesley area. You should not let the prospective student travel off-campus by themselves or with other friends. It is expected that you will be escorting your student wherever she may go during her visit on campus
- II. We expect that you will not take prospective student(s) to any events on campus where alcohol will be served. This includes but is not limited to large-scale on-campus parties and/or room parties where alcohol will be served. It is acceptable to visit Punch's Alley for an event or to hang out, as we understand that service is monitored. Under no circumstances should you offer the prospective student any alcohol or other controlled substances.
- III. All prospective students hosted overnight, will be asked to sign an Acknowledgement Form ([www.wellesley.edu/admission/releaseform](http://www.wellesley.edu/admission/releaseform)), acknowledging that they will adhere to the acceptable standards of behavior on this campus. As a hostess, you are responsible for setting an example of appropriate behavior and answering questions that students might have about what is acceptable and what is not.
- IV. We assume that if you are hosting, you are happy with your Wellesley experience. This is not to say that you cannot mention aspects about Wellesley that disappoints you. After all, we want you to be honest. We simply ask that you speak of Wellesley in a balanced manner and with good intentions. Remember to represent Wellesley fairly to the prospective student.

Please contact the Admissions Office at x2270 with any questions or concerns.

## **RECRUITING STRATEGIES:**

### **Expectations of Coaches**

- Identify Prospects
- Conduct preliminary evaluation of prospects to determine athletic & academic suitability;
- Maintain contact with recruitable prospects;
- Forward the names of recruitable prospects to the Administrative Assistant.
- Encourage strong prospects to visit campus, meet team members and attend a contest if possible, during Junior year
- Prioritize applicant pool; Write letters of recommendation for Priority Applicants;
- Meet with the Director to discuss Priority Applicants;
- Maintain contact with Priority Applicants during the Admissions decision period.
- Send letters of Congrats/ Condolences to recruited prospects;

### **Expectations of Department Assistant**

- Forward Athletic Background Cards to Coaches.
- Add identified candidates to Recruiting
- Database; Forward names to Admissions;
- Provide coaches with recruiting tools and materials;

- Add prospects' names to the Recruiting database; Forward names to Admissions
- Facilitate the campus visit by assisting the coaches in obtaining meal tickets, etc.
- Provide coaches with applicant information from Admissions;

#### **Expectations of Department Chair**

- Meet with the coaches to discuss priority applicants and develop the Department priority list.
- Share Admissions decisions with the coaches;
- Share enrollment information with the coaches.

## **D-5 Use of Alcohol, Tobacco and Other Drugs**

Coaches are responsible for upholding team policies and reporting any infractions to the Chair/Director; they also have the right to deal individually with any potential concerns, conflicts, or consequences directly related to them.

**Alcohol:** Beginning 2008-09, all teams are required to create an alcohol policy for both their non-traditional and traditional seasons. Policies should include guidelines regarding alcohol consumption and consequences.

**Tobacco:** The Department of Physical Education, Recreation, and Athletics recommend that student-athletes refrain from all smoking, due to documented health hazards. It is department policy that smoking will not be allowed in any vehicle used for intercollegiate transportation, or in public at any official team function.

**Use of Other Drugs:** All drugs appearing on the NCAA list of prohibited substances are not to be consumed by student-athletes during the athletic season unless the student-athlete clears usage with the Head Athletic Trainer. The list includes:

- Street Drugs (marijuana, heroin, etc)
- Sympathomimetic Amines (stimulant found in asthma and cold medications)
- Psychomotor Stimulants (cocaine, amphetamines)
- Caffeine (in concentrated doses, such as NoDoz)
- Anabolic Steroids

The Athletics Program strongly recommends that student-athletes refrain from the use of these substances year-round.

## **D-6 Sports Medicine**

Athletic Trainers are responsible for the prevention, disposition, and rehabilitation of all athletically related injuries for Wellesley College student-athletes. They are responsible only for injuries that relate to intercollegiate practice and competition.

### **General Policies:**

1. All athletes must be medically cleared for practice by the athletic training staff and for competition by the College Health Service (see Medical Clearance under Section 5, Athletics).
2. All medial conditions which affect participation in athletics should be reported to the athletic training staff as soon as possible. All referrals will be done by the staff certified athletic trainers.
3. Athletic trainers will provide coaches with information on the progress of injured athletes. All contact with the medical support staff (College Health Service, team physician, outside practitioners) will be made by the athletic training staff.
4. The staff certified athletic trainers, with guidance from the team physician, will make judgments regarding the extent of participation and types of activities in which injured student-athletes may engage.
5. The athletic training staff must clear an injured athlete before they are able to participate. The athletic training staff will notify the coach as soon as an athlete has been cleared to participate.
6. The Head Athletic Trainer should be notified as soon as possible (within 24 hours) about injuries occurring on evening or weekend away trips. (Refer to “Emergency Procedures: Injuries While Competing Away From Wellesley”)
7. First priority for services is given to athletes who are in their regular competitive season, second priority to those in their pre-season. Athletes competing in a non-traditional season and out-of-season athletes have the lowest priority. Scheduling for treatments and consultation will reflect these priorities.
8. Over-the-counter medications will be distributed by the certified staff only, on a limited and individual basis.

## **Medical Clearance Procedures:**

### **Clearance to Practice**

No student-athlete may practice with their respective team until the following are on file in the athletic training room:

- Either the “Pre-participation Health History for First Year Student-athletes” for those who have never participated in varsity athletics or the “Health Update/Pre-participation Questionnaire for Returning Athletes.”
- A photocopy of current insurance card to verify coverage
- First year student-athletes must provide proof of a current (within six months) physical examination by physician.
- First year student-athletes must complete a pre-participation exam (PPE) with one of the certified athletic trainers or team physicians. This exam consists of a review of the athlete’s medical/injury history, along with an examination of muscular and joint strength, flexibility and stability.
- Returning student-athletes need to report for a review of their medical forms along with a screening of height/weight and blood pressure prior to any participation

Team PPE’s and reviews are scheduled before the first day of pre-season practice, at pre-determined dates. Any student-athlete who cannot make the team time is responsible for making their own appointment and may not practice before their PPE or review.

Based on the information from the medical history forms and the PPE or review, some student-athletes may not be cleared until further follow-up has been completed. Prior to the first practice, the Head Athletic Trainer will give the Associate Athletic Director for Compliance a list of those student-athletes who are eligible to practice. Any student-athlete who is not on this list must be sent to the athletic training room to fulfill their requirements before they may practice and/or compete.

### **Walk-Ons and Open Tryouts**

Before a student may try out for a team; they must complete the “Athletic Training Walk-On/Tryout Release” form, available from the athletic training staff. Additionally, as per NCAA mandate, all student-athletes who try-out for a team must provide proof of a recent (within six months) physical examination by a physician. There are NO exceptions! If, after submitting the appropriate documentation and their

medical history is clear (and they have met all other eligibility requirements), the athletic training staff will notify the coach that the student-athlete may try-out. On some occasions, if a student-athlete has a particular medical condition or injury, follow-up with Health Services may be required. If the student-athlete is selected to the team, a full PPE will need to be scheduled as soon as possible with the athletic training staff.

### **Clearance to Compete**

All student-athletes must receive final clearance by Health Services before the first intercollegiate competition (including scrimmages). This final clearance may be done by actual physical examinations at Health Services (required every two years per department policy), or by chart review by a medical clinician at the Health Service Department. If, after chart review, it is determined that further examination is necessary, the Health Services staff will notify the Head Athletic Trainer and the student-athletes. After this notification, some student-athletes may be cleared with a telephone call, while other may be required to schedule a visit. The Head Athletic trainer will notify the Associate Athletic Director of the medical eligibility for each athlete. Clearance status of each athlete is indicated on the Official Roster, put out by the Associate Director for Compliance.

Once clearance procedures are completed, if for any reason a student athlete is determined to be medically unfit for participation by a physician (college or otherwise), that student must again be cleared to resume participation by a college physician (or the designated Wellesley College Team Physician). Such clearance must be communicated directly to the Athletic Training Staff by the college physician or team physician.

### **Practice Clearance for Novice Rowing**

3. Each perspective rower will complete the “Athletic Training Walk-On/Tryout Release” form before beginning any team activities. Additionally, as per NCAA mandate, all athletes who try-out for a team must provide proof of a recent (within six months) physical examination by a physician. There are NO exceptions! If, after submitting the appropriate documentation and their medical history is clear (and they have met all other eligibility requirements), the athletic training staff will notify the coach that the athlete may try-out. On some occasions, if a student has a particular medical condition or injury, follow-up with Health Services may be required. If the student is selected to the team, a full PPE will need to be scheduled as soon as possible with the athletic training staff.



4. Once the team roster has stabilized all the novice rowers will complete the “Pre-participation Health History for First Year Athletes” form. At this time a copy of the medical forms for each novice rower will be sent to Health Services for final clearance (the same as with every other varsity athlete). As with any athlete, if the Health Service clinician feels that any student needs follow-up, that student is informed to make an appointment for final clearance.
5. Upper class students participating in novice rowing are cleared by Health Services in the same manner as in other sports.

### **Athletic Training Coverage:**

A Wellesley College certified athletic trainer will be available for all scheduled regular season home contests, including scrimmages and non-traditional competitions. Away events will be covered by the certified athletic training staff of the host institution, and those institutions will be alerted ahead of time of each team’s needs. For some sports we may choose to also send one of our certified staff if conditions/schedules warrant.

### **Clarification: Coverage Priorities**

Athletic training coverage is prioritized as follows:

1. Regular season home competition
2. Regular season practice (M-F on site)
3. Treatments to in-season athletes
4. Nontraditional practices
5. Regular season away competition for high-risk sports (soccer, field hockey, basketball, lacrosse)

The following situations are considered to be outside of normal coverage responsibilities and student athletic training aides may be assigned as appropriate to render first aid services. In the absence of any certified athletic trainer coverage, coaches should follow the policy in the department handbook entitled “Practices Occurring When No Athletic Trainer is On Duty” (assumes coach is certified in First Aid and CPR).

1. High-risk teams practicing off site, but cannot always provide this service due to home schedules.
2. “Captain’s practices” are considered to be optional and voluntary activities and are not covered by the

athletic training staff.

In-season teams ranked in order for risk of injury:

1. Soccer
2. Lacrosse
3. Basketball / field hockey
4. Softball
5. Volleyball
6. Crew, cross country, fencing, squash, tennis, swimming

## **GUIDELINES FOR WELLESLEY COLLEGE GAME OFFICIALS, EVENT MANAGERS, ATHLETIC TRAINERS AND SUPPORT STAFF TO UTILIZE DURING LIGHTNING STORMS.**

The purpose of this set of guidelines is to provide information to those responsible for making decisions about suspending and restarting games based on the presence of lightning. Athletic trainers, event managers, and game officials will make the call about starting and stopping competitions.

The current recommendation of the National Severe Storms Laboratory (NSSL) is to consider terminating play when the lightning is six miles away (flash-to-bang time of 30 seconds or less). This recommendation was developed as a practical way to make a judgment in situations where other resources such as technology and instrumentation are not available.

*As a minimum, NSSL staff strongly recommends that by the time the flash-to-bang count is 30 seconds; all individuals should have left the game site and reached a safe structure or location.*

The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.

The flash-to-bang method is the easiest and most convenient way to estimate how far away lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished because of background noise in the immediate environment and its distance to the observer. To use the flash-to-bang method, count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how many miles away the lightning is occurring.

When considering resumption of a game or other outdoor activity or function, NSSL staff recommends that everyone ideally should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field of activity.

**IMPORTANT: People struck by lightning DO NOT carry electrical charges. CPR is safe to perform. (This information was adapted from the *NCAA Sports Medicine Handbook* and *NCAA Championships Severe Weather Policy*.)**

### **Evacuation Sites for Each Outdoor Venue:**

- Charles River venue-evacuate to the nearest boathouse

- Nehoiden Golf Course venue—evacuate to the golf house at hole #6
- Keohane tennis courts venue—evacuate to the Outdoor Sports Facility for immediate shelter or the Towne Field House.
- Soccer game field venues—evacuate to the Outdoor Sports Facility for immediate shelter or go to the Towne Field House.
- Softball field venues—evacuate to the Outdoor Sports Facility for immediate shelter or go to the Towne Field House.
- Upper practice field venue—evacuate to the Towne Field House.
- Turf field/track venue—evacuate to the Outdoor Sports Facility for immediate shelter or go to the Towne Field House.
- Cross country competitions—seek shelter at the closest building.

## **D-7 Emergency Action Plan for Athletics**

### **General Procedures:**

Whenever working with student-athletes, all head and assistant coaches are responsible for the following:

- 1) Knowing the location of the nearest emergency telephone
- 2) Having a first aid kit and radio within easy access.

The emergency plan of action for Wellesley Athletics uses the three American Red Cross first aid steps [Check, Call, Care] listed below:

1. **CHECK:**

The scene: For safety, to find out what happened, to determine how many victims there are, and for bystanders who can assist.

The student-athlete: First for consciousness then conducts a first aid assessment to determine the necessity for assistance.

2. **CALL:** If assistance is needed, determine whether or not the injury is life-threatening:

- **For a non-life threatening injury** - send a responsible person to call the staff athletic trainer (if injury occurs during normal practice hours) either on the radio or by cellular telephone (781) 283-2388. If an injury occurs during off-hours, the athletic trainer should be notified via email or telephone call.
- **For a life threatening situation OR staff athletic trainers not available and you are unsure of the nature of the injury** - Send a responsible person to call Campus Police emergency number x5555 or (781) 283-5555 from a cellular telephone. The staff AT should also then be notified of the incident.

3. **CARE:** Remain with the injured party and provide appropriate first aid for life-threatening conditions until either a staff athletic trainer or EMS arrives to take over.

### **Locations of Emergency Telephones:**

**Soccer**

Practice fields-On wall of fieldhouse outside flagpole doors.

-Outside mud room doors

Game field-Two telephones are located at the north end of the soccer field along the road/walkway.

**Field Hockey** Located just inside the field gated entrance at the south end of the field.

**Volleyball** Multi-purpose gym–Nearest open office telephone  
Field house – Direct phone to campus police at bottom of entrance ramp

**Tennis** Inside field house - Direct phone to campus police at bottom of entrance ramp  
Outdoor courts- Wall of the distribution center next to the courts.

**Rowing** Lake Waban-On wall of boathouse  
Off campus-Must utilize cellular communication.

**Cross Country** Must know locations of all emergency phones, as the location varies.

**Basketball** Multi-purpose gym-Nearest open office telephone  
Field house-Direct phone to campus police at bottom of entrance ramp.

**Swimming** Red emergency phone on pool deck or pool office phone  
(SEE POOL EMERGENCY PLAN FOR SWIM MEETS)

**Fencing** Nearest open office phone

**Squash** Send student to athletic training room

**Lacrosse** See field hockey.

**Golf** No phones on the golf course, so cellular phones must be utilized.

There are several possible scenarios for the emergency plan of action. In each case the plan will differ depending on the personnel present and their qualification in first aid and emergency care.

**Normal home practice or contest where staff athletic trainers are available:**

Coach should send a student-athlete to call/get the staff athletic trainer, if one is not on site. If the coach feels the situation is immediately life threatening, Campus Police should be called first or concurrently.

A staff athletic trainer will initiate the emergency plan if necessary, assisted by student athletic training aide if available. The coach and/or assistant coach are responsible for maintaining order with the rest of the team and keeping them a safe distance from the injured person. An event manager may assist as needed.

If transportation is needed, the staff athletic trainer will send a responsible person to call Campus Police using the phrase "The athletic trainer is requesting an ambulance." The staff athletic trainer will remain in control of the student-athlete and situation until EMS personnel arrive to take over.

#### **Procedures for Injuries while Competing Away:**

The following steps are to be followed when an injury occurs away from Wellesley and the team is traveling without a certified athletic trainer.

1. In the absence of a Wellesley staff certified athletic trainer, the host institution's certified athletic trainer will be responsible for all decisions regarding return to play. The host institution should communicate with the head coach after a decision is made.
2. After an injury on the road, the head athletic trainer should be contacted at the earliest opportunity. If the head athletic trainer cannot be reached, and/or the student-athlete needs further immediate care beyond that given by the on-site certified athletic trainer, the student-athlete should be taken to a hospital emergency room. In this case, the head coach is responsible for ensuring that the student-athlete has transportation home from the emergency room. In a situation where an ambulance is needed, it is best to send someone, preferably a staff member, with the student-athlete. If any equipment from the host school (i.e., crutches, braces) is given to the injured student-athlete, the Wellesley athletic training staff will be responsible for returning it to the host school.
3. If emergency room care is needed, proceed to the nearest hospital to have the injury stabilized (splinted, casted, etc). If x-rays are taken, the student-athlete should sign these out (or ask for

copies) and bring them home so our team physician can evaluate them. If the emergency room physician recommends follow-up with a specialist, we will normally follow up with Dr. Joanne Borg-Stein at Newton-Wellesley Hospital. Follow-up referrals will be made by the head athletic trainer the next day (or Monday).

If for any reason the athlete is taken to the Health Service, they should inform the nurse or physician of her status as a student-athlete and that she will follow up with Dr. Joanne Borg-Stein.

Wellesley College Athletic Training Room	(781)-283-2388
Jennifer Grunzweig–Head Athletic Trainer	(c) (617) 833-5044
Kristen Wilson–Assistant Athletic Trainer	(c) (617) 240-6646

#### **Events/Practices Covered By Student Athletic Training Aides:**

In the absence of a staff certified athletic trainer (off campus practices, not away contests), the **coach** is considered the person responsible for the activity. If a student athletic training aide is present, they are there to **assist the coach** in providing necessary first aid care for all participants and in activating the EMS (call Campus Police x5555) if needed. The coach and student athletic training aide should know the location of the nearest accessible phone and have on hand a first aid kit.

In the event of an injury, the coach will make a reasonable judgment regarding the seriousness of the injury. ALL injuries of which the coach or student becomes aware should be reported to the staff certified athletic trainers as soon as possible.

#### **All injuries may fall into one of these categories:**

##### **(A) Student-Athlete should be transported (Call Campus Police x 5555)**

1. Direct blow to the abdomen which results in athlete being momentarily unable to continue.
2. Head injury which results in ANY degree of dizziness, headache, nausea, loss of balance, slurred or slow speech, or mental confusion which does not go away in within 5 minutes, or ANY loss of consciousness at all.
3. Any severe bleeding which does not stop in a few minutes.
4. Injury to an extremity which results in loss of function.
5. Student-athlete in any other sort of obvious distress.



(B) Student-Athlete should not continue and needs further care before resuming activity.

1. Student-athlete has experienced any HEAD INJURY and has ANY remaining symptoms as described above after 2 minutes.
2. Student-athlete is bleeding. May not continue until bleeding is fully stopped and others will not be at risk of exposure.
3. Student-athlete is favoring injured part in any way (ex. limping) or has pain with activity.
4. The injury does not seem serious but the student-athlete does not want to continue or you feel she should not.

(C) Student-Athlete can continue.

1. Injury is to an extremity and athlete is fully functional (i.e. can run, sprint, cut, hop and do a full squat without limping).
2. Student-athlete is not bleeding, or bleeding can be stopped and the wound dressed so that others are not at risk of exposure.
3. Student-athlete is in no distress and wants to continue.

Keep watching the student-athlete for signs of favoring or other indications that the injury is worse than first expected. **When in doubt**, always err on the side of safety. If there is any question, call Campus Police x5555. (Phone near the fieldhouse ramp is a direct line). The head athletic trainer should be notified of the injury as soon as possible.

**Practice conducted by the coach without the presence of any athletic training support staff (either student athletic training aide or staff):**

In this case the COACH is the person responsible for activating the emergency plan. All coaches are certified in first aid and CPR. The coach will assess the situation and initiate the emergency plan described above by sending someone to call Campus police (x5555) from the nearest telephone.

**Captains Practice:**

Captain's practices are considered optional and voluntary activities involving team members but without supervision by an athletics staff member. If an injury occurs and staff athletic trainers are not available, the normal Keohane Sports Center/Wellesley College emergency plan will be used. Any person (teammate, weight room monitor, and passerby) who sees the incident should call campus police from the

nearest telephone and report the incident.

## **Swim Meet Emergency Procedures:**

### **Personnel:**

#### **Lifeguard**

A lifeguard is hired by the department for all home swimming and diving contests. The lifeguard's purpose is to provide emergency care to any injured diver(s) in the diving well and to coordinate removal of the injured athlete(s) if needed.

#### **Athletic Trainer**

The athletic trainer will activate and coordinate EMS, and will assume care of the injured athlete(s) once they are removed from the water. If a student athletic training aide is present, they will contact the staff certified athletic trainer by radio or telephone. (A student athletic training aide may be assigned to cover swimming while the staff certified athletic trainer covers another event concurrently).

### **Procedures:**

1. The lifeguard will be primarily responsible for all diving events as determined by the event manager. The lifeguard will arrive at least 30 minutes before the beginning of the scheduled swim meet and stay until all diving is concluded. They will also assist with any swimming emergencies if necessary.
2. Upon arrival for her shift, the lifeguard will locate and make ready all safety equipment which may be needed in a diving emergency (see list below).
3. The lifeguard will be stationed at the diving well with a full view of the divers and diving boards.
4. The lifeguard will be responsible for coordinating the proper immobilization and extrication of all injured student-athlete(s) from the water, with the assistance of coaches or other swimmers trained in pool extrication. The athletic trainer will be responsible for activating EMS (calling or designating a person to call Campus Police x5555 - stating, **“The athletic trainer is requesting an ambulance at the swimming pool at the Keohane Sports Center.”**)
5. In the event of more than one injury, the athletic trainer, coach (es), and other student-athlete(s) who may be trained as lifeguards may be called upon to assist.
6. Once the injured athlete(s) have been immobilized and removed from the pool, the staff certified athletic trainer will provide first aid and emergency care until EMS arrives.

The lifeguard may assist in the care of the injured athlete(s) providing first aid in the event of multiple injured athletes.

## E-1 Contest Management

### **Scheduling, Cancellations, Postponements**

The Associate Athletics Director will oversee all scheduling, cancellations, and postponements of both home and away contests. The Associate Athletics Director will inform each coach and athletic trainer of any changes and will distribute a "Notice of Contest Change" e-mail to the Event Management Committee and the Front Desk. For home events, the Assistant Director will notify officials, the Event Manager, and student workers. For away contests, the Assistant Director will contact requisite lodging, food, and transportation services. **Coaches are responsible for notifying all team or travel party members.** Any coach, who receives a call regarding a cancellation or postponement, should forward the call to the Associate Athletics Director. Teams qualifying for post-season play will be contacted by the Assistant Director to arrange and confirm transportation, meals, and lodging. (See below for Lightning Policy)

### **Home Contests**

**Each coach should meet with the Associate Athletics Director to discuss selection of a manager who will assist in pre-game preparations and take team statistics.** The Assistant Director will hire lines people, sideline workers, announcers, and scoreboard operators. The Assistant Director will also schedule officials with an assignor and confirm officials once assigned. An event manager will be present to oversee every home contest.

### **Programs**

Programs will be produced for every home contest. These programs will contain the following:

- a) team rosters
- b) upcoming home events
- c) brief summaries of the competing teams
- d) Schedule/Results

### **Pre Game Music**

*Pre-Game music for your season should be submitted to the Assistant Director 2 weeks prior to your first home contest. All music should be radio edits and appropriate for all that listen. The Assistant Director will listen to entire CD and notify the coach/captains if anything needs to be changed.*

## **GUIDELINES FOR WELLESLEY COLLEGE GAME OFFICIALS, EVENT MANAGERS, ATHLETIC TRAINERS AND SUPPORT STAFF TO UTILIZE DURING LIGHTNING STORMS.**

The purpose of this set of guidelines is to provide information to those responsible for making decisions about suspending and restarting games based on the presence of lightning. Athletic trainers, event managers, and game officials will make the call about starting and stopping competitions.

The current recommendation of the National Severe Storms Laboratory (NSSL) is to consider terminating play when the lightning is six miles away (flash-to-bang time of 30 seconds or less). This recommendation was developed as a practical way to make a judgment in situations where other resources such as technology and instrumentation are not available.

*As a minimum, NSSL staff strongly recommends that by the time the flash-to-bang count is 30 seconds; all individuals should have left the game site and reached a safe structure or location.* The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.

The flash-to-bang method is the easiest and most convenient way to estimate how far away lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished because of background noise in the immediate environment and its distance to the observer. To use the flash-to-bang method, count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how many miles away the lightning is occurring.

When considering resumption of a game or other outdoor activity or function, NSSL staff recommends that everyone ideally should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field of activity.

**IMPORTANT: People struck by lightning DO NOT carry electrical charges. CPR is safe to perform. (This information was adapted from the *NCAA Sports Medicine Handbook* and *NCAA Championships Severe Weather Policy*.)**

**Evacuation Sites for Each Outdoor Venue:**

- Charles River venue-evacuate to the nearest boathouse
- Nehoiden Golf Course venue-evacuate to the golf house at hole #6
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- Softball field venues-evacuate to the Outdoor Sports Facility for immediate shelter or go to the Towne Field House.
- Upper practice field venue-evacuate to the Towne Field House.
- Turf field/track venue-evacuate to the Outdoor Sports Facility for immediate shelter or go to the Towne Field House.
- Cross country competitions-seek shelter at the closest building.

## **E-2 Team Travel Arrangements and Procedures**

The Assistant Director handles all travel arrangements, (transportation, lodging, meals, etc.) for regular season, post-season and training trips. The Assistant Director will meet with each coach prior to their season to complete the Team Travel Schedules indicating departure times, modes of transportation (Bus/ Van), meals and hotel arrangements. Coaches must provide the Assistant Director any information received regarding event schedules upon receipt to assist with preparations for team meals and travel. Once the travel schedule is complete, it is the coach's responsibility to inform their team.

### **Traveling Party Declaration Form**

A travel party declaration form includes...

- Date/ Opponent/ Game Time/ Departure Time
- Team roster
- 16 Digit IDs (from student-athletes' one card)
- Head Coach and Assistant Coach(es)
- Contact Number for Head Coach

A travel party declaration form for each away contest of the week, will be placed in the coaches' mailbox on Monday. Completely cross off the names of anyone who will not be traveling for the contest indicated and return it to the Assistant Director at least two working days prior to that contest. The travel party declaration form will be used by the athletic department to provide an accurate record of who is traveling to each event. The form will also be used by the Front Desk Staff to pack and prepare team bags. For overnight trips, a rooming list will be e-mailed to the coach and should be returned to the Assistant Director two weeks prior to departure, at the latest.

### **Meals**

On occasions when student-athletes will miss dining hours, Dining Services will provide boxed meals, which are charged to the students' meal accounts. Student-athlete's 16 digit identification numbers will be requested by the Assistant Director, by e-mail, prior to your first competition. A Box Meal Request Form is provided during individual travel meetings with coaches. Boxed Meal requests must be completed for the entire season and returned to the Assistant Director two weeks before the start of the season.

Per Diem has been budgeted when more than one meal will be missed on campus or you will return to campus after the dining halls have closed. The following maximums must be used for planning meals on the road: Breakfast-- \$5, Lunch-- \$6, Dinner-- \$9. Wellesley College procards should be used for all meal purchases within the specified limits. The head coach is responsible to submit receipts and an expense report upon their return to campus. Receipts for

all expenses must be accounted for on the expense report, which the coach must complete following the team's return to campus.

### **Expense Reports**

The PERA expense report is distributed electronically prior to the start of your season. This expense report is different than the form used by the rest of the college because you can account for procard spending and cash spending on the same form. The form must be completed and returned to the Assistant Director no later than 48 hours after team or recruiting travel. Any cash receipts for tolls, gas, meals, lodging, etc. must be attached per College policy. All procard receipts must be accounted for but should be retained and attached to your monthly procard statement. If receipts are missing, the Affidavit for Missing Receipt form (available electronically) must be completed. A completed expense report must include the following...

- Name
- Dates of Travel
- Purpose of Travel or Expenses
- Banner ID#
- Signature (if receiving a reimbursement)
- Receipts attached in the order that they are listed

### **Team Travel Policy**

On any trip, all members of the team and coaching staff are representing Wellesley College and the Department of Athletics and should conduct themselves accordingly. Coaches must always travel with their teams, and team members may not be accompanied by guests. All team members must travel with the team to and from the site of the contest. Exceptions must be approved in advance by the Assistant Director and will only be made in cases where family members will meet the student and be responsible for returning her to campus. When approved family members are transporting student-athletes from a competition, a signed note (or e-mail), from the student-athlete's parent(s) must be on file. The note must state who will be picking up the student-athlete. A note must be written for each occurrence, a note for the entire season will not suffice.

### **Procards:**

Wellesley College procards will be issued to all Head Coaches for use during team travel and recruiting. The procard is directly billed to the college and will be used for meals, lodging, airfare and registration fees. All purchases must be approved prior to using the card. All unapproved purchases will be the responsibility of the head coach. Detailed dates and

spending limits, for team meals and other procard uses will be discussed in the pre-season travel meeting. All training trips must be planned, appropriately budgeted and approved prior to making any purchases or down payments for airfare, lodging and registration fees. Recruiting trips have to be approved by the Chair/Director prior to making any purchases. Detailed receipts must be obtained for all purchases. The receipts should be itemized; show the exact amount spent and includes all of the vendor information, name/address/phone number. An expense report and all purchase receipts must be turned in no later than 48 hours after returning from a trip. Procard expense reports (i.e. statements) will be generated by the Purchasing Department and sent monthly. These statements should be reviewed for accuracy, completed with an explanation and budget number for each purchase, signed and returned to the Assistant Athletic Director. The procard will also be audited every six months. **Procard use will be suspended immediately, by the college, if policy is not followed.**



## **E-3 Team Trip Policies**

### **Transportation:**

Teams will travel by chartered bus to all away contests. Department vehicles will be used to drive to contests targeted local contests. Exceptions, for van usage, will be made for teams with a smaller travel party, if competition lasts for an extended amount of time or the competition takes place over multiple days.

### **Bus Procedure:**

Buses will be in the Sports Center Parking lot 15 minutes prior to its scheduled departure time. The time should be used for introduction of Head/Assistant Coach to the bus driver, review directions and review needs and expectations during the trip. This 15 minute period should not be used to depart campus earlier than the agreed upon departure time.

### **Athletic Department Vehicles:**

Athletic Department Van (C-65) and Mini-Buses (C-15, and C-20) are parked in designated spaces on the west side of the Keohane Sports. The gas tanks for Athletic Department Vans should be filled with gas upon return so vans will be ready for the next van user. Gas is available at motor pool. The gas key can be found in the glove box. All garbage should be removed; doors and windows locked and all interior lights should be turned off upon return. Coaches should check the van for cleanliness and gas prior to departure and upon return to campus. Any problems while driving, accidents or suspected issues with the van or mini-buses should be reported to the Assistant Director immediately.

Upon returning to campus, coaches should fill vans with gas at the College pumps, located at Motor Pool on Service Drive. If returning from a trip late or on a weekend and the gates are locked (or it is dark) call campus police X2121 for an escort or to gain access to the pumps. Vans must then be returned to the appropriate spaces.

**Meals:**

Box meals are available for student-athletes who will miss a meal due to travel. Meal money is provided for student-athletes for the following:

- a. Team travel will not return them in time for campus food service.
- b. Box meals have been used and the return to campus is over 2 hours.
- c. Competition lasts all day.

**Lodging:**

The Assistant Director will make hotel arrangements for competitive travel in both the regular season and post-season. All training trip hotel arrangements are the responsibility of the coach. Room numbers will be based on three (3) student-athletes per room. Head coaches and assistant coaches of the same gender will share a room when traveling.

**Cellular Phone Policy and Procedures**

Wellesley College recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a cellular (cell) phone or a Smartphone.

In order to comply with IRS rules regarding the taxable nature of cell phone usage by employees, as of 1 July 2009 the College will no longer provide cell phone service to individual employees. Instead, the College will issue a cell phone allowance for those employees who hold positions where the duties of that position require the use of a cell phone. The benefits of such an approach include: 1) a call log is not required; 2) monthly reporting is not required; 3) a single phone may be used for both personal and business purposes. The stipend will be considered taxable income to the employee.

**POLICY**

PERA Head Coaches and Select Administrators may receive a cell phone allowance to compensate for business-related costs incurred when using their individually owned cell phones. Employees who incur business-related cell phone charges on an occasional basis may submit a record of these expenses for reimbursement. Do not use phone while driving and department cellular phone numbers are provided to all.

## **Criteria for Eligibility for Cell Phone Allowance**

Primary responsibilities for the select faculty/staff in PERA are related to both need for mobility and emergency response given their job responsibilities and expectations related to student safety. All head coaches are involved with frequent off campus travel (bus and van travel) and some teams have primary practice facilities off campus including basketball, crew, squash, golf; head coaches are responsible for making and receiving prospect recruitment calls in late evening (after 8pm) and weekends (approx 100-150 contacts each during academic year); Head coaches and athletic trainers are also transporting student-athletes for medical attention as necessary.

PERA Faculty/Staff eligible for an allowance to compensate for business-related cell phone expenses will be authorized by the Chair/Director. Cell phone allowances will be paid as part of the department's payroll. Because the allowance is considered taxable income, the employee will be taxed according to the regulations of the IRS code.

An employee is eligible for a single cell phone allowance. Recipients of a cell phone allowance must notify Wellesley of the cell phone number and must continue to maintain the cell phone while in receipt of the allowance.

*This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, bonuses, benefits based on a percentage of salary, etc.*

**Monthly Stipend Amount** for service plus equipment will be: \$55 Basic Use (voice only service) – Head coaches/select administrators

The cell phone contract is in the name of the employee who is solely responsible for all payments to the service provider. The employee purchases cellular phone service and equipment; determines plan choices, service levels, calling areas, service and phone features; and, accepts termination clauses and payment terms.

Because the cell phone is owned personally by the employee, and the allowance provided is taxable income, the employee may use the phone for both business and

personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired. If there are problems with service, the staff member is expected to work directly with the carrier for resolution.

Wellesley does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone allowance.

### **Reimbursement for Business Calls on Personal Cell Phone**

If a PERA employee's position responsibilities do not include the need for a cell phone or wireless device as defined by the above criteria, employees may request reimbursement for the actual expenses of business-related cell phone calls. Reimbursement for per-minute "air time" charges is limited to the total overage charge shown on the invoice; expenses for minutes included in the plan will not be reimbursed. The individual should make personal payment to the provider, and then should submit a request for reimbursement, identifying the business purpose to the Associate Director for Facilities and Operations.

## **Athletic Training Coverage:**

### **Team Travel**

- There is no expectation that a Wellesley College athletic trainer will travel with a given team. If the home practice and game schedule allows, a certified athletic trainer may travel to an away contest.
- If you are traveling without a Wellesley College athletic trainer and an athlete is injured, the Head Coach is responsible for following the host athletic trainer's advice and decisions about participation and return to play.
- If a student-athlete is injured at an away game and there is no Wellesley College athletic trainer or parent at the contest, an assistant coach should accompany the athlete to the emergency room and arrangements should be made to ensure the athlete transportation to and from the hospital.

### **Physician Referrals**

- If a student-athlete would like to see their own physician for an injury, that is permissible. The athletic training staff should be notified in advance to ensure:
  - If the student-athlete does not get the proper insurance referrals, they may be liable for unnecessary costs associated with the visit, especially if they have the college health insurance plan.
  - In rare cases student-athletes may "shop around" for opinions, trying to get clearance for an injury. This is very different from acquiring a second opinion, which is obviously warranted in many cases.
  - If a student-athlete is taken to the hospital for a non-athletically related problem, we understand and abide by confidentiality laws. It is important for the Athletic Trainers to know so they can notify the Health Center, who can also notify the student-athlete's Class Dean, if they are unable to attend class.
  - Common courtesy dictates advising in advance that a student-athlete is seeing another physician for full awareness and ability to coordinate treatment plans with the new physician.

## **E-4 Special Meals and Lodging Arrangements**

Funding for approved athletic practice during periods of time when the college is not in session is done through the Assistant Director with approval by the Chair/Director. If a team is returning before the dining hall are open (i.e. Wintersession/ Spring Break) teams will be budgeted meal money, at the current dining hall rate, which can be used to purchase meals. During all other time periods, students will eat in the dining halls.

Athletic trainers are on duty during break periods. Generally, practice is conducted twice a day. Each team is required to practice during the scheduled practice periods, as designated by the Associate Athletics Director-Student Services, unless exceptions are granted by the Chair/Director in consultation with the Head Athletic Trainer.

Arrangements for students-athletes returning during periods when the college is not in session are made in conjunction with the Housing and Transportation Office and the Office of Residential Life.

### **Fall Pre-Season**

- Cross Country, Field Hockey, Golf, Soccer, Tennis and Volleyball all practice during the fall pre-season.
- Team return dates are determined by the Associate Athletics Director with approval by the Chair/Director.
- The number of fall pre-season student-athlete invites is assigned by the Assistant Director. The number of pre-season returns is generally corresponds to the traveling squad for each sport.
- Each coach should submit a list of pre-season student-athletes, with their summer addresses, telephone, and e-mail addresses to the Assistant Director prior to the last day of second semester classes.
- During the summer, the Assistant Director will send a letter to the pre-season athletes, giving them updated information on meals, lodging, and medical clearance procedures.

### **Wintersession**

- Basketball, Fencing, Squash, and Swimming & Diving all practice and compete during wintersession.
- The number of wintersession returns corresponds with the traveling squad for each sport. Special allowances may be made upon request to the Assistant Director with approval from the Chair/Director.

- Team return dates are determined by the Associate Athletics Director with approval by the Chair/Director.
- Coaches should submit names of athletes, with dorm addresses to the Assistant Director before the last day of first semester classes.

### **Spring Break**

5. Crew, Golf, Lacrosse and Tennis are funded for practice and/or competition during spring break.
6. The amount funded is based upon the number of student-athletes on the travel squad and what the cost per day for them to eat, breakfast, lunch and dinner, in the campus dining halls.
7. Teams can stay on campus or travel to an outside location with the approval of the Chair/Director. Generally, team fund raising will be needed to cover additional expenses not associated with a stay on campus.
8. Coaches, in consultation with the Assistant Director, must determine their spring break travel plans (with detailed expenses and funding details) for spring break with final approval by the Associate Director-Operations.

## **E-5 Equipment Issue/Faculty Access**

### **Lockers**

Every student-athlete on the team roster will be issued a locker for the season. A department coordinator will give the locker assignment list to the coach two business days after the Official Roster has been submitted. Lockers are grouped by team in the student locker room.

### **Towels**

Each student-athlete receives a towel in their uniform bag on the day of a contest. A student-athlete must return the towel with the bag immediately following a home contest. After away contests, all towels must be placed in the team utility bag and returned by the coach, assistant coach or team manager. Each team will receive additional towels for bench use in the utility bag, which will also contain an extra uniform.

### **Laundry/Practice Gear:**

Each team will receive a set of colored "Loops." Team members will place their practice gear on the loop for laundering. The loops will be returned in time for the following day's practice. Please designate someone from the team or coaching staff to drop off and pickup laundry daily. Bins will be available for the larger teams. It is imperative that only the following items may be included on the loop:

1 t-shirt

1 pair shorts

1 sports bra

1 pair socks

Please be sure that no towels get included in the bin or on a loop. This will significantly slow the drying time for the gear. Also, since whites and colors will not be separated, the staff cannot be responsible for items that run. No bleach will be used, but hot water will.

### **Equipment**

Coaches should go to the front desk to sign out team equipment for the entire season. Coaches are responsible for returning all equipment at the end of the season. Damaged equipment must be reported to a department coordinator.



Individual coaches may see a department coordinator at the front desk to sign out a locker in the faculty/staff locker room or to borrow equipment for personal use. Coaches should not take equipment for personal or team use without consulting a department coordinator.

### **Uniforms:**

#### **Fittings**

Each student-athlete on the official roster list will have a scheduled uniform fitting with a department coordinator at the front desk no later than three business days before the first competition. Coaches will receive a sign-up list with appointment times for student-athletes; individual fittings take less than 15 minutes. Returning student-athletes do not need to be fitted unless they are changing numbers or sizes.

#### **Pick-up and return**

Each student-athlete is responsible for picking up and returning their own uniform bag at the front desk, whether it is a home or away contest. If the team is departing before regular business hours on a weekend, it is the coach's responsibility to see that all bags are picked-up before the building closes on Friday. All uniform pieces must be returned **RIGHT SIDE OUT**. If a team returns when the KSC is closed, the coach is responsible to ensure that all team members return their travel bags to the lobby closet next to pantry at east end. The faculty key issued to head coaches opens this closet.

#### **End-of-Season Return**

At season's end, student-athletes must turn in their uniform bag and uniform. Fees will be assessed to student-athletes for any missing equipment.

#### **Before/After Hours Access to the Keohane Sports Center**

Occasionally teams practice outside of the regular operating hours of the Keohane Sports Center. On these occasions, access is for the exclusive use of the locker rooms, the

practice/competition areas, and the Athletic Training Room for scheduled team practices supervised by the Head Coach. If practice falls outside of the normal hours of operation, it is the responsibility of the Head Coach to provide facility access to team members. In order to maintain the security of the building, doors are not to be left open at any time. Student-athletes are not permitted to use the facility before or after hours except for the scheduled practices supervised by the Head Coach. Athletic Trainers will not provide access to the facility for team members.

Please assist the College in avoiding any liability by being sure that only student-athletes are using the building during these hours. If you see someone on the cardio equipment, and they are not a student-athlete, ask them to leave and return when the facility is open for use by students/members.

## **E-6 Sports Information**

### **Contest Results and Statistics:**

Coaches are responsible for assisting the Sports Information Director to record accurate, sport-specific statistics at all home and away events. Team managers are usually delegated this responsibility for away events. Teams without managers should appoint an appropriate person to assist with process. Complete statistical results should be put in the Sports Information Director's mailbox **immediately** following the contest or when returning to campus that afternoon or evening.

For away events with live stats, the visiting SID will email all necessary files.

### **Score Reporting:**

Coaches are responsible for reporting results to the Sports Information Director following all contests, home or away, win, lose or draw. If the coach cannot leave the proper statistical information in the Sports Information Director's mailbox, (i.e. on the road) the coach should call the SID and leave a very detailed message. The coach, however, should still leave the appropriate statistical information in the SID's mailbox upon the team's return to campus. The Sports Information Director will handle reporting following all home events including any Wellesley Invitational, NEWMAC or NCAA Championship hosted at Wellesley College.

Exact statistics are necessary when calling the SID. This means the exact number of shots, saves, field goals scored, etc. Approximations are not useful. For appropriate and accurate information to be reported to any media, the statistics must be accurate and official. To aid in reporting, have official boxscore ready.

When playing on the road, please check with the SID to see if an exchange of stats will be made following the contest. If the opposing team has appropriate staffing, no phone call will need to be made to the SID with stat information.

### **Wellesley College Athletics Media Outlets**

**Sports Information Director** (781) 283-2003

<b>Boston Globe</b>	(617) 929-3235
<b>Boston Herald</b>	(800) 225-2040
<b>MetroWest Daily News</b>	(508) 626-3987

### **Awards and Nominations:**

The Sports Information Director is responsible for coordination and submission of all academic and athletic awards. **Coaches who receive nomination forms for these various awards should forward those materials to the SID immediately.** Often times, coaches organizations hand out different types of awards such as all-academic and regional All-America. This information does not always come to the SID as they may not be a member of that organization therefore it is imperative to forward materials as they become available. If possible, please add the SID to any distribution lists these organizations may have.

When possible, coaches should provide information to the SID as far as which athletes to nominate. Coaches should also be prepared to back up their nominations with statistics and/or gameplay insight (especially for defensive players).

### **Team Photographs:**

The Sports Information Director will arrange for each team photo, individual headshots and action shots taken each year. Coaches will be notified of their team's specific date and time.

### **Web:**

The Sports Information Director is responsible for updating the website following each home/away varsity sport and throughout the year.

### **Media Requests:**

The Sports Information Director is responsible for filling any media requests whether national or local in a manner that meets the deadline of the request. Please refer all media requests to the SID.

## **F-1 Recreation and Intramural Offerings**

. These programs are designed to meet the needs of a wide range of student interests.

### **Ongoing Recreational Activities:**

- Strength training
- Spinning Classes
- Cardiovascular training
- Swimming
- Aerobics – Residence Hall and Sports Center
- Racquetball
- Squash
- Tennis
- Walking/running
- Table Tennis
- Billiards
- Outdoor Adventures
- Equipment Checkout

### **Seasonal Recreational Activities:**

- Snowboarding & downhill skiing - February-March
- Canoeing - Fall and Spring
- Kayaking
- Sailing - Fall and Spring
- Mini-marathon – April
- Pep Bus to Head of the Charles – October
- Dorm Crew Races - October
- Turkey Trot -November
- Class Crew Races – May
- Dorm Crew- October

### **Intramural Activities (one night/wk):**

- Wide Variety based on student interest
- Various games and tournaments to enhance fitness and social opportunities

Facility scheduling usage is based on the following priority:

1. Physical Education Classes
2. Varsity Sports
3. Intramural and Recreational Activities
4. Club Sports

## **F -2 Staff Responsibilities**

Faculty/staff supervisors will meet weekly with Student Coordinators for training, dispensing information and evaluating. Current faculty/staff supervisors and their charges:

**Britt Salapek**

- Recreation and Intramural Coordinator
- PERA Student Advisory Group
- Skiing Student Coordinators
- Student Recreation Council

**Martha Caruso Dietrick**

- Aerobic Instructors
- Front Desk Student Attendants

**Tessa Spillane**

- Intramural Crew SC (1 Dorm & Class)

**Bonnie Dix**

- Lifeguards

**Sandy Kerr**

- Weight Room Monitors

## **G-1 Vacation and Absence Policies**

Wellesley College policies regarding absences can be found in the Administrative Handbook and the Faculty Handbook, available on the CWIS.

In addition to the College policies, the PERA Department has developed the following procedures to request vacation and personal days and to report absences due to illness.

### **Administrators:**

#### **Vacation:**

Vacation Days may be taken with the approval of the Chair/Director. Vacation time may be taken at a time that is mutually agreeable between the staff member and the Chair/Director.

To request vacation time, administrative staff members must submit an Absence/ Vacation Request Form indicating the dates of their proposed vacation to the Chair/ Director in advance of the dates being requested. The requested time will be approved based on the department needs and operations. Administrative Staff are reminded that they should not plan for vacation time until it has been approved by the Chair/Director.

#### **Personal Days:**

A Personal Day may be taken with the approval of the Chair/Director at a time that is mutually agreeable between the staff member and the Chair/Director. The submission of an Absence/Vacation Request Form to the Chair/Director is also required for approval.

#### **Reporting of Absence/Sick Days:**

If you are unable to report to work due to illness, or are going to be late for any reason, you must call in to report your absence as soon as possible. Administrators should call the Administrative Assistant/Office Coordinator at x2027.

**Faculty:****Absence and Arrangements for Covering Classes:**

Faculty members who plan to be absent due to vacation, personal days or professional meetings and/or travel are expected to cover any classes that they are scheduled to teach during the time period that they are absent. All Faculty must submit an Absence/ Vacation Request Form to the Chair/ Director in advance of the dates being requested including the identification of a faculty colleague replacement. Any faculty who is having difficulty covering her/his classes should speak immediately to the Adviser to determine an acceptable solution.

**Reporting of Sick Days:**

If a faculty member is unable to cover a class due to illness, s/he should call their Adviser immediately. If the Adviser is unavailable, the instructor should call the Front Desk requesting that students be notified that the class is cancelled.



## **G-2 PERA Recruitment and Hiring Guidelines Process**

### **I. Preliminaries**

- ~~Requests for teacher-coach faculty and administrative positions for PERA are submitted to the Office of the Dean of the College and Human Resources in the spring proceeding the recruitment period. The president and deans notify departments of their decisions on these requests on or about July 1.~~
- ~~Normally new teacher-coaches are hired at the rank of first-level assistant professor, however based on masters' degree and year's experience, at the instructor level. Administrative positions are hired on an annual basis.~~
- ~~The wording for an advertisement for a teacher-coach faculty or administrative position must be approved by the Office of Human Resources and the Office of the Dean of the College before an ad is placed. The Search Plan must also be completed in advance of placing the ad. Departments should keep all applications for three years after a position has been filled in case the College is asked to demonstrate compliance with equal opportunity guidelines.~~

### **II. Appointment**

#### **Teacher-Coach**

- A. Length of term** Initial appointments normally carry a two-year term. Consideration for reappointment occurs upon successful completion of reappointment and promotions process. New faculty members who are receiving credit for previous experience may receive a longer initial appointment of three-years. The Office of the Dean of the College must receive notice of this request.

## **B. Rank**

- Assistant Professor – Level II. A candidate who has the Masters Degree and at least eight years of previous service may be appointed as an assistant professor for an initial three-year term.
- Assistant Professor – Level I. A candidate who has the Masters Degree (Masters is terminal degree for PERA) and at least two years of previous service may be appointed as an assistant professor.
- Instructor. A candidate who holds a Bachelor's Degree or is currently in progress toward completion of a Masters Degree (Masters is terminal degree for PERA) is appointed as an instructor. Such an appointment is for two-years, with a provision for successful completion of the degree and with notice and approval of the Dean of the College. The Office of the Dean of the College must receive official notice that the work for the Masters Degree has been completed, according to the prescribed PERA reappointment and promotions committee procedures

## **Administrative**

A. **Length of term** Appointments carry a one-year annual term.

B. A candidate who holds the **Masters Degree** or is currently in progress toward completion with equivalent experience (Masters Degree is terminal degree for PERA) is appointed for one-year with a provision for successful completion of the Masters Degree and with notice and approval of the Office of the Dean of the College.

III. **Campus interviewing** PERA will normally invite two-three candidates to campus for any teacher/coach and/or administrative position and must obtain dean's office approval in advance of issuing the invitations. In addition, Part II of the Search plan must be submitted to HR before candidates can be brought to campus. Telephone interviews for PERA candidates will be utilized to determine the final two-three candidates to invite for campus visit, particularly those from a great distance, to ensure that, as nearly as possible the candidates meet the general requirements for the position and to check references.

A. **Approvals** Candidates for on-campus interviews must be approved by the Dean and Human Resources. In order to ensure that applicants are drawn from a racially/ethnically diverse pool, the group of candidates brought to campus should include at least one individual from a racial/ethnic minority group (African descent, Latino, Native American). Exceptions to this policy must be obtained in writing from the Dean and Human Resources.

B. **Schedule** Only PERA teacher-coach finalist candidates will be interviewed by the dean. Prior to the interview with the dean, copies of a candidate's credentials—the cover letter from the candidate, a current c.v., and letters of recommendation—should be sent to the Office of the Dean of the College. Publications need not be included. Original materials should be retained by the department. The dean will communicate his/her evaluation of the candidates to the chair when all candidates have been interviewed.

The Chair will provide all members of PERA and related departments and programs opportunities to meet with the teacher-coach and administrator candidates (e.g., open forum). During the on-campus visit, teacher-coach and administrator candidates should give at least one seminar, lecture, or other presentation. Students should also be invited to meet the candidates and to offer their reactions to the search committee.

- C.** During the interview process, the chair should furnish each candidate with a general description of the PERA teacher-coach reappointments and promotions procedures and administrative evaluation process.

- D. Transportation** The College will cover transportation costs incurred by the candidates on the usual carriers: train, plane, bus and taxi. The candidate will be reimbursed for car travel at the current mileage rate when no other less expensive means of transportation is available. Every effort should be made to obtain the lowest possible airfare for candidates visiting campus. The Dean of the College must approve airfares over \$500.

- E. Accommodations** The candidate should be housed at the Wellesley College Club or at the Babson Executive Center if the Club is full.

**F. Search committee meals with candidates**

1. Lunches at the Club for search committee members should be charged to the candidate account.

Lunches held off-campus will be reimbursed to a maximum of \$30 per person for the candidate and up to three members of the search committee.

Informal lunches may be ordered in the department from local vendors.

Reimbursement can be obtained by presenting the invoice or receipt to the department administrative assistant who should then submit grouped receipts to the assistant dean for academic budget.

2. Dinners should be held at the Club whenever possible. The candidate's meal and the meals for members of the search committee will be paid by the candidate account.

If it is necessary to schedule a dinner off-campus, meals will be reimbursed to a maximum of \$50 per person for the candidate and up to three members of the search committee.

**Note: for all expenses incurred at the College Club, please send receipts to MaryPat Navins.**

- IV. **Travel to interview candidates** If PERA chooses to interview candidates at a professional meeting, the Dean's Office will pay reasonable expenses for up to two search committee members (plans cleared in advance with the Dean). Transportation, meals and accommodations will be paid by the recruiting budget. Efforts should be made to minimize these expenses whenever possible.
  9. **Transportation** The interviewer(s) will be reimbursed for travel expenses on the usual carriers. Every effort should be made to find the lowest fares. Car travel will be reimbursed at the current mileage rate only when no other less expensive means of transportation is available.
  10. **Meals** Interviewers' meals will be reimbursed to a maximum of \$50 per day. Meals for candidates will not normally be reimbursed.
  11. **Accommodations** The full cost of hotel accommodations will be paid. If the professional association requires the use of a suite for interviewing, the full cost of the suite will be paid.
- V. **Making an Offer**
  - A. An offer must be approved by the Dean of the College before a verbal or written offer can be made to the candidate. Any special circumstances, e.g. shorted length

of initial contract, start-up funds must be approved by the Dean in advance of the offer.

**B.** The dean's office may make an offer directly to a candidate.

**VI. Contracts** As soon as an offer has been made and accepted, PERA chair should contact the Dean of the College. A green copy of Form B and a copy of the candidate's c.v. should be sent to the Office of the Dean of the College. Salary level, credit for previous experience, and any special terms of the appointment should be approved at this time. Part III of the *Faculty Search Plan* must be completed and submitted to HR.

**A. Form B** Form B, signed by the dean or associate dean of the College, will initiate the writing of the contract. Note that no contract can be written until the Dean's office has received a final signed copy of the *Faculty Search Plan* from HR. The Dean's Office will send a draft of the contract to the PERA chair for approval; as soon as the chair has approved the contract, it will be sent to the candidate.

**B. Non United States citizens/Permanent Residents** If PERA wishes to hire someone who is not a U.S. citizen, we must pay attention to the visa process. The Advisor to International Students and Scholars handles this matter for the College. She would appreciate knowing as soon as possible when someone who will need assistance in this area is being offered a position. Serious problems have arisen when non-U.S. citizens enter the U.S. without the appropriate visa!

**C. Terms of teacher-coach faculty contract** Normally, new faculty are allowed reimbursement of moving expenses up to a maximum of \$4,000.

### **Outreach and Recruiting a More Racially/Ethnically Diverse Faculty:**

The recruitment of a racially and ethnically diverse faculty continues to provide challenges to every college and university. Nevertheless, at institutions such as Wellesley College there is a commitment to diversity as a key element in the College's excellent educational environment. Running a professional fair-minded search with broad outreach is an essential starting point for

recruiting a diverse faculty. The faculty search plan is designed to aid you in carrying out a fair search with broad outreach. The dean's office and the committee on minority recruitment hiring and retention have also developed on-line resources to aid in carrying out a broad search. In addition, the department is requested to appoint an internal Diversity Liaison to aid in the search. Information related to the Diversity Liaison position can be found in the materials referred to below.

Please use the resources at the faculty diversity website:

[<http://www.wellesley.edu/DeanCollege/Diversity/Homepage/homepage.html>]. On this website you will find:

- 1 A document from MRHR on maximizing the opportunity to diversity the faculty  
[<http://www.wellesley.edu/DeanCollege/Diversity/Recruit/doc.html>].
- 2 Recent data about doctorates earned by academic subfield and race and ethnicity  
[[http://www.wellesley.edu/DeanCollege/Diversity/Recruit/avail\\_data.html](http://www.wellesley.edu/DeanCollege/Diversity/Recruit/avail_data.html)].
- 3 On-line recruitment resources and helpful links to minority databases  
[[http://www.wellesley.edu/DeanCollege/Diversity/Recruit/helpful\\_links.html](http://www.wellesley.edu/DeanCollege/Diversity/Recruit/helpful_links.html)].
- 4 A faculty recruitment brochure for prospective faculty, as a .pdf file.  
[<http://www.wellesley.edu/DeanCollege/faculty.html>]. Hard copy versions of this brochure are available through the Office of the Dean of the College.

In addition, your search committee should be as racially and ethnically diverse as possible. Finally, selecting a diversity liaison for each search is an important part of ensuring that attention is paid to the diversity of the applicant pool.

## G-3 PERA Recruitment and Hiring Forms

### **Search Process Checklist:**

A tenure track search is an important process subject to state and federal employment laws, as well as College policy. Please use the following checklist to help you navigate the major steps in this process. **Also note that hiring guidelines and relevant documents are available on-line (<http://www.wellesley.edu/DeanCollege>).** Check with your department dean if you have questions or concerns about this process.

**Once you have received authorization for the search from the deans and president:**

- Obtain a copy of the Faculty Search Plan (***see pp. 10-14 or the link mentioned above***)
- Compose the search committee and select a diversity liaison (DL).
- Complete Search Plan Part 1 and submit to department dean and Carolyn Slaboden, Assoc. Director HR, x2216 ([cslabode@wellesley.edu](mailto:cslabode@wellesley.edu)). Part 1 includes the ad text, composition of the search committee and outreach. (***See Appendix A, pp. 40-51 or the link mentioned above***). HR can also be of assistance in exploring additional outreach sources.
- Once Part 1 is approved by department dean, Human Resources will submit job ads as identified in Search Plan.

*When applications begin to arrive:*

- Department will enter applicant information into an excel spreadsheet and will send an email acknowledgement to applicant (***see Excel Applicant Pool Tracking Spreadsheet Instructions and Email Acknowledgement Template, pp.26-28***). HR is available to provide the department with training on entering data into Excel. The email acknowledgement will include a link to a website where the applicant can voluntarily complete electronic EEO information. Responses to the EEO form will be sent directly to Human Resources and will be used for reporting purposes.
- Submit search plan Part II to HR, after ad closing date.
- Email copy of excel spreadsheet of applicants as of this point to HR. Human Resources needs a copy of the spreadsheet to provide aggregate diversity data to department chair.
- Select short list and propose candidates for campus interviews. Meet with department dean to secure authorization for on-campus interviews.



- Human Resources will provide department chair and department dean with aggregate data on the diversity of the total pool and short list based on responses to voluntary EEO form.
- Schedule interviews between candidates and department dean by contacting Mary Greenwood, Assistant to the Deans of the College, x3583 ([greenwo@wellesley.edu](mailto:greenwo@wellesley.edu)).
- Department will handle all payments and reimbursements related to search. Contact MaryPat Navins, Assistant Dean of the College, x3228 ([mnavins@wellesley.edu](mailto:mnavins@wellesley.edu)) for budget information. **(see attached Budget Process, p. 32)**

*When the department has voted and wishes to make an offer to a candidate:*

- Contact the department dean for approval to offer the position and to discuss any special terms associated with the appointment (e.g. salary step, length of initial contract, previous experience, start-up costs). Departments are not authorized to make verbal offers without approval of the department dean.
- Submit search plan Part III to HR.

*When a candidate has accepted the offer:*

- Notify the department dean.
- Submit a green form and c.v. to Elizabeth Lieberman, Assistant Dean of the College, x3587 ([elieberm@wellesley.edu](mailto:elieberm@wellesley.edu)) to initiate the formal appointment process.
- Copy of applicant spreadsheet is forwarded to Human Resources.
- DL meets with MRHR to debrief about the process.

## **Recruitment Activities Checklist:**

### **Publications:**

- Local, regional and national publications and corresponding websites
- Newspapers and journals of associations serving professionals in targeted field
- Minority publications read by professionals in targeted field
- Electronic sources

### **Position Announcements:**

- Send to broad group of universities with programs in targeted field
- Post at conferences of professionals in targeted field
- Mail to targeted populations (e.g. alums)

### **Other:**

- Personal contacts with colleagues
- Searchable databases

- Network with existing staff for possible contacts
- Contact colleagues to inquire about promising graduate students or new scholars from underrepresented groups

## **POSITION REQUEST FORM**

Role Title: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ \*Please enclose an organizational chart of the department.

For a new position, submit a role document with this form which outlines a clear description of the role and profile of the position and indicate where it fits within the organization. For a request to add to an existing position (any FTE increase) or replace a vacant position, review the current role document and modify as needed.

Give an overview of how this position fits into the department goals.

Describe the impact on the department if the position is not filled or increased.

Describe how the position impacts other roles in the department.

Describe what personnel budget lines will be reduced if this position is filled or augmented, e.g. casual or overtime wages.

Describe what non-personnel budget lines will be reduced if this position is filled or augmented, e.g. consulting or outside services.

How will this position be funded?

How does this position fit into your overall staff reduction plan if you have submitted one?

Additional comments:

Department Head Signature\_\_\_\_\_ Date\_\_\_\_\_

Division Head Signature\_\_\_\_\_ Date\_\_\_\_\_

Include written approval by the Division Head of the initial request with the acknowledgement that this position supports the division goals, and meets their division staff reduction plan. **Note that the final approval will be made by the President.**

## **Search Plan Proposal – Exempt / Non-exempt Positions**

This search plan must be completed prior to hiring authorization. The lack of a search plan or an incomplete plan may be a basis for a denial of hiring authorization.

<b>I</b>	<b>Department:</b> <b>Title of Role:</b> <b>Search Committee Chair:</b> <b>Signature:</b>	<b>Ext:</b>
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### **II Membership of the Search Committee**

The membership of the Search Committee should reflect the diversity of the institution; it may be composed of staff from the hiring department as well as staff, faculty or students from other areas of the College who have knowledge of the needs of the department.

	<i><b>Name</b></i>	<i><b>Title</b></i>	<i><b>Dept.</b></i>	<i><b>Gender</b></i>	<i><b>Race/Ethnicity</b></i>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					

### **III. Outreach**

One of the most important responsibilities of the Search Committee is the development of a diverse pool of applicants. These outreach activities are integral to recruitment activities of the College.

#### **a. Departmental Contact With Colleagues and Field Related Associations**

	<i><b>Name</b></i>	<i><b>Title</b></i>	<i><b>Institution</b></i>	<i><b>Contacted By</b></i>	<i><b>Date</b></i>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					

- b. Contact with minority professional association or network to be determined jointly with Employment Staff.

	<i>Association Name</i>	<i>Contact Name</i>	<i>Date of Call</i>	<i>Date of Written Notice</i>
1				
2				
3				
4				

- c. Newspaper and Journal Advertisements to be determined jointly with the Employment staff (attach samples of proposed ads)

	<i>Name of Publication</i>	<i>Date of Publication</i>
1		
2		
3		
4		

- d. Other outreach (mailings, recruitment efforts at meetings and job fairs, conferences, candidates from previous searches):

- 1.
- 2.

All ads should have integrated into the text that successful candidates need to be able to work effectively in a culturally diverse environment.

- IV a. Will each Committee member review all the resumes; or will a subcommittee review the resumes and present an assessment to full Committee?

In preparing the search plan, the Committee determines how candidates will be selected for interviews. All members of the Committee should be fully engaged in the decision making process as candidates are reviewed.

- ☐ partial search committee resume review  
☐ entire committee resume review  
☐ EO Officer, HR, Diversity Adjunct will do an initial screening of resumes.

- b. Who, in addition to search committee, will interview the candidates? \_\_\_\_\_

**(Affirmative Action Office use only)**

**Date received:**\_\_\_\_\_ **Approved? Yes**\_\_ **No**\_\_ **Approval Date**\_\_\_\_\_

**Affirmative Action Officer:**\_\_\_\_\_

**And/or Diversity Adjunct (where designated):** \_\_\_\_\_

## Checklist for PERA Searches

A PERA search is an important process subject to State and Federal guidelines, as well as College policy. The following checklist will help guide the PERA department navigate the major steps in this process. These documents have been revised for PERA from the College documents found at (<http://www.wellesley.edu/DeanCollege>).

### **Once authorization for the search from the dean and president has been approved:**

Follow PERA Search Plan

Compose the search committee (teacher-coach includes at least one member of R&P; all searches will include teacher-coach; administrator; students).

Complete Search Plan Part I (Advertise: NCAA News; NACWAA and Athleticlink.com websites; Black Coaches Association; others position specific).

Submit job ad to department dean and Carolyn Slaboden, Assoc. Director HR, x2216 ([cslabode@wellesley.edu](mailto:cslabode@wellesley.edu))

Submit Search Plan Part I to Dean of the College and HR.

Select diversity liaison (DL), who will receive materials from MRHR, and subsequently schedule a meeting with the search committee.

Submit job ad to places identified in Search Plan.

### **When applications begin to arrive:**

Review web site for electronic application or applicant tracking card.

Submit search plan Part II to HR.

Review applicant pool and select candidates for telephone interviews with search committee.

Select candidates for campus interviews and confer with dean. Your on-campus interviews must represent a racially/ethnically diverse pool.

Schedule an interview with dean for all teacher-coach faculty by contacting Mary Greenwood, Assist. to Deans of the College, x3583 ([mgreenwo@wellesley.edu](mailto:mgreenwo@wellesley.edu)).

PERA will handle all payments and reimbursements related to search. Contact MaryPat Navins, Assist. Dean of the College, x3228 ([mnavins@wellesley.edu](mailto:mnavins@wellesley.edu)) for budget information.

### ***When the department has voted and wishes to make an offer to a candidate:***

Chair contacts the dean for approval to offer the position and to discuss any special terms associated with the appointment (e.g. salary, length of initial contract, previous experience, start-up costs). **PERA is not authorized to make verbal offers without approval of the dean.**

Submit search plan Part III to HR.

### ***When a candidate has accepted the offer:***

Notify the dean.

Submit a green form and c.v. to Elizabeth Lieberman, Assist. Dean of the College, x3587 ([elieberm@wellesley.edu](mailto:elieberm@wellesley.edu)) to initiate the formal appointment process.

DL meets with MRHR to debrief about the process.

## **Sample Interview Schedule**

Position Schedule  
Candidate's Name

### **Sunday, July 30<sup>th</sup>**

4:00 p.m. Arrive at Babson Executive Center

5:00 p.m. Mindy Mangels- Associate Director of Athletics  
Meet at Babson Executive Center

### **Monday, July 31<sup>st</sup>**

9:00 a.m. – 9:45 a.m. Andy Shennan, Dean of College  
Room 345 Green Hall, Office of the Dean of College

9:45 a.m. – 10:15 a.m. Ann Batchelder, Professor\_PERA  
Room 345 Green Hall, Office of the Dean of College

10:30 a.m. – 11:00 a.m. Connie Bauman, Assoc. Professor /Sports Med Wellness Program  
Room 345 Green Hall, Office of the Dean of College

11:00 a.m. – 12:00 p.m. Eloise McGaw, Assistant Vice President & Dir. of Human Resources  
Room 136 Green Hall, Human Resources

12:00 p.m. – 2:00 p.m. Lunch with PERA staff  
Room 413, Lulu Wang Campus Center

2:00 p.m – 3:00 p.m. Peter Eastment, Director of Housing and Transportation  
Room 413, Lulu Wang Campus Center  
Peter will show you around campus and faculty housing.

### **Welcome Packet Suggestions:**

- College catalog or marketing materials
- Department brochure if available
- Organizational Chart
- Annual Reports
- Information from local Chamber of Commerce
- Campus Map
- Benefits synopsis
- Position Description
- Interview Schedule



## **Interviewing Techniques:**

### **Preparing for the Interview**

An interview should be as structured as possible, yet tailored to each particular applicant. As the interviewer, you should evaluate the same general criteria for each applicant. An interview that follows a general standard outline will produce more reliable and valid information for selection than an unstructured interview.

1. Review the position description and specifications.
2. Write questions: questions should be formulated to help reveal those areas of knowledge, skills, and abilities (competencies required)
3. Review the resume and application - this should be done ahead of time so that this information will not have to be referred to during the interview.
4. Be prepared - many prospective employees are very prepared for the interview, so you should be too.

### **Conducting the Interview**

1. Establish rapport. The interview setting should be conducive to good communication.
  - Rapport between the interviewer and the applicant contributes substantially to the effectiveness of the interview.
2. Explain the purpose; set agenda.

This will help relax the applicant by letting him or her know what is about to occur.
3. Gather information.
  - The keys to control of the interview are careful listening combined with good use of questions.
  - **You should talk no more than 25% of the time. Your job is to listen and evaluate.**
  - You should avoid asking questions that require only a “yes” or “no” answer. Instead, ask open-ended questions that encourage the applicant to express ideas and information.

- Avoid asking leading questions which tempt the applicant to slant the answers to suit you.
- Don't be overly apprehensive about silences. Sometimes applicants bridge silence with additional information that turns out to be quite significant.

4. Describe the role and the organization.

- Provide facts about the position, the department, etc. in a straightforward manner so that the applicant can make an intelligent decision on the acceptability of the position.

5. Answer questions and allow the applicant to add information.

6. Conclude the interview.

- Thank the applicant for his or her time and outline what will happen next.

**Please note:** Questions related to sex, age, color, race, religion, sexual orientation, national origin, marital status, children or disability are inappropriate when interviewing candidates for positions.

- Ask the same general questions and require the same standards for all applicants.
- Treat all applicants with fairness, equality, and consistency.
- Follow a structured interview plan that will help achieve fairness in interviewing.
- Ask questions that are relevant to the job itself.



### Interview Summary Form

---

Search:

Date:

Candidate:

Interviewer:

**Please comment on candidate's coaching:**

Please comment on candidate's recruiting background:

Please comment on candidate's teaching:

Please comment on candidate's commitment to engage as "team member" and appreciation for diversity:

**Please comment on candidate's strengths:**

Please comment on candidate's weaknesses/concerns:

Additional Comments on back:

## Sample Candidate Assessment Form

This form may be completed by the search chair or the interview team as a group at the end of each candidate's interview.

1. Candidate:
2. Date of Interview:
3. Strengths
4. Concerns
5. Numerical Assessment

### SAMPLE

<b>Candidate's Name:</b>					
<b>Not Suitable</b> 1					
2					
<b>Average</b> 3					
4					
<b>Outstanding</b> 5					
<b>Totals</b>					

**Average Score:**\_\_\_\_\_

### **MEANING OF RANKINGS FOR INTERVIEWS:**

1. Applicant is inappropriate for this position.
2. Person and position are poorly matched. Although there may be some positive correlation, applicant would not fulfill position expectations.
3. Person and position match in an average way. There is some potential for success in the position, but the applicant may not fulfill job expectations.
4. Applicant has a good chance of success in the position and matches position expectations in an above average way.
5. Applicant would be outstanding in this particular role and would fulfill position expectations.

## **Telephone Reference Checking Form**

**APPLICANT:**

**POSITION:**

Name of Reference:	Phone Number:
Position:	Organization:
	Date of Contact:

Dates of Employment:

Applicant's Position:

In what way have you worked with or known him/her? How long?

Typical Duties:

Overall impression of the candidate (Intelligence, style, administrative skills):

What do you see as his/her particular strength or skill area? What about areas that may require support?

Describe her/his management leadership style (where applicable):

How effective is candidate in creating and managing change (where applicable):

What adjectives/qualities come to mind when you think of him/her?

Evaluate candidate's initiative and cooperation:

Reason for leaving:

Eligibility for rehire (comment):

## **G-4 Annual Start-up Procedures**

All department employees receive a notification in August from the Chair/Director indicating the date for arrival of administrators, union staff and faculty for the beginning of the new academic year.

A schedule of annual start-up meetings is also enclosed. These consist of department and coaches meetings and orientations for first years, fall sports coaches, new employees and all department members.

### **Start-Up Procedures for ALL Employees]**

#### **College I.D**

- Go to Campus Police between 9 a.m. and 4 p.m., Monday through Friday.
- Bring a copy of your letter of hire.
- You will receive a picture I.D.

#### **Parking**

- Go to Campus Police between 9 a.m. and 4 p.m., Monday through Friday.
- Bring with you your license plate number, expiration date (insurance sticker on license plate), year, make and model of your vehicle.
- You will get a campus parking booklet and a parking sticker for the Alumnae parking lot.
- You risk receiving a parking ticket if you park elsewhere on campus, or fail to get a parking sticker as soon as you arrive.

#### **Teaching Assignments**

- A copy of your assigned courses can be obtained from the PE Registrar (Tom Wilson).
- Procedures for class rosters, grades, equipment, etc. will be covered at one of the first department meetings and are articulated in Section C.

### **Regular Building Hours**

- The building hours are published periodically. They are posted on the bulletin boards located at the Front Desk and on PERA website.
- Typical hours are:

Monday - Thursday	7 AM - 11 PM
Friday	7AM – 10 PM
Saturday	10 AM - 6 PM
Sunday	12 noon - 10 PM

### **Office Hours**

- Faculty and Administrative offices are open from 8:30 AM - 4:30 PM. Monday - Friday.
- Faculty are expected to hold a minimum of two office hours per week.

### **Regular Department Meetings**

- PE classes are not scheduled between 9-Noon on Wednesdays so that all faculty and exempt administrators can be available for department meetings.
- Specific dates are set and distributed at the beginning of each semester.

### **Access to the KSC Before/After Hours**

- Policy: Full-time PERA faculty and staff may access the KSC before or after hours.
- Procedure: Authorized personnel must call Campus Police at x2121 BEFORE entering the building. Use the emergency phone located near the handicap entrance. Identify yourself to the dispatcher and indicate how long you will be in the building. To gain access, use the far left door at the main entrance.
- Responsibility: This access does not allow you to use the pool and the free weight room may only be used with a training partner. You are expected to use good judgment and conduct yourself in an appropriate manner when in the facility, safety being our main concern. If entry is for the purpose of a team practice, student-athletes should be monitored at all times by the coach; they should never be allowed in the building unsupervised. At no time should the door to the Sports Center be propped open when the building is closed.
- Violation: Please note that any violation of these policies could eliminate this privilege.



## **Department Benefits**

- KSC Membership: all regular full-time department members receive free membership for themselves. Legally married spouses also receive free membership. Domestic partners can also gain free membership by following the College's policy and procedure for domestic partner benefits. Any violation of the spirit of this policy will cause reduction in access to department members.
- Nehouden Golf passes/Membership: Presently, golf course passes are available to all full-time faculty and exempt administrative staff for personal pleasure through the Chair/Director. All Faculty involved with teaching a golf course will receive golf course membership. Each year, the Chair/Director will submit a request for passes to be used by PERA Faculty/Staff. Up to 1. If abuse occurs the department member will forfeit any future access to the golf course.
- College Club: All full-time department members are eligible for College Club membership. Membership is free.

## **Department Issued Apparel**

- Occasionally the department is able to provide department apparel items. These are for the employees use while at Wellesley College. Unless directed otherwise, these items are to be returned to the Front Desk each spring, before classes end.

## **Professionalism and Attire**

The following guidelines for appropriate attire in the office are suggested from the first day of classes through commencement.

Professionalism is the goal for dress in the office. Standards are flexible given the varying natures of our work (physical education teachers/coaches; event management; administrators) and our demands in a particular day.

As a general rule, men and women should dress in “business casual” attire. Warm-ups or work related attire are appropriate depending on your demands for that day and should incorporate a professional Wellesley College “look” when possible. Use common sense in dressing up as the

occasion warrants (e.g., weather conditions or events). Some meetings and events demand more formal or “business-like” attire.

Coaching game day attire may include either business casual; business or Wellesley College attire with all coaching staff’s matching to the greatest extent possible. Event management attire should incorporate a Wellesley College “look” with all staff matching to the greatest extent possible.

1. Uniforms, warm-ups, jackets and sweats issued by the department are blue and white.
2. Team gear – what teams purchase on their own
  - Team gear is blue and white but can have gray or black accents.
  - T-shirts, sweatshirts, fleece and jackets can be solid grey with blue writing.
  - Writing can be blue or white with accents of white or black.
  - Black pants can be ordered but cannot have anything Wellesley on them

When teams are representing Wellesley, primary school colors are the priority (department issued gear...see #1).

Shorts are fine in the office in summer and hot weather as long as they are appropriately professional. Denim jeans are not appropriate in the office during normal business hours or when staffing an athletics event.

**To insure consistency and a commitment to our branding all team gear MUST be reviewed and approved by the Associate Director of Athletics prior to purchasing. As a department, we remain committed to continue to support the purchase of Wellesley College apparel for use by faculty/staff.**

## **G-5 Start-Up Procedures for New Employees**

### **Personnel**

- Set up a meeting with the Benefits Administrator in Human Resources at Green Hall. You will receive information on salary checks, direct deposit, etc.
- Set up a meeting with the Administrative Assistant/Office Coordinator to establish a department personnel file. Bring to that meeting your updated resume, address, phone number, emergency contact, etc.
- You must update these files regularly.

### **Keys**

- See the Associate Director of Facilities/Operations between 9 a.m. and 5 p.m., Monday-Friday. You will receive keys to your office, the Keohane Sports Center, A-V closet, and any other keys specific to your responsibility areas.
- Keys will be assigned for the term of your employment.

### **Office**

- See the Associate Director of Facilities/Operations from 9 a.m.-5 p.m., Monday-Friday, to receive your office assignment. Each office is equipped with a desk, chair, book shelves, file cabinet and telephone.

### **Telephone**

- See the Administrative Assistant/Office Coordinator from 9a.m. - 4p.m., Monday-Friday, to receive information on the voice mail system and to set up your personal voice mail message.
- Your account is reviewed monthly by the Office Coordinator/Administrative Assistant; you are responsible for all personal calls.
- You may set up a c/m box for your assistant coach see AAIOC for details.

## **Office Supplies**

- See the Administrative Assistant/Office Coordinator from 9a.m. - 4p.m., Monday-Friday. Supplies available include paper, pens, folders, etc. Please use request for for these items. Item (s) will be delivered to you within 48 hours.

## **Computers**

- See the Administrative Assistant/Office Coordinator from 9a.m. - 4p.m. for assignment. You will receive instructions on setting up your e-mail account and procedures for using the system.
- Most offices have personal computers; others share.
- Since the College supplies a PC or access to a shared computer, the department does not provide secretarial help.
- PERA uses Meeting Maker for scheduling of all meetings. Call the computing help desk, x3333, to set-up an account or go to <http://www.wellesley.edu/Computing/MM/> for further information.
- One on one desk side coaching is available for all department members. Call the help desk x3333 to schedule. It is suggested that all new staff do this for the email system, first-class and other applications that may be used.

## **Audio Visual**

- See the Administrative Assistant/Office Coordinator from 9a.m. - 4p.m. for audio-visual tapes, scheduling of a-v equipment and repairs.

## **Mailing**

- Each department member has a personal mailbox assigned to them. These are located in room 233A.
- Incoming mail is sorted twice a day.
- Outgoing mail is placed in the tray located under the mailboxes on the counter.
- For other procedures see the Administrative Assistant/Office Coordinator from 9a.m. - 4p.m.

## **Copying**

- The copy machine is located next to the Administrative Assistant/Office Coordinator cubicle 246A.
- More than 100 copies should be sent to the copy center in Green Hall.
- All faculty/staff will receive a personal specific code for use and tracking of all copying (See Administrative Assistant for number)

## **Equipment Orders**

- PE – See Chair, PE Group
- Athletics – See Associate Director of Facilities/Operations

## **Independent Credit Requests**

- PE – See Chair, PE Group

## **Scheduling of Classes and Class Rosters**

- PE Registrar

## **Cancellation of Classes**

As a general policy, classes are never to be cancelled. If you need to cancel class due to inclement weather or sudden illness, Call the Front desk (781-283-2019), and a notice will be posted on the bulletin board; contact your advisor.

If the class location is changed (e.g. on rainy days, golf is held inside) Call the Front desk by 8:30am, if possible; inform students that they can call the Front desk during the hour before class.

If you know that you will be missing a class, you should submit an Absence/Vacation form to Chair/Director and find a Faculty Colleague to cover the class. Both must be done as far in advance as possible. Forms are available on the PERA Administrative page on the web.

**G-6 PERSONNEL ACADEMIC YEAR START-UP**

**CHECKLIST**

**Faculty, Administrative Staff, Union, and Casual Wage**

**Start-Up Procedures for NEW Faculty**

- \_\_\_ **Personnel Meeting** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Mantoux (TB) Test** (Health Services)
- \_\_\_ **Keys** (Associate Director of Facilities and Operations)
- \_\_\_ **Office Assignment** (Associate Director of Facilities and Operations)
- \_\_\_ **Telephone - Voice Mail Account** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Office Supplies** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Computer Set-Up/Instruction** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Audio Visual** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Mailing Procedures** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Mailbox Assignment** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Copying** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Equipment Orders** (Chair, PE Group, and Assoc. Director of Fac. and Ops.)
- \_\_\_ **Scheduling of Classes** (PE Registrar)
- \_\_\_ **Class Rosters** (PE Registrar)
- \_\_\_ **Grade Procedures** (PE Registrar)

<b>Start-Up Procedures for NEW Administrative Staff</b>
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- \_\_\_ **Personnel Meeting** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Mantoux (TB) Test** (Health Services)
- \_\_\_ **Keys** (Associate Director of Facilities and Operations)
- \_\_\_ **Office Assignment** (Associate Director of Facilities and Operations)
- \_\_\_ **Telephone - Voice Mail Account** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Office Supplies** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Computer Set-Up/Instruction** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Audio Visual** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Mailing Procedures** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Mailbox Assignment** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Copying** (Administrative Assistant/Office Coordinator)
- \_\_\_ **Equipment Orders** (Administrative Assistant/Office Coordinator)

<b>NEW EMPLOYEE CHECKLIST</b>
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**HUMAN RESOURCES (Green Hall, x3202)**

- \_\_\_ Contract
- \_\_\_ W-4 Tax Form
- \_\_\_ I-9 Employment Eligibility Verification Form
- \_\_\_ Benefits Meeting

**HEALTH SERVICES (Stone Center, x2810)**

- \_\_\_ Mantoux Tuberculin Test

**CAMPUS POLICE (Service Building, x2121)**

— ID Card (One Card)  
— Parking Sticker

**FACILITIES/OPERATIONS (Keohane Sports Center, x2023/x2027)**

— Keys (x2023)  
— Office Supplies/Stationary/Business Cards (x2027)  
— Voicemail (x2027)  
— Benefits Meeting (x2027)

**ORIENTATION W/ ASSOCIATE:**

—	Physical Education	Connie Bauman	x2015
—	Athletics	Mindy Magels	x2017
—	Recreation	Martha Dietrick	x2023



## **G-7 VALUING WORK @ WELLESLEY**

### **PERA Faculty/Staff/Supervisor Self Assessment Tool**

#### **SAMPLE**

This tool is provided to assist with your personal assessment of your role work and accomplishments within PERA for the past year. Review the following documents in preparation for your annual assessment paying close attention to your performance related to experience, achievement and areas for additional growth:

**Staff/Administrators:** Role Document; Feedback from head coaches; goals

**Faculty:** R&P reappointment letter, annual assessments, SEQ's, Observations; Professional Development Plans.

**Department Leadership/Management: Reflect on your role in the department:**

- What works well and what can be done differently?
- What seems redundant or without any real substantive value?
- Are there others in the department that might be in a better position to do some of what you do? Why?

**Competency Assessment: The College has determined seven critical core competencies for staff/administrators. These seem of critical import and broad in scope that all members of PERA should commit to, particularly as one thinks about a “self-assessment of our role”:**

#### **Service**

- How have you been able to identify, understand and build relationships with internal and external constituents?

**Expertise**

- How do you draw upon and utilize your specific knowledge, skills and experiences to perform your role?
- What steps have you taken to improve your use of technology?

**Accountability/Responsibility**

- How would you evaluate your effectiveness in managing your work or leading others (coaches; administrators; students; staff)?
- Cite two or three ways to that show how successful you have been in meeting the responsibilities of your role.

**Collaboration**

- Identify two or three ways you have been more successful by working cooperatively with colleagues.

**Communication**

- Identify ways you have effectively interacted and engaged colleagues in the department; College community; externally.

**Innovation and Problem Solving, Critical Thinking**

- What innovative approaches have you used to improve your teaching/coaching, administrative and department work including the use of technology?

**Development of Self and Others**

- What have you done to further your own career development?
- If others report to you or your serve as a faculty advisor, what have you done to support their career development?

**Achievements Overall: Be proud of your accomplishments!**

- What are you most proud of from the past year?
- What area in your position did you excel?

- What is your greatest improvement over the past year
- What is your overall assessment of your performance this year?

**Obstacles: Identifying areas that impede progress are keys to knowing how to move forward.**

What are the one or two greatest obstacles to your work?

What can you do to improve these?

**Working Relationships.**

Are you satisfied with your relationship with your advisor or supervisor?

What two or three things can be done to strengthen it?

**Development**

Identify the activities this year that allowed you to develop professionally? How have the activities helped you in your work or responsibilities?

What other areas of growth would you like to explore?

Where are you finding creative challenges in your work?

If this is not present, how could we structure your responsibilities to allow for it?

Where do you want to be in three to five years? What do you need to get there?

**Annual Goals: Based on your previous year self-assessment, what are you considering as your two to four key goals for next year? Remember the key is to be:**

**S – pecific**

**M – easureable**

**A – achieveable**

**R – ealistic**

**T – ime Bound**

**Goals should be Finalized by the conclusion of your Performance Assessment Review.**

**For further information please go to:**

**([www.wellesley.edu/HR/new/VWSite/valuingworkoverview.html](http://www.wellesley.edu/HR/new/VWSite/valuingworkoverview.html))**

## SAMPLE

### Wellesley College

### Department of Physical Education, Recreation and Athletics

### Performance Review-ASSOCIATE DIRECTOR

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**Staff Name:**

**Review Date:**

**Job Title:** Associate Athletic Director/SWA **Department:** PERA

**Appointment Date:** **Review Period:**

**Supervisor Name and Title:** Bridget Belgiovine, Chair/Director

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#### **Vision Statement:**

The Wellesley College PERA Department will be a nationally recognized leader offering comprehensive programs of physical fitness, recreation, intramural, club and intercollegiate competition; effectively meeting the needs, interests, and abilities for our students and the campus community.

#### **Mission Statement:**

To provide high quality programs of physical activity for students and the campus community that:

- Create an environment that will enable students to compete athletically on a national level while achieving academic success.
  - Afford access to excellent facilities and equipment
  - Enhance students minds and bodies
  - Develop character through leadership and team work
  - Promote and develop lifelong well-being
  - Include a progressive instructional physical education curriculum
  - Provide a wide variety of recreational and intramural opportunities
  - Partner with dean of students to offer a variety of club sports
- 

#### **Goals:**

Provide high quality programs of physical activity to all students and members of the campus community through:

- Reflect the mission of the College
  - Lifelong well-being
  - Physical Education
  - Recreation and intramural activities
  - Varsity and club sports
  - Enhance students' minds and bodies
  - Develop character through leadership and teamwork
  - Enable students to compete on a national level while achieving academic success
  - Provide an environment for premier intercollegiate competition
  - Provide facilities and resources that will enable students and coaches to achieve the highest level of success
- 

#### **Performance Levels:**

- **Outstanding**-consistently far exceeds expectations
- **Above Expectations**-consistently meets and frequently exceeds expectations
- **Meets Expectations**-consistently meets and occasionally exceeds expectations
- **Below Expectations**-occasionally fails to meet expectations
- **Needs Improvement**-frequently fails to meet expectations

## **Performance Objectives**

### **Objective One:**

- Performs the functions outlined on the Position Role Doc Form

### **Evaluation Criteria:**

- Analysis of performance based on agreed goals and objectives for your area
- Observation by the chair/director of athletics
- Input from head coaches and campus community as appropriate

**Goals:**

**Action Plan:**

**Outcomes:**

**Comments:**

**Performance Level:**

## Objective Two: Department Operations

- Oversee the department's overall operations working collaboratively with chair/director of athletics and administrative assistant
- Oversee all part-time head coaches and assistant coach personnel processes
- Oversee the sports medicine operations working closely with athletic training staff

**Goals:**

**Action Plan:**

**Outcomes:**

**Comments:**

**Performance  
Level:**

### Objective Three: Specific Areas

- NCAA – oversee department's compliance with NCAA rules and regulations
- Oversee all student services operations working with campus personnel as appropriate
- Contest Scheduling – oversee the scheduling process working closely with facility and operations, head coaches and conference colleagues

**Goals:**

**Action Plan:**

**Outcomes:**

**Comments:**

**Level:**

**Performance**



## **Section II - Key Performance Competencies**

### **Customer Service**

**Definition :** Helping others in support of organizational goals.

**Comments:**

**Performance Level:**

### **Teamwork**

**Definition:** Contributing to group performance to meet agreed upon objectives.

**Comments:**

**Performance Level:**

### **Initiative**

**Definition:** Taking action to meet work-related objectives without being asked or required to do so.

**Comments:**

**Performance Level:**

### **Leadership**

**Definition:** Proactively engaging in making the organization a success by working effectively to accomplish objectives in own position and by building consensus on common goals.

**Comments:**

**Performance Level:**

### **Communication**

**Definition:** Speaking effectively in individual or group situations; listening actively; writing clearly and convincingly; taking responsibility for facilitation information exchange among subordinates, peers and managers.

Comments:

Performance Level:

### **Section III – Development Plan**

#### **Developmental Focus**

Statement:

Employee Actions/Targeted Completion Dates:

Manager's Actions/Targeted Completion Dates:

Results:

Performance Level:

#### **Developmental Focus**

Statement:

Employee Actions/Targeted Completion Dates:

Manager's Actions/Targeted Completion Dates:

Results:

Performance Level:

Staff comments (optional)

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature does not imply agreement with the contents of this Performance Review.)

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

# WELLESLEY COLLEGE

Department of Physical Education, Recreation & Athletics

## Personal Data in Case of Emergency

Name: \_\_\_\_\_ Telephone(H): \_\_\_\_\_

Name, address and telephone number of person to call in case of emergency

Name: \_\_\_\_\_ Telephone(W): \_\_\_\_\_

Telephone(H): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Relationship: \_\_\_\_\_

In case of medical emergency:

Insurance: \_\_\_\_\_ (#) \_\_\_\_\_

Hospital preferred: \_\_\_\_\_

Doctor preferred: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Please complete this form and return in to Jill Cahill St. Peter

## **Guidelines for the Department of Physical Education, Recreation and Athletics (PERA) (department organization and faculty appointments)**

These guidelines describe the organization of the Department of Physical Education, Recreation and Athletics (PERA), as well as the terms of appointment of faculty in that department. The faculty covered by these guidelines are those who meet at least half of their teaching and/or coaching<sup>1</sup> responsibilities in the PERA department, with appointments as PERA Instructor of the Practice, PERA Assistant Professor of the Practice, PERA Associate Professor of the Practice, and PERA Professor of the Practice.

### **Department Organization**

The chair of the department/director of athletics (chair/director) is appointed by the dean of the college and the president and has the rank of PERA full professor of the practice.

#### **Departmental Committee**

- The departmental committee consists of the chair/director and all PERA faculty who are covered by these guidelines.
- The chair/director, with approval of the majority vote of the departmental committee and of the dean of the college, may appoint department administrative officers to be ex-officio members of the committee.
- The chair/director serves as chair of the departmental committee.
- The departmental committee has the following responsibilities:
  - Formulate the method of operation of the department;
  - Make curricular recommendations to the physical education curriculum and instruction committee;
  - Determine the courses each member of the department is to offer;
  - Decide on a mechanism for involvement in department business by students who participate in PERA teams and classes;
  - Reach an understanding of college and department policy concerning criteria for reappointment and promotion;
  - Make department decisions by consensus or majority vote.

#### **Reappointments and Promotions (R&P) Committee**

- The R&P committee consists of the chair/director, PERA full professors of the practice, and PERA associate professors of the practice in the department.
- All members of the R&P committee participate in reviews of faculty in the department for reappointment/promotion of PERA instructors of the practice, for reappointment of PERA assistant and PERA associate professors of the practice and for promotion to PERA associate professor of the practice. Only PERA full professors of the practice participate in reviews for promotion to PERA full professor of the practice and reappointment of PERA full professors of the practice.
- If there are fewer than three persons eligible to serve on the R&P committee for a particular review, the Committee on Faculty Appointments (CFA), in consultation with the chair, will appoint additional members from outside the department to bring the number up to three.
- The R&P committee makes recommendations with respect to all reappointments, promotions, and dismissals. Evaluation of a candidate's teaching and coaching includes visits by members of the R&P committee to team practices, competitions and classes. These visits serve dual purposes, as a means of evaluating performance and recommending improvement.

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<sup>1</sup> Throughout these guidelines, the term teacher/coach refers not only to those PERA faculty who teach PE classes and coach athletics teams but also to those PERA faculty who teach PE classes and have other responsibilities such as development and implementation of wellness and recreational programs. References to coaching responsibilities have the same broad meaning.

#### Search Committee

- The search committee consists of at least two members of the R&P committee, one of whom serves as chair, and two members of the departmental committee, selected by the chair/director as appropriate for the specific search. A student advisory group will be utilized for all teaching/coaching searches.
- The search committee works with the chair/director to select and interview finalists for the position. The committee's recommendations are considered by the chair/director and the dean of the college in their final selection for an appointment.

#### **Initial Appointments, Reappointments and Promotions**

Initial appointments of PERA faculty are made by the dean of the college (subject to formal approval by the board of trustees), upon recommendation of the chair/director.

Reappointments and promotions are recommended to the board of trustees by the CFA, based on its consideration of the recommendation of the PERA R&P committee.

The terms of appointment and review schedules are outlined here. The section entitled *Guidelines for Reappointment and Promotion* provides information about criteria for reappointment and promotion (including the requirement for a professional development plan, described in the section entitled *Professional Development Plan*) as well as procedural details.

#### PERA Instructor of the Practice

- Initial appointment at the rank of PERA instructor of the practice requires a bachelor's degree and evidence of progress toward a master's degree. Appointment as PERA instructor of the practice is normally made for a two-year term.
- Normally, reappointment as PERA instructor of the practice is not possible. A PERA instructor of the practice who has completed the master's degree and an initial review in the fall of the second year may be reappointed for a three-year term as PERA assistant professor of the practice, first level, to start at the beginning of the subsequent academic year.

#### PERA Assistant Professor of the Practice, First Level

- Initial appointment at the rank of PERA assistant professor of the practice, first level, requires a master's degree (or coaching certification determined to be equivalent to a master's degree by a recognized athletics organization) and is normally made for a three-year term.
- A PERA assistant professor of the practice, first level, is reviewed for reappointment and promotion to PERA assistant professor of the practice, second level, in the fall of the third year of the initial three-year appointment. If reappointed and promoted, the new appointment as PERA assistant professor of the practice, second level, is normally made for a four-year term and takes effect at the beginning of the academic year following the year of review.
- If not reappointed, the individual's employment is terminated at the end of the academic year of review.

#### PERA Assistant Professor of the Practice, Second Level

- Initial appointment at the rank of PERA assistant professor of the practice, second level, requires a master's degree (or coaching certification determined to be equivalent to a master's degree by a recognized athletics organization) and at least three years of experience at another institution (or relevant prior experience equivalent to that of a PERA faculty member promoted to the rank of PERA assistant professor of the practice, second level). Appointment is normally made for a four-year term.

- A PERA assistant professor of the practice, second level, is reviewed for reappointment and promotion to PERA associate professor of the practice in the spring of the fourth year of the four-year term as PERA assistant professor of the practice, second level. If reappointed and promoted, the new appointment as PERA associate professor of the practice is normally made for a five-year term and takes effect at the beginning of the academic year following the year of review.
- If not reappointed, the individual's contract is extended for one additional year, and employment is terminated at the end of the academic year following the year of review.

#### PERA Associate Professor of the Practice

- PERA faculty at this rank are eligible to be appointed to an unlimited number of five-year terms, are considered to have "senior status" and are eligible to serve on the department R&P committee.
- Initial appointment at the rank of PERA associate professor of the practice requires a master's degree (or coaching certification determined to be equivalent to a master's degree by a recognized athletics organization) and at least seven years of experience at another institution (or relevant prior experience equivalent to that of a PERA faculty member promoted to the rank of PERA associate professor of the practice). Appointment is normally made for a five-year term.
- A PERA associate professor of the practice is reviewed for reappointment in the spring of the fourth year of each five-year term as PERA associate professor of the practice. If reappointed for a full five-year term, the new appointment takes effect at the beginning of the second academic year following the year of review.
- It is possible for the R&P committee to recommend, and for the CFA to approve, a reappointment for a term of less than five years. Normally, such a reduced-length contract will occur only once in a PERA associate professor of the practice's years at this rank. The new reduced-length appointment takes effect at the beginning of the second academic year following the year of review. The next review for reappointment will occur in the spring of the penultimate year of the reduced-length appointment.
- If not reappointed at the time of any reappointment review, employment is terminated at the end of the academic year following the year of review.
- A PERA associate professor of the practice may be considered for promotion to PERA full professor of the practice no earlier than the spring of the ninth year as PERA associate professor of the practice, i.e. at the same time as the individual's review for a third five-year appointment. In the case of an exceptionally qualified candidate, the R&P may request review for early promotion, to occur no earlier than the spring of the seventh year as PERA associate professor of the practice. Such a request should be submitted to the dean of the college; if the request is approved by the dean, the promotion process proceeds as described in the section entitled *Guidelines for Reappointment and Promotion*. An individual who is not reviewed for promotion in the ninth year (or who is reviewed but is not promoted) may request review for promotion at the time of any subsequent reappointment review.
- If promoted to PERA full professor of the practice, the new appointment as PERA full professor of the practice is normally made for a six-year term and takes effect at the beginning of the academic year following the year of review (replacing the final year of the previous five-year appointment as PERA associate professor of the practice). If not promoted, the individual remains eligible for an unlimited number of five-year terms as PERA associate professor of the practice.

#### PERA Professor of the Practice

- PERA faculty at this rank are eligible to be appointed to an unlimited number of six-year terms, are considered to have "senior status" and are eligible to serve on the department R&P committee.
- Initial appointment at the rank of PERA full professor of the practice requires a master's degree (or coaching certification determined to be equivalent to a master's degree by a recognized athletics

organization) and relevant prior service equivalent to that of a PERA faculty member promoted to the rank of PERA full professor of the practice. Appointment is normally made for a six-year term.

- A PERA full professor of the practice is reviewed for reappointment in the spring of the fifth year of each six-year term as PERA full professor of the practice. If reappointed, the new appointment takes effect at the beginning of the second academic year following the year of review.
- If not reappointed at the time of any reappointment review, employment is terminated at the end of the academic year following the year of review.

### **Professional Development Plan**

All faculty (except those with the rank of PERA instructor of the practice) are expected to prepare a professional development plan in the first year of service. An individual's plan covers a three-year rolling period and is updated annually as long as s/he remains on the PERA faculty. The plan is approved by the R&P committee.

The plan represents an agreement between the faculty member and the R&P committee and forms the basis on which developmental areas of the faculty member's teaching, coaching, recruiting, department and college service and professional contributions are assessed for subsequent evaluation and reappointment and promotion decisions. The successful execution of this plan serves as an alternative to the doctoral degree and scholarly research required of faculty members in other academic departments. Funding for implementing this plan is the responsibility of the faculty member, although individuals may seek assistance for these expenses from resources within the department and the college.

The plan must include professional development goals and objectives. It also lays out an action plan for achieving specific pedagogical and coaching goals and for addressing areas needing development, as communicated through R&P annual evaluations, R&P reappointment and promotion recommendations, student evaluations, and rigorous self-evaluation. Completion of the plan does not ensure a successful reappointment/promotion review. Successful integration of new knowledge, skills and experiences into an individual's teaching, coaching and department and/or college service, achieved by executing the plan, is a major factor in evaluation and reappointment/promotion recommendations.

### **Guidelines for Reappointment and Promotion**

The major categories of performance evaluated during review for reappointment and/or promotion include teaching, coaching/recruiting, professional development, and contributions to the department, the college, and/or the profession. Evaluation of an individual's professional development is based, in part, on the professional development plan required of all faculty (except PERA instructors of the practice); see the section entitled *Professional Development Plan* for details.

At the time of review for reappointment and/or promotion, the R&P considers the following items when making its recommendation to the CFA:

- a minimum of three observations (two coaching and one teaching for teacher/coaches) made during the period of the current appointment;
- annual assessments for each year of the current appointment;
- updated CV and activities sheets;
- unsolicited letters from students, faculty, staff and alumnae;
- student evaluation questionnaires (SEQs) from athletics and physical education classes;
- external peer and alumnae evaluations (*only for review for promotion to PERA full professor of the practice, as described below*).

In addition, a faculty member being reviewed for reappointment and/or promotion should submit copies of the updated CV and activities sheets to the CFA, along with a personal statement.

**Evaluation of the quality of teaching/coaching.** The effectiveness of teaching/coaching is of major importance in reaching a decision on recommendation for reappointment and promotion. Striving for excellence, both in the process and the outcome of the teaching/coaching endeavor, is of paramount importance. Faculty visits to the classroom, practices or competitions are essential to evaluating such effectiveness. Since teaching does not take place solely in a classroom or at practice and/or competition but also in recruitment and retention of students, student mentoring, student leadership development, student conferences, and projects, it is important to gain an understanding and full appreciation of a candidate's approach to teaching/coaching: i.e., the goals of teaching/ coaching and the teaching methods necessary to achieve these goals. It is equally important for a faculty member to be informed about the department's expectations with regard to teaching/coaching. Student evaluation questionnaires (SEQs) and student letters are also considered important components of an evaluation of teaching/coaching effectiveness. Such evaluations and letters shall be compared to the evidence based on visits. A candidate may also submit to the R&P committee a letter regarding those aspects of her/his teaching/coaching which are not, in the normal course of events, subject to evaluation.

The following procedural steps shall be observed for visits and student evaluations:

a. Class, practice and competition visits. Visits by members of the R&P committee shall be made during the period of an individual's current appointment. Within one year preceding the date of any decision regarding reappointment or promotion, there shall be at least three visits (including at least one visit to a competition) made by three different members of the R&P committee. Arrangements for visits are made in advance with the faculty member (at least 48 hours in advance), taking into consideration her/his preference as to times and type of session. Prior to visits, the visiting R&P member shall discuss with the faculty member being visited the general design of the course or specific goal of a coaching session or competition.

Faculty visits to a class, practice or competition are valuable as a means for suggesting improvement of teaching/coaching as well as for evaluation. Visits shall be followed promptly by an oral discussion of the visit by the visitor and the faculty member observed. A written report of the visit shall be prepared by the visitor and placed in the faculty member's departmental file. A copy shall be sent to the faculty member within two weeks of the visit. Successive evaluations shall include comparisons with former evaluations of coaching/teaching performance. It is appropriate for evaluated faculty members to file written statements in their departmental files responding both to oral and written communications. An opportunity for this response shall be given before the R&P committee meets to draw up its recommendations.

The opportunity for PERA assistant professors of the practice, second level, to observe senior colleagues is another valuable means for the improvement of coaching/teaching. The PERA department encourages this type of interchange.

b. Student evaluations. Students enrolled in courses and participating (or competing) on athletics teams are expected to submit an evaluation form. Copies of the individual evaluations and statistical summaries of these evaluations are made available by the PERA chair/director to the teacher/coach, the R&P



committee, and the CFA, except that there is no required reporting of SEQs to the CFA or PERA R&P committee for a PERA instructor of the practice in the first year of a two-year initial appointment.

c. Unsolicited letters. Letters about a faculty member from students and colleagues are placed in a faculty member's file in the office of the dean of the college, and copies, with the writer's name and identifying wording deleted (if requested by the writer), are sent to the faculty member and to the chair/director for the R&P committee.

The expectations listed below for each rank are only guidelines, and satisfactory performance in any one area does not automatically ensure reappointment or promotion.

PERA instructor of the practice (for reappointment and promotion to PERA assistant professor of the practice, first level)

- completion of master's degree;
- evidence of effective teaching and coaching;
- receptiveness to feedback and demonstrated initiative for continuous professional growth.

PERA assistant professor of the practice, first level (for promotion to PERA assistant professor of the practice, second level)

- evidence of effective teaching and coaching/recruiting;
- evidence of responsibility, capability and initiative in serving the department and the college;
- evidence of participation in professional activities incorporating teaching, coaching/recruiting, and related areas;
- evidence of membership and appropriate participation in professional organizations;
- evidence of commitment to the department as a learning environment, through leadership, effective communication, cooperation, student leadership development;
- receptiveness to feedback.

PERA assistant professor of the practice, second level (for promotion to PERA associate professor of the practice)

- continued effectiveness in all criteria listed for assistant professor of the practice, first level;
- demonstrated knowledge in coaching, effective communication, leadership and actions of professional growth;
- recruiting competence evidenced by knowledge, organization, communication skills and student-athlete yield;
- demonstrated teaching competence and ability to communicate that knowledge effectively;
- demonstrated engagement in professional development plan;
- consistent engagement in professional organizations and activities;
- effective mentoring and student leadership development.

PERA associate professor of the practice (for reappointment as PERA associate professor of the practice)

- continued effectiveness in all criteria;
- excellence and depth in one area;
- consistent coaching success at the conference and, if appropriate, regional level;
- consistent success in recruiting, resulting in annual class yields, retention of student athletes, impact on program, and diversity of recruited student athletes;
- consistent effectiveness and leadership in professional activities;

- significant engagement in professional development plan;
- significant department leadership, including participation in the R&P committee, oversight of an athletics, physical education or recreation committee, mentoring of faculty members;
- college-wide contributions.

PERA associate professor of the practice (for promotion to PERA full professor of the practice)

- sustained effectiveness in all criteria listed for reappointment as associate professor of the practice;
- sustained coaching success;
- sustained and proven success in recruiting;
- sustained excellence in teaching, leadership and professional activities;
- diversity of experiences in rigorous plan for professional development;
- positive evaluations from external reviews provided by alumnae evaluators and external peer evaluators (see the section entitled *External Review for Promotion to Full Professor* for details).

PERA full professor of the practice (for reappointment)

- sustained effectiveness in all criteria;
- sustained and proven success in rigorous plan for professional development;
- sustained individual presence as a coach, educator and/or technician.

### **External Review for Promotion to PERA Full Professor of the Practice**

All reappointment and promotion reviews of PERA faculty use information gathered from the internal sources noted above. The review of a PERA associate professor of the practice for promotion to PERA full professor of the practice also includes consideration of information gathered from two groups outside of the college: external peer evaluators and alumnae.

Selection of both external peer evaluators and alumnae evaluators will be made jointly by the dean of the college and the R&P committee. The candidate for promotion prepares a list with the names of individuals who s/he believes are qualified to comment on and/or evaluate her/his performance. In each case, the candidate may also provide a list of individuals s/he believes should not be asked to serve as evaluators on grounds that personal considerations would make it difficult for the individual to write an unbiased evaluation.

External peer evaluations

- The candidate submits to the R&P a list of at least four recognized professionals in his/her field who are in a position to provide an evaluation regarding the individual's professional teaching/coaching competence, collegiality, and standing in the field. The names of potential evaluators should be listed in priority order. The candidate may also prepare a list of requested non-evaluators. The candidate's lists should be presented by November 15 of the academic year of the promotion review.
- The R&P committee prepares a separate list of potential external peer evaluators.
- Using the candidate's lists (suggested evaluators and requested non-evaluators) and its own list, the R&P committee, in consultation with the dean of the college, selects three individuals to be invited to submit external peer evaluations.

Alumnae evaluations

- The candidate submits to the R&P committee a list of at least four alumnae who have participated on teams or been enrolled in classes s/he has coached or taught in the previous ten years and who might provide written comments on the candidate's teaching and/or coaching impact related to their experiences including growth, development and success as a student or athlete. The names should be listed in priority order. The candidate may also prepare a list of requested non-evaluators. The candidate's lists should be presented by November 15 of the academic year of the promotion review.

- The R&P committee prepares a separate list of potential alumnae evaluators.
- Using the candidate's lists (suggested evaluators and requested non-evaluators) and its own list, the R&P committee, in consultation with the dean of the college, selects three individuals to be invited to submit alumnae evaluations.

Letters from both peer evaluators and alumnae evaluators are submitted to the office of the dean of the college, which provides copies to the R&P committee. The candidate will receive copies of the evaluators' letters, with names and identifying passages deleted. Candidates may submit to the R&P committee and/or the CFA any response to the evaluations they deem appropriate.

## **Salary**

The salary scale for PERA faculty shall be reviewed annually by the dean of the college, together with other academic salary scales. In addition, the chair/director may have available an annual amount of money to be awarded as bonuses to individual faculty.

PERA associate professor of the practice

- At the time of a review for reappointment (in the spring of the fourth year of a five-year appointment), the dean of the college may approve an additional increase above the annual increase for PERA associate professors of the practice, on the basis of the R&P recommendation, the materials submitted by the individual, and the recommendation of the chair/director. This additional increase is not automatic and will be based on exceptional performance beyond that expected for reappointment as PERA associate professor of the practice.

PERA full professor of the practice

- At the time of a review for reappointment (in the spring of the fifth year of a six-year appointment), the dean of the college may approve an additional increase above the annual increase for PERA full professors of the practice, on the basis of the R&P recommendation, the materials submitted by the individual, and the recommendation of the chair/director. This additional increase is not automatic and will be based on exceptional performance beyond that expected for reappointment as full professor of the practice.
- In the middle of a six-year appointment, the Chair/Director may recommend, and the dean of the college may approve, a merit increase above the annual increase for PERA full professors of the practice. The basis for such a special merit increase will be the individual's annual assessments for the previous three years. This additional increase is not automatic and will be based on exceptional performance beyond that expected for a PERA full professor of the practice.

## **Benefits**

PERA faculty working half-time or greater will be eligible for benefits given to college non-union employees with comparable appointments. These benefits include health and dental insurance, participation in the College's retirement plan, and other benefits as described in the Faculty Summary of Benefits, updated regularly by the Human Resources Office. Life insurance and long-term disability insurance are available to full-time employees only.

Parental leave: PERA faculty who have been appointed to multi-year contracts are eligible for paid parental leave, as described currently in the parental leave policy for tenure-track faculty (<http://www.wellesley.edu/DeanCollege/parentleave.html>).

Support for professional activities: PERA faculty who are half-time or more are eligible for faculty awards as described at [http://www.wellesley.edu/AcadBudget/awards\\_guide.html](http://www.wellesley.edu/AcadBudget/awards_guide.html). This includes

conference travel (*Grants for Travel to Professional or Scholarly Meetings*) as well as grants in support of scholarly activities.

Academic Council: Full-time PERA faculty are eligible to be voting members of the Academic Council. (See Articles of Government Book 1, Article 11, Section A).

Professional development leaves: PERA associate professors of the practice and PERA full professors of the practice are eligible to apply for a six-week paid professional development leave. Such a leave is for the purpose of providing an opportunity for rigorous professional development which will contribute to professional effectiveness and to the quality of continued service to Wellesley College. An individual is first eligible for a leave after being promoted to PERA associate professor of the practice; a PERA associate professor of the practice or PERA full professor of the practice who has already taken a leave is eligible to apply for another leave in the seventh (or later) year following the previous leave.

A faculty member on leave is relieved of all obligations for a six-week department term at full salary. The six-week term of the leave may occur only during a period when a coach's sport is considered out-of-season. Faculty members not on leave are responsible, as assigned by the chair/director, for assuming the teaching responsibilities for those on leave.

An application for leave should be submitted to the chair/director and includes the following:

- the preferred six-week term for the leave;
- the general area in which professional development will be undertaken;
- the specific plan to achieve this professional development;
- the anticipated professional benefits of the leave.

Applications for a leave to be taken in term 1 or term 2 are due by October 1 of the year preceding the leave; applications for a leave to be taken in term 3 or term 4 are due by February 1 of the year preceding the leave.

The chair/director, in consultation with the R&P committee, determines whether the department envisions any difficulties in teaching the department curriculum if the leave is granted and makes a recommendation to the dean of the college. Formal approval of the leave is made by the dean.

A faculty member granted a professional development leave must report to the R&P committee by the end of the first six-week term of teaching following the leave. The report should describe:

- the educational components of the leave;
- the benefits of the leave for students in athletics, physical education and/or recreation;
- the faculty member's plan for her/his presentation to the department;
- the educational benefits of the leave to the faculty and staff in the department.

Unpaid leaves: Unpaid leaves may be discussed with the department R&P committee on an individual basis and must be approved by the dean of the college.

Housing: PERA faculty shall be eligible for faculty housing on a renewable lease basis.

Tuition grants: PERA faculty hired on or before July 1, 2009 are eligible for the same benefits as tenured/tenure-track faculty, as described in the Faculty Handbook. PERA faculty hired after July 1, 2009, are not eligible for this benefit.

Tuition remission for dependent daughters at Wellesley: All employees who meet the eligibility requirements are eligible for tuition remission for dependent daughters at Wellesley, as described in the Faculty Handbook.

Mortgage program. PERA faculty with long-term renewable five- or six-year contracts, hired on or before July 1, 2009, are eligible for the faculty mortgage program as described at <<http://www.wellesley.edu/Finance/mortgage.html>>. PERA faculty hired after July 1, 2009, are not eligible for this benefit.

**WELLELSEY COLLEGE**  
**Department of Physical Education, Recreation, and Athletics**

**FACULTY PROFESSIONAL DEVELOPMENT GUIDELINES**  
(May 22, 2001; Amended November 28, 2007; July 1, 2009 incorporated into R&P Guidelines)

Department faculty members must develop a professional development plan for each of their contractual periods to be reviewed by their advisers and approved by the Department Chair/Director of Athletics and the R & P Committee.

The plan, if approved by the Department Chair/Director of Athletics and the R & P Committee, forms the agreement on which developmental areas of the faculty member's teaching, coaching, department service and professional leadership are the basis for next evaluation and reappointment decisions. The successful execution of this plan serves as an alternative to obtaining a doctoral degree and conducting scholarly research that is required of other faculty members. Therefore, the professional development plan must be as rigorous as graduate work and scholarly research and must be completed by the timeline agreed upon.

Funding for completing this plan is the responsibility of the faculty member, although resources exist within the department and college for faculty members to proactively seek assistance in funding.

Faculty members must update their professional development plans at the beginning of the each academic year in a review meeting with their advisers. This update should include, but is not limited to, dates of completion for specific courses, certification programs, etc.

While their plans are updated each year and a new plan is developed for each contractual period, faculty members must prepare a more rigorous and detailed plan for the periods prior to eligibility for promotion from Assistant Professor I to Assistant Professor II; from Assistant Professor II to Associate Professor; from Associate Professor to Full Professor.

Faculty members are expected to set professional development goals, objectives, and action plans which address specific pedagogical and coaching goals, developmental areas communicated to them through R & P evaluations and reappointment and promotion recommendations, student evaluations, and rigorous self-evaluations. Completion of the plan does not ensure successful reappointment. Successful integration of the new knowledge, skills and experiences in the faculty member's teaching, coaching and department service is a major factor in evaluation and reappointment decisions.

This process assists both the department and the faculty member in the early identification of inappropriate plans that place the faculty member at risk of failure. It also encourages faculty members to become increasingly accountable for their career development, for continually improving in their teaching and coaching performance, for becoming more effective in service and leadership to the department and for increasing their involvement and leadership in the profession. This process integrates faculty development into the evaluation (R & P) process to the mutual benefit of the department and faculty members.

**PROFESSIONAL DEVELOPMENT GUIDELINES**  
**(Revised November 2007)**

A. Assess current status as a teacher and/or coach; engage in thoughtful process to ensure a progression for the plan based on strengths and development needs through resources such as:

1. R & P reappointment recommendation letter
2. R & P annual assessment meeting
3. Students' PE and team SEQ's
4. Class and practice observations and evaluations
5. Peer feedback
6. Self-reflection and evaluation

B. Project learning and development needs

1. Analyze what is involved in performing teaching and coaching well and what learning and development will be needed for future trends – what you need to know and be able to do well to be effective as a teacher-coach.
2. Collect information that will help you determine what you need to learn or be able to learn to do to improve your performance.
3. Identify learning beyond your field that is needed to perform effectively within the department and college context; i.e., communicate laterally, vertically, outside department and college; be an effective team leader/participant; become more creative.

C. Perform “gap analysis”

1. Compare current learning and development with future learning and development required for your effective performance.
2. Identify specific information, knowledge and technical content; teaching and coaching methodology, interpersonal skills, etc, that you need to acquire and develop.
3. Ask yourself, “What specific learning and skill acquisitions are needed for me to bridge the gap between current and future status?” “What specific differences will occur in my performance as a result of addressing this gap?”

D. Develop an action plan to address professional goals, learning and development needs. Consistency in progress is critical throughout the plan. As faculty progress through the ranks, the engagement in more significant annual activities is expected. Plans must include, at least:

1. Actions to address specific performance concerns from your formal evaluations and/or specific goal areas you wish to pursue in pedagogy/coaching.
2. A formal, credit-based or certification-based series of courses for area of greatest gap in your desired and current performance.
3. Annual actions to maintain exceptional technical knowledge, competency levels and pedagogy/coaching methods in your specializations (the sport you coach and the activities you teach).
4. Annual participation in professional organizations' courses, seminars and workshops. This must include a presentation to PERA department as part of Professional Development Forums to enhance teaching, coaching and leadership for our department. Participation and leadership positions on regional and national sports/rules committees and presentations at regional conferences and national conventions are important for promotion and progression through the ranks.
5. Specific action taken to integrate and apply new knowledge and skill including indicators or measures that will reflect your level of success in activities related to your teaching, coaching, and department/college leadership (e.g., Sustained, consistent coaching success resulting in conference championships; regional and national participation) .
6. Specific action related to "Paper Writing" are considered a single project to include research, authorship and/or co-authorship and should culminate in either a presentation or publication, particularly for those progressing through the ranks.

E. Engage in a thoughtful planning and research process which includes your particular areas of focus; develop a chronological list of specific actions to be taken and provide documentation for completion of these activities. The plan must remain as developed for the term of the appointment, however it can be amended to reflect updating and replacement of areas that may be "incomplete with justification" (e.g., Retool in a new area as opposed to continued focus in same pedagogical area; course title or semester of attendance has changed)



## **PROFESSIONAL DEVELOPMENT PLAN CONCEPTS (NOVEMBER 2006)**

### **Goals for Development of Professional Development Plan:**

- Focus on annual improvement (2 Coaching related activities and 1 teaching and one Dept/College or Leadership Development activities)
- Positive position to stand for reappointment
- New learning and/or enhancements

### **NEW Procedures and Guidelines:**

- Think and prepare your personal plan based on the guidelines and incorporating concepts – *Think about how you can Stretch*
- Meet with Advisor to discuss
- R&P will review all plans at the beginning of each reappointment cycle.

### **EXAMPLE Areas and Concepts**

- A. Leadership Development Skills for Overall Professional Enhancement
  - Public Speaking
  - Writing Workshops
  - Interpersonal Communication Skills
  - Meeting/Group Facilitation
  - Conflict Resolution
  - Time Management
- B. Technology Enhancement to assist with Recruiting; Coaching/Teaching
  - Excel or Access training
  - iMovie or iTunes training
  - Other computer or software training
- C. Health and Wellness for Team and Teaching Success
  - Team Dynamics
  - Mental Health Awareness
- D. Strategies and Techniques to enhance Coaching/Teaching/Recruiting
  - Sport specific training seminars, workshops, certifications
  - Pedagogical methodology training
  - New course training or certifications
  - Update/Innovative skills and activities

## H-4 Schedule for Eligibility for Terms

Wellesley College  
Department of Physical Education, Recreation and Athletics

	TERM 1	TERM 2	TERM 3	TERM 4
<b>2007-2008</b>		<b>Bauman Franek</b>		<b>Dix</b> Deferred to 08-09
<b>2008-2009</b>		<b>O'Meara</b> Deferred to 09-10		<b>Dix</b>
<b>2009-2010</b>		<b>O'Meara</b>		<b>Webb</b>
<b>2010-2011</b>	<b>McPhee</b>	<b>Spillane</b>		<b>Vaill</b>
<b>2011-2012</b>				
<b>2012-2013</b>				
<b>2013-2014</b>				<b>Mohammed Berry</b>
<b>2014-2015</b>		<b>Bauman</b>	<b>Salapek</b>	<b>Dix Kroll</b>
<b>2015-2016</b>		<b>O'Meara</b>		
<b>2016-2017</b>				<b>Webb</b>
<b>2017-2018</b>	<b>McPhee</b>	<b>Spillane</b>		<b>Vaill</b>
<b>2018-2019</b>				
<b>2019-2020</b>				
<b>2020-2021</b>				<b>Mohammed Berry</b>
<b>2021-2022</b>		<b>Bauman</b>	<b>Salapek</b>	<b>Dix Kroll</b>
		<b>O'Meara</b>		

## I-1 Budget Structure

### **General Information:**

#### **Budget Number**

A budget number is the string of numbers used to track budgets and expenses. A budget number consists of a fund, org, account, program code, and sometimes an activity code. The budget number is also known as a FOAPAL.

#### **BANNER**

BANNER is the computer software that the College uses for most of its activities, including tracking financial data.

#### **FOAPAL**

**Account Numbers:** A FOAPAL is the acronym used by Banner for the budget number.

F	Fund	10000 for PERA
O	Organization	Varies (see below)
A	Account	Varies (see below)
P	Program	105 for PERA
A	Activity (optional)	Varies (see below)
L	Location (not used)	Not Used by PERA

For a chart of commonly used accounts, please see:

<http://www.wellesley.edu/Controller/Account%20List.doc>

#### **Activity Codes:**

Activity codes for each sport have been established. If you incur an expense that is for a specific sport, please use the appropriate activity code from below:

A55000 – Basketball	A55001 – Crew	A55002 – Cross Country
A55003 – Fencing	A55004 – Field Hockey	A55005 – Lacrosse
A55006 – Soccer	A55007 – Squash	A55008 – Swimming
A55009 – Tennis	A55010 – Volleyball	A55011 – Golf
A55014 – Softball	A11632 – SAAC	

## **I-2 Budget Responsibility and Authority**

### **Department-Wide Functions:**

The department's Associate Director of Facilities and Operations and the Office Coordinator/Administrative Assistant report to the Chair/Director and are responsible for the following department-wide functions:

- Monitoring operating budgets and gift funds (Administrative Assistant)
- Processing business and personnel transactions (Administrative Assistant)
- Overseeing year-end closings (Associate Director)
- Developing financial reports for the Chair/Director (Administrative Assistant)
- Authorizing expenditures consistent with pre-approved budgets (Associate Director)
- Serving as primary signature authority for all transactions. (Associate Director)

The people indicated below have the authority to act within budget limits, but not to exceed budget nor to deviate from the pre-approved activities. Each of the persons in charge of a cost area will receive a printout of that area's pre-approved budget. This printout will be updated each month, listing all transactions for the month and current balances. It is their responsibility to check the printouts for accuracy and to report needed changes to the Associate Director.

#### **PERA Operating Budgets**

#### **Person Responsible**

Administration	10000-7710-####-105	Bridget Belgiovine
Phys Ed	10000-7720-####-105	Connie Bauman
Facilities/Operations	10000-7731-####-105	Martha Dietrick
Sports Medicine	10000-7740-####-105	Jennifer Grunzweig
Event Mgt	10000-7751-####-105	Avery Esdaile
Student Services	10000-7752-####-105	Mindy Mangels
Sports Information	10000-7753-####-105	Lauren Ferrett

## **Athletics Business Transactions:**

### **Assistant Director**

- Contacts bus/van offices for transportation arrangements. Distributes confirmed schedules with costs to the Associate Director of Facilities and Operations and Associate Director prepares purchase order(s).
- Contacts food service for box lunches and special meals. Distributes confirmed meal arrangements to the Administrative Assistant/Office Coordinator.
- Collects/reviews expense reports and pro-card re-allocation forms that include transactions for meal purchases. Assures that all receipts are collected. All expense reports are due 14 days after travel and pro-card re-allocations are due monthly by the last day of the month.
- Contacts lodging places for lodging arrangements. Distributes confirmed lodging arrangements with costs to the Associate Director.
- Develops weekly Team Itineraries based on these arrangements and input from coaches. Distributes Team itineraries to Event Management Group, Front Desk Staff, and respective coaches.
- Contacts officials' assigners to contract for services and to submit team schedules for assignments. Submits payment request for assigners to Administrative Assistant.
- Contracts with individual officials as they are assigned; submits confirmed information for payment requests to Administrative Assistant.
- Communicates position openings for home contest workers. Interviews and selects student workers; develops job duties, assigns and supervises student workers. Submits information to Administrative Assistant for payment.
- Develops weekly Home Contest Chart based on these officials, Athletic Training, Event Manager and student worker arrangements. Distributes charts to Event Management Group, Front Desk Staff, Head Trainer and all coaches.

- Monitors team travel and home contest management portions of budget; is responsible for adherence to budget in arrangements or for requests for variances through the Director of Athletics.
- Receives, and processes Team Trip Reports, including training trips. Submits to Assoc. Director of Facilities and Operations for approval.
- Prepares requests for payments for transportation, meals, lodging, fees for assigners, officials' fees, travel expenses, student workers, etc. Gives completed and authorized request forms to the Associate Director.
- Inputs these costs in a budget spreadsheet, generates monthly, seasonal, quarterly, and end-of-year reports. Monitors expenses on Banner.
- Follows up when necessary to obtain and expedite receipts, invoices, trip reports, etc.

#### **Associate Director of Facilities and Operations**

- Oversees processes of all completed and authorized requests for payments.
- Reviews monthly, seasonal, quarterly, and end-of-year reports.
- Meets regularly with Administrative Assistant to discuss process and status of budget.
- Meets in a timely manner with the Director of Athletics to report on the status of the budget.

#### **Administrative Assistant/Office Coordinator**

- Processes all completed and authorized requests for payment.
- Produces monthly, quarterly and end-of-year reports.
- Hires, monitors and tracks PERA student workers.
- Processes all deposits to team accounts.

## I-3 Request for Expenditures

### **Procedures for Requesting Expenditures in Pre-Approved Budgets:**

The Department Chair and the Associate Director of Facilities and Operations are the only people authorized to process transactions for the Department with the Controllers and Purchasing offices. The Chair/Director holds the **primary signature authority** for the department. The Associate Director will process requests that have been specifically authorized in the pre-approved budget and that are within funds designated for that purpose.

Persons responsible for cost areas hold **internal signature authority** only. You must obtain their signatures on all requests to be charged against their cost areas before you submit the requests to the Associate Director of Facilities and Operations. Again, their approval can only be for specific pre-approved expenses and fund levels. They are responsible for ensuring that all requisitions are completed with accurate FOAPAL numbers, vendors, etc., prior to submission to the Associate Director.

### **Procedures for Requesting Expenditures Not in Pre-Approved Budgets:**

The Associate Director will not process transactions which do not have:

- Proper internal signature
- Accurate and complete information
- Specific authorization and funding in pre-approved budget.

Therefore, any request for expenditures not specifically authorized and funded in the pre-approved budget will require the signature of the Chair/Director to be processed by the Associate Director of Facilities and Operations. If persons responsible for cost areas wish to request authorization for expenditures not within the budget, they should:

- Prepare a memo which includes the rationale for the unplanned expenditure; its specific cost; the specific subcode from which funds will be transferred to cover the unplanned;

and rationale for why this previously planned and approved expenditure is no longer necessary.

- Make an appointment with the Associate Director of Facilities and Operations to discuss the memo and gain signature approval.

Upon approval of this request, this deviation from the pre-approved budget should be included in the Variance Report forms submitted to the Associate Director of Facilities and Operations each quarter.

### **Processing Payments**

#### **Accounts Payable (Controller's Office)**

Check request forms are used for payments other than those handled by the purchasing or payroll systems. Examples of these would be payment of dues, memberships, subscriptions, registration fees, reimbursement for out of pocket expenditures (i.e. travel) or fees to non-employee lecturers.

**All Forms listed below must be submitted to Administrative Assistant/Office Coordinator and then signed by Associate Director – Facilities, Operations and Recreation or Chair/Director before being processed for payment by accounts payable.**

If you have:	Then	And
A vendor invoice	add the FOAPAL code on the invoice	Give to admin. Asst/office coordinator for processing
Receipts for miscellaneous purchases that total more than \$50.00 for either employee or non-employee reimbursement	attach the receipts to a completed <b>Check Request/Petty Cash Request form</b>	Give to AA/OC for processing
Receipts for miscellaneous purchases that total less than \$50.00 for employee reimbursement	attach the receipts to a completed <b>Check Request/Petty Cash Request form</b>	Give to AA/OC for processing.



Receipts for miscellaneous purchases that total less than \$50.00 for non-employee reimbursement	attach the receipts to a completed <b>Check Request/Petty Cash Request form</b>	Give to AA/OC for processing.
Receipts for travel that did not involve an overnight stay	attach the receipts to a completed <b>Check Request/Petty Cash Request form</b>	Asst. AD for approval
Receipts for travel that involved an overnight stay	attach the receipts to a completed <b>Travel Expense Report</b>	Asst. AD for approval
Receipts for a meal during which you met with colleagues	attach the receipts to a completed <b>Check Request/Petty Cash Request form</b> . Remember to add the purpose of the meeting, and the names and affiliations of colleagues.	Give to AA/OC for processing.

### Purchasing Department

Purchase orders are used for all acquisitions other than those noted above (accounts payable section). There are three reasons for using Purchase Orders:

1. One is to control the acquisition of goods and services when price is a primary consideration.
2. Another is to create an "encumbrance" that will help you manage your budget.
3. Finally, when using a Purchase Order, everyone involved in the purchase cycle can track the order by referring to the same number.

Procurement Value Table				
<b>\$ Value</b>	<b>Petty Cash</b>	<b>ProCard</b>	<b>Check Request</b>	<b>Purchase Order</b>
< \$50	Recommended	Recommended	Not recommended	Not recommended
\$50 to \$999	Not available	Recommended	Recommended	Not recommended
\$1,000-\$4,999	Not available	Available to limited card holders	Recommended	Not required
\$5,000-\$9,999	Not available	Not available	Recommended	Not required but suggested
>\$10,000	Not available	Not available	Not available	Required

## **I-4 Quarterly Budget Reports**

Administrators are responsible for submitting completed quarterly reports to the Administrative Assistant/Office Coordinator for review and approval by the Associate Director of Facilities and Operations for processing and Chair/Director.

Completed Quarterly Reports include:

- Quarterly Report totaled and reconciled to Banner's figures. The report shows: actual expenses, actual budget, projected expenses, projected budget, and encumbrances.
- Variances which have been approved.
- If requested, detailed spreadsheets showing activity and/or actual work papers.

Variance: A request is made in writing to the Administrative Assistant/Office Coordinator. Rationale and specific details for significant under spending, overspending, or timely spending must be included in the request. Once approved by Chair/Director, it is submitted to the Associate Director of Facilities and Operations for implementation.

Quarterly Reports are submitted to the Administrative Assistant/Office Coordinator and Associate Director of Facilities and Operations according to the following schedule:

July - September	Due: October 15
October - December	Due: January 15
January - March	Due: April 15
April - June	Due: July 15

In mid-May, each budget manager will meet with the Associate Director of Facilities and Operations to look more closely at projecting year end, June 30.

## **I-7 Fundraising**

### **Policies**

All funds donated to or otherwise attained by the athletic program must go through the books of Wellesley College. Coaches should not solicit donations for particular items. If approached by a potential donor, encourage the person to make an unrestricted gift to Friends of Wellesley College Athletics, or to contribute toward an authorized FOWCA Request List item. These programs are set up to reflect the current immediate needs of the Department. If the donor is unwilling to contribute to these programs, a less preferred option would be to suggest a gift to FOWCA restricted to a specific sport, but not to a specific item. All checks should be made out to Wellesley College and sent to the attention of the FOWCA Administrator (Associate Athletic Director).

### **Fund Raising Projects**

All fund raising projects must be developed in consultation with the Associate Athletic Director for Compliance. They will be approved based on adherence to the Department's fund raising policies explained here, as well as to College policies and NCAA rules.

- College money may not be put at risk for individual fund raising projects.
- Projects should have the dual purpose of supporting or promoting Wellesley College and its athletic programs in addition to raising money. Focus on projects should be related to area of expertise (Sports Clinics, Conferences, Camps)
- All checks should be made out to Wellesley College and deposited with the Admin. Asst/Office Coordinator as soon as possible after receipt.
- All expenditures from a fund raising account must be approved by the Athletic Director and/or Assoc. Director for Facilities and Operations.

### **Fund Raising Procedures**

All projects which involve the collection of money, even if anticipated to be a break-even venture, should follow these procedures:

- Obtain a Fundraising Project Request form from the Associate Athletic Director.
- Complete all sections of the form, describing how money will be raised, the project schedule, and how you propose to spend the money.
- Meet with the Associate Athletic Director to discuss the project.
- Once approval is gained, follow agreed-upon project schedule, reporting any deviations to the Associate Athletics Director.
- Spring Training Trips:
  - Detailed planning must be done before any expenditures will be approved
  - Submit form (available on the PERA admin. Page) to Assoc. Athletic Director
  - Review and approval will include Assistant Athletic Director and Assoc. Director of Facilities and Operations, and Chair/Director of Athletics.


### **Additional requirements**

- Set up an account with Associate Director of Facilities and Operations to keep track of all finances.
- Submit receipts for all expenses needing reimbursement to the Administrative Assistant/Office Coordinator.
- All checks should be made out to Wellesley College and deposited with Administrative Assistant/Office Coordinator as soon as possible.
- Update Fund Raising Project Report with actual expenses and revenues, and submit to the Associate Athletics Director for approval.

To spend project profits or gift money, submit a check request to the Administrative Assistant for approval by the Chair/Director and Assoc. Director of Facilities and Operations. Expenditures will be approved routinely for the purposes agreed upon in advance.

## I-6 Budget Guidelines for PERA

Please report to the following individuals for budgetary issues:

<b>Associate Director of Athletics</b>	<b>Assistant Director of Athletics</b>	<b>Associate Director of Facilities and Operations</b>	<b>Administrative Assistant/Office Coordinator</b>	<b>PE Mgmt. &amp; Front Desk</b>
Any Gear (i.e. clothing, logo & color) & Uniforms - Approval		Team Equipment and Supplies - Approval - Deposits	Process all (once items are approved): - Invoices - Deposits	PE Equip.
	Team Travel - Training Trips (Plans and Expenses) - Scheduled Competition - Post Season Competition		Process all (once items are approved): - Invoices - Deposits	
Recruiting Travel Expenses * 			Process all (once items are approved): - Invoices - Deposits	
Fundraising Plan: Approval Process including Compliance issues - Deposits	ProCard		Distribute Reports Monthly: - PERA Accts. - Fundraising Accts. to coaches	
FOWCA Gift Deposits	Professional Development Travel Expenses * <b>(\$1,500 is thru Deans Office for approval)</b>		Office Supplies - Ordering	

\* Professional Development and Recruiting have limited funds, if you exceed the allotted amount, funds will be decreased for following year and/or you will be responsible for reimbursing the department.

## **J - 1 Facilities and Operations**

Associate Athletic Director and Assistant Director develop their practice and competition schedules and give them to the Associate Director for Facilities and Operations for coordination into the master schedule. Our three Department programs have equal priority in using the facility; however, there are specific scheduled times for most of our programs, and each Administrator should adhere to the following guidelines whenever possible.

### **Policies for Usage**

- PE classes generally use the 8-12p and 1-4p time slots and select evening times.
- Intercollegiate teams generally use the 3-7p time slot for practices; competitions are usually after 3p on weekdays, or between 11a-3p on weekends.
- Intramural and Recreation time varies considerably, but activities generally are scheduled for 6-11p weekdays, on weekends, and other specific times noted below.

### **Specific Recreation Areas**

- **Squash Court** The squash team has all courts from 4-6p during their official season. Two courts are available for recreational use at all other hours.
- **Racquetball Courts** are reserved for recreational use from 7-8a, Noon-1p and 4-10p weekdays. All courts are available on weekends.
- **Weight Room** Recreational use from 7-8:30a all weekdays, 11:30-10p (T & W), 11:30-9p (F), 12:10-10p (M & TH). Weekends recreational use is from 10-3p on Saturday and from 12-5p on Sunday.
- **Multi-purpose Gym** Reserved for Athletics from 3-7p.
- **Pool** The swim team uses the pool from 4-6p during their official season. It is reserved for recreational use from 7-8:30a, 11-2p (T, W, F), 11:20-1:30p (M & TH) 12-1:30p, 6-9p (M-F). Recreational use on Saturday is from 2-5p and on Sunday from 1-5p.
- **Fieldhouse court areas: Fall** In the event of rain, Athletics has the use of the field house from 3-7p. Otherwise, recreational use is available from 7-8:30a, 12-1:30p, 7-11:30p (M & TH), 7-10p (F). Weekends are available for recreational use whenever the building is open.

- **Fieldhouse court areas: Winter** Athletics has use of the fieldhouse basketball court from 3-7p, the end of October to the beginning of March, and of the artificial surface area from 4-7p in February and March. Otherwise, the field house is open to recreational users from 7-8:30a, 12-1:30p and 4-11:30p (M & TH), 4-10p (F) and all day on the weekends.
- **Fieldhouse court areas: Spring** In the event of rain, Athletics has use of the fieldhouse from 3-7p. Otherwise, it is open for recreation from 7-8:30 AM, 12-1:30 PM and 4-11:30p (M & TH), 4-10p (F) and all day on the weekends.
- **Fieldhouse track:** Generally available for recreational use except during PE golf and archery classes and intercollegiate events.
- **Fieldhouse Cardio Equipment:** is available for recreational use whenever the building is open except when reserved for PE class (i.e. Fushion Fitness)

#### **PE classes**

6. Tennis may be scheduled at the same time as golf **or** archery, but not both.
7. Running or fitness walking should not be scheduled at the same time as golf or archery.
8. Golf and archery should not be scheduled at the same time.
9. Squash classes are not scheduled for the two newest squash courts.
10. Crew, canoeing and sailing classes should not be scheduled at the same time.



### **Club Sports and Other Users**

Club Sports may reserve the field house through the Associate Director for Facilities and Operations for up to two sessions per week. They are generally given the last reservation block for courts 3, 4 and 5. Other facilities are available for use depending on availability. All clubs must fill out a facility request form. Decisions regarding use are communicated via e-mail. Requests by outside users are scheduled by the Associate Director for Facilities and Operations only in consultation with the Chair/Director. Fees are charged to non-College users for use of the facilities, custodial service, event manager and any clock operators, etc.

## **PERA Policy on Animals in the Workplace**

(September 2004)

Dogs and any other pets are not permitted in the workplace (Keohane Sports Center) at Wellesley College. The only exception is trained service animals for person with documented disabilities. Employees should not bring their pets with them to the campus without knowledge of this policy and adherence to leash issues.

This policy reflects a commitment to preserve a safe and comfortable working environment for all college employees, as well as students and others who visit or use office spaces. Offices are not appropriate places for animals and can distract employees from their work. Animals can create health problems and can make it difficult for some employees to work, particularly those with allergies. Dogs may frighten or alarm people. Should a dog or other pet injure someone, both the college and the employees could be liable in the event of legal action. In addition, pets on campus should always be on a leash or in owners control and should respect grounds and property. Owners are responsible for any destructive, or damage caused to grounds and property of Wellesley College.

This policy applies without exception in all work places at Wellesley College. (Note: this policy focuses on dogs, but applies to other pets as well.)

## **J-2 Communications and Reproductions**

### **Telephones**

- Instruments: The Administrative Assistant handles any problems related to the instrument or its function.
- Calls: An itemized bill of all telephone calls will be sent to the appropriate person who will monitor all telephone expenditures.

Physical Education - Connie Bauman

Athletics - Mindy Mangels

Facilities & Recreation - Martha Dietrick

- Calls are not exceed 20 minutes in length.
- Calling cards, cellular phones are to be used for personal calls.

### **Fax**

The fax machine located in the main Administrative Area is limited to business use only. Do not send lengthy documents. If you are expecting a lengthy document, try to be at the machine to receive it. Machine is for business use only.

### **Computers**

- The Administrative Assistant is responsible for setting up e-mail accounts on First Class.
- The Sports Information Director is responsible for department conferences on First Class.
- Problems with the operation of any department computer should be directed to the Help Desk at x 3333.

### **Copying**

The copy machine is for business use only. Print on both sides whenever possible to save paper. Seek assistance from the Administrative Assistant.

- Obtain a copy machine code from the Administrative Assistant/Office Coordinator. This code is monitored monthly.
- 1-25 copies, use department machine

- 26-100 copies, not ordinarily done, must get approval from the Administrative Assistant or Chair/Director).
- **over** 100 copies, not allowed on department machine. **Prior** approval is required and Copy Center forms must be initialed by the Administrative Assistant **before** the job is sent to the Copy Center. Fill out a Copy Center Requisition form from the supply cabinet, attach the pages to be copied, submit to the Administrative Assistant who will determine if the job may go forward. If approved, the Administrative Assistant will place the order in the Copy Center pick-up box. Indicate on the requisition form if you will pick-up or if delivery is required.

### **Printing**

Any project requiring printing will already be approved and in the budget. You must contact the Administrative Assistant to receive a Printing Requisition form.

### **J-3 AV Equipment and Office Supplies**

Under no circumstances should a department member develop printed materials for mailings without prior approval from the Associate Director of Athletics or Chair/Director. Obtain approval first.

#### **Coaches:**

Off campus mailings should be put in the tray located under the mailboxes. Mail should be bound with a rubber band and have an accurate piece count attached. If the mailing consists of more than 10 pieces:

- Use your name as part of the return address
- Leave envelopes with the same contents unsealed, with top flaps overlapping each other and bound with a rubber band
- Provide an accurate count of the number of pieces
- Leave in the tray described above

#### **All Others:**

The blue pouch in the mail room is for outgoing mail that is:

- On campus (do not use interoffice envelopes for students)
- Off campus (with or without postage)

Approval and handling of bulk mailings will be the responsibility of the Administrative Assistant.

### **Office Supplies**

Office supplies are for departmental purposes only. It is expected that department members will only take supplies as they are needed. It is also expected that whatever materials can be recycled will be, i.e. manila folders (use a new label) and mailing envelopes (large manila and padded ones).

Each office is furnished with:

11. Tape dispenser and tape

- Stapler and staples

- Ruler
- Scissors

The supply cabinet will contain:

- Paper (lined and copying)
- Pencils and pens
- Paper clips
- Wellesley College envelopes (limited supply)
- Please fill out the form (ex: shown below) located on the PERA website at <http://www.wellesley.edu/athletics/PE/PEadministration/index.html> and submit to the Office Coordinator and all orders will be filled within 48 hrs.

Special requests for items not regularly stocked must be made through the Administrative Assistant who will submit them to the Chair/Director for approval. Stationery is generally ordered once per year.

## Office Supply/AV Equipment Request

(Orders will be filled within 48hrs, unless otherwise specified)

Date Submitted:	Date Needed:
Submitted By:	Ext.
Destination drop off: (please circle)      Office      or      Mailbox	

Qty.	Item/Description	Reason/Comment

Please return form electronically or to Jill Cahill St. Peter's Mailbox. THANK YOU

## **Audio-Visual Equipment**

The Department's audio-visual storage room is located next to the Mail room. The door should always remain locked. Reservation and check-out of the equipment will be on a first-come, first-served basis. The instructional program will have priority Monday through Friday from 8:30-3:30p. The athletic program will have priority on weekends and after 3:30p on weekdays. If there are overlapping requests, please work with one another to find a compromise.

### **Procedures:**

- To reserve equipment, fill out the correct box on the day(s) you want the specific piece of equipment. Include your name, the time you will pick up equipment, time you will return it, and where you will be using it. The calendar is for the entire year so that you may reserve equipment well in advance.
- If you change your mind about using equipment you have reserved, please erase your reservation as soon as possible so that someone else will have the opportunity to check out that equipment.
- If you check out equipment overnight, you must return it by 8:30a the following morning unless otherwise noted. Even if you looked prior to taking the equipment and no one had reserved it for the following morning, please return it by 8:30a as someone may have reserved it after you left.
- Please be considerate of the next user: if you used batteries, run them down completely then recharge them. Whenever possible, please use the electrical power source. The batteries take 2 hours to recharge so plan accordingly.
- Allow adequate time prior to using the equipment to make sure you have battery power, extensions cords, tapes, light bulbs, etc.
- Replacement of equipment that is lost or stolen while checked out to you is your financial responsibility. Do not leave equipment unattended for any reason.
- If the equipment is not working properly or if you have requests for future equipment purchases, please submit comments in writing to the Administrative Assistant.
- Media Services at ext. 2369 has a vast inventory of equipment available for check-out by faculty. Advance reservations (48 hours) are mandatory.
- Blank video tapes (VHS and Mini) will be distributed. Specific requests should be directed to the Administrative Assistant/Office Coordinator.
- Please take it upon yourself to become familiar with the specific equipment that you expect to use this year. Instructional manuals are available upon request.

**Directions for the Use of AV Equipment PERA 205 (the Classroom)**

<b><i>Media Usage</i></b>	<b><i>Instructions</i></b>
<b>Available Sources</b>	<b>PC Computer</b> <b>VCR:</b> For playing back VHS or SVHS tapes. <b>DVD:</b> For playing DVDs <b>WCVN:</b> (Wellesley College Video Network) <b>Laptop connection</b>
<b>Projection Screen</b>	To Lower or Raise the Electric Projection Screen: Press the “ <b>Screen UP</b> ” or “ <b>Screen DOWN</b> ” buttons on the Extron Switcher, or use the screen’s “ <b>Up</b> ” and “ <b>Down</b> ” controls on the wall next to the equipment rack.
<b>Turning on the LCD Projector</b>	Locate the <b>gray Extron Switcher</b> located below the VCR in the equipment rack. To turn on the projector, press and hold for 5 seconds the “ <b>DISPLAY POWER</b> ” button. The “DISPLAY POWER” button will light up. The projector will take approximately 45 seconds to reach full brightness.  ** If the projector <b>does not turn on</b> or if it doesn't display properly, please call the Help Desk at x3333.
<b>Projecting from a PC</b>	<ul style="list-style-type: none"> <li>• Turn on the PC.</li> <li>• Select the PC button on the Extron System 7 switcher.</li> </ul>
<b>Projecting from a Laptop</b>	One can connect a laptop to the display system by using the <b>FRONT PANEL INPUT (Computer Laptop Input)</b> on the Extron Switcher. Connect the VGA/audio cables ( <i>located in the Remote Control Storage Bin</i> ) to the “ <b>COMPUTER</b> ” connection on the front of the Extron Switcher, and connect the other end to the laptop. Press the “ <b>7</b> ” button on the Extron Switcher to display the laptop screen.
<b>Volume/Mute/Sound</b>	<ul style="list-style-type: none"> <li>• Rotate the “<b>VOLUME</b>” dial located on the Extron Switcher.               <ul style="list-style-type: none"> <li>○ You must hit the PC button and the overhead projector button. Also turn the sound button (black knob) on the Extron system.</li> </ul> </li> </ul>
<b>Projecting from the</b>	<ul style="list-style-type: none"> <li>• Insert the videotape into the VCR located in the equipment</li> </ul>



<b>VCR</b>	<p>rack. Press the “<b>VCR</b>” button on the Extron Switcher.</p> <ul style="list-style-type: none"> <li>• Press the play button on the VCR.</li> <li>• Use the VCR's remote control located in the equipment rack's <i>Remote Control Bin</i> to <b>play, pause, stop, rewind and fast-forward</b>.</li> </ul>
<b>Projecting from the DVD player</b> (USA Only DVDs)	<ul style="list-style-type: none"> <li>• Press the “<b>DVD</b>” button on the Extron Switcher.</li> <li>• Press the open/close button on the player.</li> </ul> <p>Insert a DVD into the Sony DVD player in the rack.</p> <ul style="list-style-type: none"> <li>• Press the play button on the DVD.</li> </ul> <p>Use the DVD's remote control located in the equipment rack's <i>Remote Control Bin</i> to <b>play, pause, stop, rewind, fast-forward and to access the menu</b> buttons.</p>
<b>Watching Cable (Wellesley College Video Network)</b>	<ul style="list-style-type: none"> <li>• Press the “<b>WCVN</b>” button on the Extron Switcher.</li> <li>• Use the “<b>Up</b>” and “<b>Down</b>” buttons on the TV tuner in the rack.</li> </ul>
<b>Turning off the Projector</b>	<ul style="list-style-type: none"> <li>• To turn the video projector off, press and hold for 5 seconds the “<b>DISPLAY POWER</b>” button on the gray Extron Switcher. The projector cannot be turned back on for at least one minute while the lamp is cooling. Nothing else needs to be done.</li> </ul>



**Physical Education**

**Recreation**

**Athletics**

**New Faculty Orientation**

**WELLESLEY COLLEGE**  
PERA New Faculty Orientation  
Thursday, August 20, 2009  
1:30-3:00pm

**AGENDA**

*PERA is the catalyst for all students to LEARN, PLAY, COMPETE and achieve an active balanced lifestyle.*

- I. Welcome and Introductions – Belgiovine**
- II. PERA 08-09 Annual Report and Strategic Plan – Belgiovine**
- III. PERA Department Success and Excellence**
- IV. PERA Department Operations – PERA Admin Page (Login: gobblue [click enter])**
  - A. General Start-Up Items (BB)**
    - 1. People You Need to Know
      - a. PERA Org Chart and Committee Structure
      - b. On Campus Constituencies - PERA Directory and Wellesley College online Directory (B-9)
    - 2. Human Resources- Paperwork Checklist & HR Benefits Review (G 6 & 7)
    - 3. Dean's Office- Contract Review and Acceptance (if not already complete); R & P Guidelines (H1)
    - 4. Controllers Office- Relocation reimbursement (if applicable)
  - B. Support Services (MD/AE)**
    - 1. Campus Parking Permit, OneCard (Building Access), and Motor Pool (Driving Test)
    - 2. Traditional Schedule logistics (Travel and Meals); Considerations for future planning (E2)
    - 3. ProCard (Dept. Credit Card) – Appropriate Use and Limitations
    - 4. Expense Reports- Recruiting, Team Travel, Fundraising, Prof Develop (E Section)
  - C. Athletic Administration- Compliance, Student Leadership & Recruiting (MM)**
    - 1. NCAA Compliance and Wellesley College expectations and protocol
    - 2. Preseason, Traditional and Non-Traditional Schedule Planning (D2)
    - 3. Annual Recruiting Plan- Budget Planning and Approval Process (E7)
    - 4. SEQ Procedure and Student Leadership
    - 5. Hiring Procedure & Expectations of Assistant Coaches
    - 6. Expectations regarding Vacation/Absence (G1)
    - 7. Fundraising- Considerations and Procedures (I5)

**D. Facilities & Operations (MD)**

1. Policies and Procedures for using the facility (J1)
2. Program Equipment- Current Status and Inventory
3. Managing Purchase Orders & Invoices
4. Department Issued Gear- For Students & Employees
5. Department Coordinators- Roles & Responsibilities
6. Student Workers- Role & Responsibilities
7. AV Equipment & Office Supplies – Jill Cahill St. Peter oversight (J3)

**E. Teaching Component (CB/TW)**

1. PE Schedule, Syllabi, Calendar (C1)
2. Registration, Rosters, Credit for Athletics, Restricted List (C2)
3. Class Procedures – First Day of Class (C3)
4. Physical Education Policies (C4)
5. Non-Traditional Credit (C5)
6. Injury Procedures (C6)

**F. Sports Information & Technology (LF) (E6 Section)**

1. Pre and Post Competition Communication
2. Home Contest- Roles and Responsibilities
3. Coaches Profile and Recruiting Brochure
4. FOWCA Coaches Corner Write-Ups
5. Interacting with our Website
6. Navigating Wellesley College Specific Technology- FirstClass (Email), Meeting Maker, PERA Admin Page

**G. Evaluation of Success**

1. Full-time Faculty (teacher-coaches) follow PERA Reappointment & Promotions Guidelines (H1) – Attend Academic Council and all PERA department meetings.
2. Part-time Faculty (teaching) report through Connie Bauman – SEQ's
3. Assistant Coaches are evaluated by Head Coach and report through Mindy Mangels – Form to be completed by Head Coach with input from Assistant
4. Develop, Discuss and Review Goals for sport and individual performance and progress

**H. Key College and PERA Department Meetings**

- a. 8/24 at 9:00a – Athletics Start-up meeting (Classroom) **Coaches/Admin**
- b. 8/25 at 1:00p – PE Start-up meeting (Classroom) **FT Fac/Select Admin**
- c. 8/26 at Noon – New Faculty Orientation (Pforzheimer Learning & Teaching Center)
- d. 9/3 at 3:30p – FY PE Orientation (Fieldhouse) **“All hands on Deck”**
- e. 9/8 at 4:30p – Convocation, Amphitheatre (rain location Alumnae Hall) **ALL**
- f. 9/9 at 6:00p – Student Athlete Pasta Kick-off Picnic (Upper Field) **ALL**
- g. 9/10 at 5:00p – PT Faculty Meeting (Classroom) **PT Fac/Ass't Coach that teach**
- h. 9/10 at 6:30p – Social at Bridget's House (11 Waban Street) **ALL**
- i. 9/15 at 4:15p – Academic Council, 6pm - reception at president's house **FT Fac**
- j. 9/30 at 9:00a – PERA Department Meeting **ALL**
- k. 10/2-4 Homecoming/Family & Friends weekend **“All Hands on Deck”**

