Pomona College Handbook for Department Chairs, Program Coordinators, and Directors

2024-25

Contact Information in the Dean's Office

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Overview of Department Chair Responsibilities

Advising and student engagement
- Advise senior majors on graduation requirements
- Consult with department student liaisons to identify issues, concerns and needs
- Organize or delegate organization of information sessions for current and prospective students on the major, graduate study, and other "life after Pomona" options
- Approve credit for off-campus courses

- Advise un-reassigned advisees for faculty on leave
- Approve major declarations for students without assigned advisors in the department
- Ensure appropriate reporting to the registrar (senior thesis information, distinctions in the senior exercise, etc.) and dean of students (awards)

Curriculum
- Coordinate staffing of department's curriculum
- Oversee the submission of course schedule
- Ensure accuracy of course catalog copy and oversee revisions
- Lead ongoing curricular planning and assessment
- Coordinate submissions to Curriculum Committee for new courses and for changes in major and minor requirements
- Review departmental grade distribution information, and discuss department grading norms as appropriate

Budget
- Develop annual budget in consultation with department and academic coordinator on the Tidemark budget system
- Monitor department expenditures; approve expenses in Workday
- Oversee the development and submission of equipment and alteration requests in consultation with the department, the academic coordinator and the facilities office
- Coordinate preparation of requests for new faculty positions

Meetings
- Schedule and chair department meetings at least once a semester.
- Supervise preparation of minutes
- Attend department chair meetings (approximately three each semester) with the dean and one annual budget planning meeting with the finance office
- Participate, as needed, in faculty review meeting(s) and parental leave planning meeting(s) with the dean

Personnel
- Act as mentor to assistant professors and visiting faculty
- Supervise support staff
- Assign responsibilities and tasks as consistent with job description
- Set priorities
- Conduct and submit annual performance reviews of staff
- Review end-of-semester course evaluations for all department faculty
- Write temporary faculty evaluations
- Assess need for temporary faculty and submit request for temporary faculty to dean's office
- Recruit and recommend new staff appointments with support from the human resources office
- Complete mandatory training (e.g. AB1825) for supervisors
- Mediate conflict among peers
- Mediate student complaints about faculty performance

- Communicate concerns and issues to the dean of the college

Planning
- Plan and coordinate faculty leaves
- Work with dean's office on space planning and renovation projects
- Coordinate department assessment plan
- Prepare department letters of support for leave requests

Faculty Personnel Review
- For FPC reviews:
  - supervise the solicitation of student letters; solicit external referee letters and letters of information
  - Ensure that the materials are uploaded to Watermark for review
  - Call and chair one or more department meetings to discuss the case
  - Draft the department letter for Faculty Personnel Committee

Reports
- Coordinate preparation of annual report (including assessment of learning outcomes and other special reports, e.g. diversity in the major)
- Oversee submission of search reports
- Coordinate preparation of self-study document for program reviews
- Prepare department letter of support for certain faculty fellowship applications

Additional duties for chairs of departments with laboratories and studio facilities:
- Monitor laboratory and studio safety and communicate with the associate dean and safety-related committees (Animal Care and Use, EHSO, IRB/human subjects research)
- Oversee maintenance agreements and service contracts for lab equipment (working with associate dean and the faculty users)
- Oversee licensing of x-ray instrumentation, radioisotopes (including neutron howitzer in Chemistry)
- Manage department needs during summer research (SURP projects)

Other Issues
- Chairs of departments with safety concerns must make sure the department faculty and staff are fully trained in safety protocols in collaboration with the Environmental Health and Safety Officer.
- The chair should refer faculty who are seeking support or looking for outside funding to Dean Gerstein, Director of Sponsored Research (ext. 18328) or Martina Ebert, Senior Director of Foundation Relations and Strategic Initiatives (ext. 18141)
- The chair is the first person usually approached when students, faculty, or staff members have or cause difficulties. The chair is expected to share the discrimination and harassment policies set forth in the Faculty Handbook[1] with departmental faculty, including temporary faculty, and to participate in the online College Supervisor Anti-Harassment training.

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1 https://www.pomona.edu/sites/default/files/faculty-handbook.pdf

- Departments can sell t-shirts and other department-specific promotional items to students, but academic coordinators should not be responsible for taking payment. Please contact Mary Lou Woods (ext. 18135) for further information.

Departmental Planning

Availability

The department chair presents the views and requests of the department to the administration. The department chair be available in the department and hold regular office hours and regular department meetings.

Curriculum Overview and Catalog Planning

The course catalog contains a description of graduation requirements for each department or program. The chair ensures that required courses, such as introductory courses and courses that are taught annually to keep up with demand, are scheduled and staffed. In general, faculty on continuing appointments should teach required courses. If you cannot staff required courses due to continuing faculty members' leaves and sabbaticals, you should request hiring a visitor through the temporary faculty request process in the fall of the previous academic year. The dean is always available to consult with chairs in planning for future temporary or permanent staffing needs. Requests must be made before all the funds for such courses are allocated, so please observe the deadlines established on the chairs calendar.[2] The chair is encouraged to include Student Liaisons in departmental/program conversations regarding curricular planning, as appropriate.

Planning Sabbatical and Other Leaves

Long-term sabbatical planning should be included as part of the department's annual report. The impact of leaves on other programs in which the faculty member teaches should be taken into consideration when choosing temporary replacements.

Advising

See the Faculty Handbook for general information regarding advising responsibilities. When faculty members go on leave, their advisees must be assigned a temporary advisor. As a first step, the registrar assists the advisor by formally notifying advisees about their advisor's impending leave and providing them with a form on which to declare an interim advisor. If students do not select a temporary advisor, advisees are automatically assigned to department chairs and program coordinators. The chair or coordinator may appropriately distribute these remaining advisees among members of the department, informing both the advisees and the registrar's office of the new arrangements. Anyone serving as an interim advisor is given access to the student's academic record on the college portal. The regular and interim advisors, as well as department chairs and program coordinators, are notified of the student's selection of or assignment to an interim advisor. The intention is that no student should be without an explicitly identified advisor and that all faculty associated with interim advising are aware of their role. Students' permanent advisors should notify the interim advisors of any relevant agreements or issues.

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2 https://www.pomona.edu/administration/academic-dean/governance/chair-calendar

Changes to Majors and Minors

All changes to majors or minors must be approved by the Curriculum Committee. To be included in the next catalog, all proposals for such changes should be submitted to the registrar by the deadline. The chair is encouraged to include Student Liaisons in departmental conversations regarding changes to majors and minors, as appropriate.

Departmental Self-Studies and External Review Team Visits

Approximately every seven to ten years, each department and program conducts a self-study [3] and hosts a review team visit. Under the chair's guidance, the department or program faculty members begin by collecting evidence and using it to analyze the curriculum, student learning outcomes, and other issues. The department writes a report on their findings, which will provide the basis for a visit from a team of external reviewers selected by the associate dean for curriculum in consultation with the department and the dean of the college. The self-study and the external reviewers' report will serve as the basis for discussions among the department or program and the administration about revising courses, staffing, facilities, and support. The reviewers' report will be kept confidential, released only to the department or program members, the administration, and the Faculty Position Advisory Committee.

Informal Departmental Reviews

Between these major reviews, the department may study its curriculum and make such revisions as it deems appropriate, after dialogue with the Curriculum Committee. In addition, the Curriculum Committee may request that the department revise its contributions to the breadth of study requirements. Chairs should consult with the dean of the college if such changes might require more department funding.

Support for Course Improvements

Individual faculty members may apply for grants from the Wig Fund [4] for Teaching to support curriculum development, teaching innovation, auditing of a course taught by another faculty member, or travel to a conference about pedagogy.

Department chairs may use departmental funds to purchase iPads through ITS or Huntley Bookstore (to ensure data security) **upon approval of the dean**; however, the College will not pay for data plans since most functions may be accessed over free wireless networks. This policy is consistent with the previous elimination of cell phone allowances. Temporary wireless internet access charges, incurred while traveling on college business, can be reimbursed **upon approval by the department chair**. As with all equipment, iPads remain the property of the college. For more information about technology purchases, see the section titled "Purchase of Technological Equipment," below.

Purchase of Technological Equipment

To provide the most consistent and highest quality support for technology on the Pomona College campus, the ITS department must approve all purchases of technology hardware and software in advance of purchase, and the ITS department must handle all purchasing for

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3 https://www.pomona.edu/administration/academic-dean/departmental-self-study
4 https://www.pomona.edu/administration/academic-dean/funding/teaching-and-learningr

technology hardware and software. [Please review their policies here and request support for purchasing technology.](#)

Budget Responsibilities

The chair oversees budget decisions and allocations of department resources. Management of the current budget is part of the chair's responsibility, as well as the preparation of the proposed budgets for the following year. The chair proposes the budgets for ongoing departmental expenses, student wages, equipment and alterations, and special budget requests to the dean of the college.

Budget Monitoring
The chair should review the department's accounts in Workday regularly to ensure that funds are spent appropriately and that the bottom line of the budget is not overspent. Although the chair works in close consultation with the department's academic coordinator, this responsibility cannot be delegated. Any expenditure of "leftover" funds at the end of the year (e.g., for equipment) must be approved by the dean. Chairs are encouraged to budget for equipment from the equipment and alterations (E&A) budget. Each department has an academic budget consultant (an associate dean) delegated to help with budget questions. The list of academic budget consultants can be found in this handbook by using the search function.

Reallocation
Except for student wage budgets, the finance office may allow chairs to reallocate funds from one category to another during the year to meet needs, but spending funds in excess of the total departmental bottom-line operating budget is unallowable. There is no contingency fund, so chairs should not reallocate funds early in the year if they may be needed later.

Student Wages
The student wage budget is for hiring Pomona students, and departments may not exceed the student wage budget allocated to them. Each Pomona student has an allotment established by the financial aid office. Students may hold as many jobs as they wish as long as their earnings do not exceed their allotment. A supervisor will be able to request an increase in a student's allocation for a particular job if the department has sufficient budget to cover the cost. Students holding positions in which the anticipated earnings exceed their work allotment are expected to hold only one job. Students will not be granted allotment increases in order to work multiple jobs. Once a student is hired, the department should work with the human resources office to complete all required paperwork before the student begins working. If needed, the supervisor should contact the financial aid office to adjust the student's work allotment in order to avoid disruption in work. The policies around this issue are subject to change in the event of extraordinary circumstances.

Funding for Committee Work
Currently, there are no funds for administrative support for committees or for refreshments or other incidentals for committee meetings. It is recommended that committee members share resources on Box or Sakai to avoid incurring copying costs prior to requesting funding for copies from the dean's office.

Budget Request Process

Every late October or early November, the finance office hosts a meeting to inform chairs about the general parameters of the budget process, including an overview of the Tidemark budget system. Finance office staff also hold small-group training sessions to teach chairs how to use Tidemark in November. In late November or early December, chairs will gain access to their budgets in Tidemark. The finance department sets a budget for general department operating expenses. There are three ways to propose budget increases:

1. Requests for equipment and alterations (E&A)
2. Requests for student wage budget increase
3. Special Budget Request for one-time or ongoing expenses

All three types of requests are accomplished in the Tidemark system, so it is important to attend the budget breakfast meeting as well as the Tidemark training with the Finance Office staff.

In each case, the associate deans and the dean of the college will review the recommendations and may make changes before submitting the budgets to treasurer's office. If the department did not use all its funds due to unusual circumstances in the previous fiscal year, a note explaining the circumstances to the deans would be helpful.

Types of Funds and Their Uses

Departments may have access to different kinds of funds. Unrestricted funds can be used for any reasonable purpose relating to departmental business, in accordance with college policy. Restricted funds are to be used for specific purposes only.

Types of Restricted Funds

There are two types of restricted funds. One type, sometimes known as a gift account, does not accrue interest and will disappear when spent. The other will replenish itself from the endowment investment process; in these funds, only the accrued income can be spent. Your department may have restricted funds that endow library resources, supplies, specific equipment, research in the department, student awards, lectureships, any use in the department, or any use in the college if the department does not need them.

The finance office can provide information about whether a fund is restricted or unrestricted. The advancement office can provide information about the expenditure rules on restricted funds.

Classroom Alteration Procedures

Because classrooms belong to the college rather than individual departments, all requests for alterations to a classroom should be made through the Equipment and Alterations Process, which are approved by the Vice President of Academic Affairs in consultation with the registrar. Requests will be reviewed for merit, and the campus facilities and services office will be consulted when appropriate.

Grants Management

Institutional Signature Requirements: Director of Sponsored Research Dean Gerstein (ext. 18328) normally signs off on grant proposals for Pomona College. Government regulations

require proposals to be reviewed for institutional commitments and other issues, so timely submission of the proposal is very important. Pomona College has an invention development agreement with Research Corporation Technologies, which anyone expecting to produce patentable items should review. This procedure is described in the Policy on Patents and Copyright in the [Faculty Handbook](#).

Required Reviews: Proposals that involve human participation or animal research must be reviewed and approved by the Institutional Review Board (coordinated by the Associate Dean for research) or the Animal Care and Use Committee (coordinated by the chair of the committee) before grant proposal submission. Both committees involve people from off campus, so allow time for review. The [Institutional Review Board](#) [5] convenes four times during the fall and spring semesters. Research with human subjects, including research conducted by students, must also be reviewed by the Institutional Review Board. Please contact the associate dean for research if you have questions about any of these government review processes.

Government Grant Accounts: When faculty members or departments receive grants from government agencies, these grants are assigned special account numbers and are monitored by the Finance Office. Ha Thai Phan (ext. 18628) sets up such accounts. The College presently awards 10% of indirect costs (salary basis) on external grants to the principal investigator to be used for expenses associated with their Pomona College research scholarship. The Finance Office will set up an incentive account for these funds as well. Principal Investigators are responsible for handling required grant reporting. The finance office offers support for financial reporting. Government grants (including subcontracts) are overseen by Director of Sponsored Research Dean Gerstein.

Private Foundation and Other Non-governmental Grants: Please contact Senior Director of Foundation Relations and Strategic Initiatives Martina Ebert (ext. 18141) in the office of advancement for support with seeking and managing other grants.

Small Research and Travel Grants: The associate dean for research oversees and allocates funding for these small research grants and travel grants. Grants Administrator Andy Schuster is responsible for fund transfers and financial transactions for these internal grants. The department is responsible for processing and tracking expenses on these accounts. Leftover funds will roll over, and the department may allocate unused funds to other travel and research-related projects at the discretion of the department chair.

Large Research Grants/Hirsch Grants: In partnership with the Research Committee, the associate dean for research oversees and allocates funding for these programs; the dean's office releases a call for applications in the fall semester. The department is responsible for processing and tracking expenses on these accounts. Research grants must be used or returned by the end of fiscal year, June 15. Return of funds happens automatically and without prior notification.

Sontag Fellowships: The dean of the college and associate dean for research authorize expenditures for Sontag Fund Fellowships, which are tracked in Workday.

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5 https://www.pomona.edu/administration/academic-dean/research/regulatory

Hiring on Grants: Faculty and staff funded in full or in part by external grants have the legal rights and responsibilities of Pomona College employees and are subject to the policies, procedures and practices of both the sponsoring agency and the college. Information on proposed staff levels, staff salaries and applicable benefits should be discussed with the human resources office.

Cost Overruns: Expenses in excess of awards will not be paid by the College, and overdrafts must be covered by the individual awardee.

Health and Safety Management

The associate dean for research oversees the Institutional Animal Care and Use Committee and the Institutional Review Board (IRB) for human subject protection. The associate dean for research also oversees environmental health and safety and ensures radiation safety policies are up to date and effectively implemented. The Environmental Health and Safety Officer, Sean Young (ext. 77359), oversees the environmental chemical safety and biosafety plans and handles chemical waste disposal. Contact the associate dean for research for more information about environmental health and safety at Pomona College.

Training
General office safety training for departments and offices (labs not included) is provided to all supervisors, including department chairs, through the Human Resources Office. There is a legal requirement for this training and for posting safety information in a noticeable place.

DART and Earthquake Safety
In each campus building, a Disaster Assistance Response Team (DART) member and backup(s) have been designated and have responsibility, in the event of an emergency, for the orderly exit of building occupants to a designated evacuation site in the event of a lockdown situation. DART members and backups are responsible for training occupants about emergency preparedness protocols related to the campus as a whole, as well as building-specific protocols. They also report building safety issues to the Office of Facilities and Campus Services. Emergency preparedness training for DART members and backups is conducted each semester prior to campus emergency drills.

Personnel Decisions

The personnel decisions of the department, with regard both to faculty and staff, are initiated and guided by the department chair. In hiring, evaluation, contract renewal, tenure, and promotion, the department chair is in charge of designing the process, in consultation with the department and the administration, and ensuring its proper operation and conclusion. Faculty reviews are conducted as described in the Pomona College Faculty Handbook[6], with particular attention to the development of skills by new faculty members, and staff reviews are conducted annually in a process described in an annual message from the assistant vice president for human resources. The sabbatical leave schedule is planned by the chair in consultation with the dean in such a way

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6 https://www.pomona.edu/sites/default/files/faculty-handbook.pdf

that the department can continue to conduct its curriculum. Other faculty personnel issues should be brought to the attention of the dean of the college.

Supervision of academic coordinators and other departmental staff members is one of the department chair's most important responsibilities. The chair should be familiar with the [Pomona College Staff Handbook](https://www.pomona.edu/sites/default/files/staff-handbook.pdf) [7], particularly the section related to staff performance evaluations, and chairs should not hesitate to consult the dean of the college or the assistant vice president for human resources about staff issues. See the section titled Staff Evaluations in this handbook for more information.

Coterminous Faculty

Affiliated Faculty
Description: Affiliated faculty are staff with courtesy faculty appointments; faculty status is dependent upon the successful performance of their duties as a staff member.

Benefits eligibility: Affiliated faculty are eligible for vacation and sick leave accrual, requiring the monthly submission of timecards, and all other staff benefits.

Responsibilities overview: Affiliated faculty may teach courses, but their position does not require that they do so. Position descriptions maintained in the Human Resources Office detail job responsibilities, mainly consisting of administrative functions. Because these positions are administrative in nature, it is expected that affiliated faculty will normally be available during business hours throughout the calendar year. Affiliated faculty are not expected to advise students, supervise theses, or serve on faculty committees that fall outside of those directly related to their office or program.

Review process: Affiliated faculty are reviewed on an annual basis using the staff evaluation system as appropriate. Scholarly activity is expected for rank promotion.

Collegiate Faculty
Description: Collegiate faculty are staff whose primary responsibilities are related to the curricular needs of the College, including a significant percentage of time in the classroom. Faculty status is not retained upon termination of the staff appointment. New and replacement collegiate faculty positions must be vetted by the Faculty Position Advisory Committee. New and replacement collegiate faculty positions at the rank of associate or full professor must also be vetted by the Faculty Personnel Committee, the Cabinet, and the Board of Trustees.

Benefits eligibility: Collegiate faculty are eligible for faculty benefits including sabbatical leave, faculty parental leave, and the faculty mortgage program; they are not eligible for vacation or sick time accrual.

Review process: Collegiate faculty are evaluated annually using a modified version of the professional activity report. Scholarly activity is expected for rank promotion.

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7 https://www.pomona.edu/sites/default/files/staff-handbook.pdf

Responsibilities overview: Duties in addition to administrative responsibilities include teaching as arranged with the supervisor, but generally consisting of two or more courses per academic year; faculty committee service; student advising; and participation in departmental matters, including support to the curriculum.

Target of Opportunity Hires

Pomona College faculty have two ways of recommending new and replacement tenure-track positions at the College. The first and most common is to request authorization for a national search open to all qualified applicants. A department or program may initiate this process by applying to the Faculty Position Advisory Committee, whose procedures and guidelines are found in the [Pomona College Faculty Handbook](#)[8]. An alternative way to request authorization is through the uncommon vehicle of a Target of Opportunity (TOP) hire, which involves the hiring of a person of such outstanding quality (either on our own campus or at another institution) that an appointment will bring the college distinction in the areas of teaching and scholarship, including the mentoring and advising of a diverse student body. More information about the TOP process can be found in the Pomona College Faculty Handbook by searching the term "Target of Opportunity" or using the Smart Table of Contents.

To arrange times for a TOP candidate's interviews with the dean and president, the chair should contact the dean's executive assistant, Kerry Roccia at ext. 18137 or via email. To arrange times for the chair's meeting with the FPC, the chair should contact Associate Dean Janise Roselle via email as soon as possible after submitting the FPAC proposal.

Recruiting and Hiring Temporary Faculty

The following process applies to hiring part-time and full-time temporary faculty members.

Overview: During the fall semester, the dean's office emails a survey to chairs and coordinators about the need for temporary faculty replacements for the following academic year. Surveys must be filled out completely in order to have full consideration. Please note that sabbaticals are normally not replaced, while leaves without pay are usually at least partially replaced.

Job description: Once the dean has approved the position in writing, the department should draft the job description and e-mail it to the associate dean/diversity officer for approval. The teaching load for all full-time visiting appointments is five courses per year. Temporary faculty are not contractually obligated to advise senior theses; any advising of senior theses must be arranged in consultation with the dean's office.

Recruitment: Chairs should speak with all candidates about their teaching experience, teaching philosophy, and approach to supporting a diverse student body before inviting them to campus for an interview. Although the dean's office does not cover travel expenses, the dean may provide a limited amount of funding for on-campus expenses (typically lunch). If the department will need funding from the dean's office, chairs should apprise the associate dean for diversity before the candidate visits campus.

Interview Process:

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8 https://www.pomona.edu/sites/default/files/faculty-handbook.pdf

Full-time temporary positions (five courses per year): The associate dean for diversity will interview candidates **who have not previously worked at the college** for full-time temporary positions. Please submit the candidate's job materials at least two days before the interview.

The associate dean does not interview candidates for temporary full-time positions **who have previously worked at the college**; however, the department chair should interview these candidates if they have not continuously served in the position.

Part-time temporary positions (fewer than five courses per year or less than a one-year appointment): The associate dean does not interview candidates for part-time temporary positions; however, at least one department member should interview the candidate.

Faculty Search Reports do not need to be filled out for temporary positions. Neither the dean nor the president interviews candidates for temporary faculty positions.

It is helpful to assess the employment eligibility of the selected candidate in order to determine if they can be on payroll when classes begin (see more below in the section titled "employment eligibility"). Since neither US citizenship nor national origin can be a criterion for hiring, the interviewer may ask a question like, "Pomona College does not sponsor H-1B visas. Do you find our policy an impediment to your securing the appropriate legal documents that permit you to work here?"

Hiring Process: For all temporary appointments (including *new* temporary full-time appointments, *returning* full-time appointments, *new* temporary part-time appointments, and *returning* temporary part-time appointments), the department chair recommends the appointment to the associate dean, and if it is approved, the department chair informs the candidate that the dean's office will extend a job offer and a contract. Chairs should not engage in salary negotiations with candidates.

If the candidate is a relative of the immediate supervisor (department chair), another person or group of people should evaluate and recommend the hiring in order to abide by the College's policy on the employment of relatives (this policy can be found in the [Faculty Handbook](https://www.pomona.edu/sites/default/files/faculty-handbook.pdf) [9]).

Employment eligibility: Chairs should explain that candidates must be able to provide proof of authorization to work in the United States. The college will not assist candidates for temporary positions who are not U.S. citizens or permanent residents in obtaining an H-1B visa. If a candidate is eligible for another type of work authorization, the candidate should let the dean's office know. For temporary positions described in this section, it is the responsibility of the hired person to obtain proper visas, if necessary. Note that if the person selected and hired is not able to provide proof of authorization to work in the United States before classes start, they may not be placed on payroll. It is the responsibility of the department chair to arrange for course coverage in such an event. Departments have experienced delays that have taken up to an entire semester longer than expected.

Deadlines, contracts, and other policies: In order to meet deadlines imposed by state labor laws, recommendations for hires must be made by June 10 for temporary faculty with a start date of July 1, and by July 10 for temporary faculty with a start date of August 1. Chairs should contact the dean's office with questions about start dates for temporary faculty.

Please note that the signed contract must be returned and all hiring procedures must be completed *before* the deadline specified in the "Special Remarks" section of the contract. For more details, please see the "Recruiting for Temporary Faculty Positions" appendix.

Welcoming your visitor: The department is responsible for ensuring that there is adequate office space for the visiting faculty member. For questions about office space, please consult the associate dean for research. Visitors are invited to join the new faculty orientation at the start of the fall semester.

Recruiting and Hiring Tenure-Track Faculty Members

Recruiting Procedures for Faculty
Recruiting and hiring tenure-track faculty at Pomona College is a process shared among the president, dean, associate dean/diversity officer, search committee chair, and the department or program faculty. Each of these people plays an important role in the search.

The president is the only staff or faculty member at the college who is authorized to hire tenure-track faculty. For visiting and part-time positions, the president routinely delegates this prerogative. But because of the importance of tenure-track positions, the president remains central in every tenure-track appointment. The president alone who appoints and signs the contract.

The vice president for academic affairs and dean of the college (1) bears ultimate responsibility for the integrity of the search and maintaining appropriate search procedures; (2) sets parameters within the search and negotiates terms of employment with final candidates for the position; and (3) recommends a candidate selected by the department to the president for hire.

The associate dean of the college (1) aids the dean in maintaining search procedures and (2) serves as the College's diversity officer, paying attention to this important aspect of each tenure-track search. The associate dean, for example, determines whether a pool is sufficiently diverse and the search has been sufficiently inclusive.

The search committee chair (usually, but not always, the chair of a department or the coordinator of a program) supervises and manages the search at the department level on a day-by-day basis, and is responsible for dealing directly with all candidates (and their materials) throughout the search, at least up to the moment when the dean makes the official offer and negotiates terms of employment. The search committee chair is also responsible for soliciting input from all relevant parties, including non-departmental faculty, students, staff, and administrators as appropriate.

The department's administrative assistant or academic coordinator is in charge of maintaining and organizing the search materials, making the dossiers available to the appropriate people, and helping the search committee chair arrange on-campus visits.

The search committee is responsible for selecting the candidate to be recommended to the president for appointment. The administration (president, dean, associate dean) reviews only those candidates recommended by the search committee.

The department or program faculty is responsible for ratifying or modifying the decision of the search committee. Technically, the recommendation of the search committee is a recommendation to the department or program, and it is the department or program that formally recommends an appointment to the dean and president.

A search is successful when (1) the search committee finds one or more finalists acceptable for the position and makes a recommendation to the dean and president; (2) the associate dean finds that all procedures, including those relating to diversity, have been followed; (3) the dean agrees with the department's preferred choice of acceptable candidates; and (4) the president agrees with the dean. If any of these pre-requisites is not met, the dean and associate dean will meet with the search committee to try to resolve differences. The dean and president typically defer to the department's judgment if they differ on which candidate is preferred among two or three acceptable candidates. At no time may the president appoint a candidate unacceptable to the department.

The dean or department may halt a search at any stage before its completion. The reasons for closing down a search include (1) the diversity officer affirms that the applicant pool lacks sufficient diversity; (2) the applicant pool is so thin that the quality of the applicant pool is questionable; (3) there is a serious procedural irregularity that threatens the integrity of the search; (4) there is serious conflict among members of the department and/or search committee; or (5) there is a sudden change in the fiscal condition of the college such that the college cannot fund the position.

These guidelines summarize the procedures used at Pomona College for filling a *tenure-track or continuing appointment.*[10] They focus on the points in the recruiting process where the recruiting department interacts with the dean of the college and with the associate dean/diversity officer. Pomona is small enough to accommodate differences in departmental recruiting styles, especially when these reflect disciplinary needs; nevertheless, all searches must follow the procedures outlined here. These procedures are meant to create some uniformity within the college, allow the dean to oversee the recruiting process, and help the diversity officer monitor the progress of searches in alignment with the college's aspirations for diversity, equity, and inclusion.

The preferred method of correspondence with the dean's office is email. Please submit the faculty search reports (described below) as Word attachments to the associate dean/diversity officer. Template Word files of these reports are available on the dean of the college's webpage, which also includes a chronological outline with detailed information.

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[10] For positions of less than two years in duration, please see *Recruiting for One-Year and Part-Time Faculty Positions,* below.

A Chronological Outline for Faculty Recruiting: Continuing Appointments
For a chronological outline for Faculty Recruiting, please visit the [Faculty Searches and Recruiting page on the Pomona College Academic Dean's Office website](#).

Please note: the following summary of college procedure is designed to provide an overview of the process. It is not intended to replace the more detailed procedural descriptions in the Faculty Handbook.

Faculty Position Advisory Committee Procedures and Guidelines
New continuing faculty appointment lines must be approved by the Faculty Positing Advisory Committee. The description of this committee and its procedures and guidelines can be found in the [Faculty Handbook](#) using the search function or the smart table of contents.

Search and Interview Process
If a department finds that it has a vacant position due to resignation or retirement, or wishes to add a new position, the department must submit a proposal to the Faculty Position Advisory Committee (guidelines and deadlines for proposals to the FPAC can be found in the Faculty Handbook). The Faculty Position Advisory Committee advises the College on faculty position planning, and advises the president and the dean on how to fill vacant faculty positions on a case-by-case basis. Vacant or new faculty positions are filled only after the college funds them. When a department has been notified that a vacant or new position has been funded, a formal search process can begin.

One of the most important tasks of faculty members at Pomona College is the selection of new faculty members. The department chair will either chair the search or will appoint the chair of the search and will also appoint the members of the search committee. The search committee consists of members of the department and/or program (not necessarily all of them), two students, and one professor who is external to the department (either a Pomona faculty member from a related discipline or a faculty member in the same discipline from another Claremont College). The chair will provide the dean's office with three potential external members, and the dean's office will assign one of those three to serve as the official external member to the search.

The search committee chair works with members of the department(s)/program(s) and the dean's office in crafting a job description and laying out the other critical aspects of the search procedure. These documents are submitted for approval to both the dean and associate dean/diversity officer in the form of [Search Report I](#). Shortly thereafter, the search committee chair submits the first search budget worksheet (I) to the associate dean/diversity officer so money can be transferred to the lead department to cover interview-related costs before the campus visits.

As early as summer, chairs and their administrative assistants can meet with the associate dean/diversity officer to go over search procedures. During this meeting, the diversity officer and the department will discuss methods to increase the diversity of the applicant pool.

Narrowing the Pool

In general, the applications that are received are evaluated by the search committee with an eye to creating a longer "short list" of ten. This longer short list should be determined in conjunction with the "Description of the Anticipated Screening Process" laid out in [Search Report I](). The search committee interviews these candidates either at a professional meeting or by phone/video-conferencing. Based on this information, the search committee chair prepares [Search Report II](), which provides the dean with (i) information about the diversity of the pool, (ii) a justification for how each of the candidates made the list based on the Description of Anticipated Screening Process laid out in [Search Report I](). The dean and the diversity officer may ask the search committee to obtain additional information about certain candidates where useful information is missing.

After the dean and diversity officer have approved [Search Report II](), the chair of the search committee invites the top three candidates for campus visits and promptly fills out the Search Budget Worksheet so funds can be transferred to the department to cover the reimbursable costs associated with the campus visits. The chair should also at this time send letters of rejection to those candidates no longer under serious consideration.

Campus Visits

In planning the campus visits for tenure-track appointments, keep in mind that candidates should be on campus for two full days (normally either Monday and Tuesday or Thursday and Friday) and their stays should not overlap with other candidates for the same position. **The candidate should be scheduled to meet with the president and the dean. Appointments with the president and dean should be made far in advance.** Beyond that, the candidate's schedule should include meetings with all relevant constituents and constituent groups: faculty, students, and staff. The candidate should be invited to meet with the Work-Family Committee and any other groups that would connect the candidate with necessary resources if an offer were made.

Recommendation and Offer Process

Once the candidates have been interviewed, the recommendation for hiring should be made to the dean in the form of [Search Report III](). If the dean's and president's impressions accord with the wishes of the search committee, the dean will discuss the terms of the offer with the chair and make an offer. Candidates must be informed that they must provide proof of authorization to work in the United States or the offer will not stand. For tenure-track offers, the college will facilitate obtaining proper visas, if possible, but only for tenure-track hires. If the person hired is not able to complete immigration formalities before classes begin, he/she may not be placed on payroll. When the candidate has verbally accepted the terms of a position, the college will issue a contract. The search is closed when the dean's office receives the signed contract.

Please note that the signed contract must be returned and all hiring procedures must be completed <u>before</u> the deadline specified in the "special remarks" section of the contract.

Housing

Pomona College owns over twenty rental houses near the campus, primarily for new faculty members. There is a six-year occupancy limit. Applications for rental of a college house can be obtained through the Office of Real Property.

Arrangements for Arrival
When a new faculty member has been hired, the chair should obtain a current addresses, find out when the new faculty member will arrive, and arrange for someone to facilitate the new faculty member's transitional arrangements: office, phone, access to stationery, payroll, housing, etc.

For more information, please visit the dean's office webpage for a detailed account of the guidelines for faculty searches[11] and a chronological outline.

Managing Search Budgets

For Tenure-Track and Three-Year Positions
Each department conducting a search is to manage its own search budget. In consultation with the chair, the academic coordinator fills out two Search Budget Worksheets, the first (Search Budget Worksheet I) to be submitted shortly after Search Report I and the second (Search Budget Worksheet II) to be submitted shortly after Search Report II. Once the associate dean/diversity officer approves these budgets, the total amounts allocated are transferred to the department. It is the responsibility of the chair and academic coordinator to manage these funds in accordance with the approved budget. If, in the course of the search, unforeseen circumstances (e.g., the need to bring an additional candidate to campus) create further search expenditures, the chair should submit a revised budget to the associate dean for approval so additional funds can be transferred to the department. The department must also maintain all receipts associated with the search. If the department spends more than the budgeted amount, the additional expenses will come out of the department budget. Once the search is over, the department submits a final budget (using the same "Search Budget Worksheets") to the associate dean. The final budget should accurately reflect the actual expenditures related to the search.

Remember that the college's recruiting budget is used exclusively for:
- advertising
- recruiting trips by faculty search committee members
- campus visits by candidates

Departmental budgets are expected to cover the costs of:
- stationery postage
- international telephone calls
- photocopying

The following are guidelines for preparing and managing this customized budget.

Advertising
An advertising budget must be submitted as part of Faculty Search Report I to the associate dean/diversity officer for approval before the ad is placed.

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11 http://www.pomona.edu/administration/academic-dean/searches-recruiting/faculty-searches.aspx

- Whenever possible use the minimum-size ad. Since the college posts the full job descriptions on its "Faculty Employment Opportunities," you can use abbreviated web-based ads to refer the potential candidates to the full ad on the faculty job website.[12]
- Immigration law requires that one of the advertisements be placed in a print journal. You must indicate in Search Report I where your print ad will appear. The printed ad should be submitted to the dean's office.
- The Academic Deans' Committee coordinates an annual ad in the Chronicle of Higher Education.

Recruiting Trips by Faculty Search Committee Members
Most searches involve interviews conducted by search committee members at the annual professional meeting for the discipline in question. The college recruiting budget is designed to cover transportation, lodging, and meals for faculty members of the search committee who attend such a professional meeting for this purpose.

Please, whenever possible, remember to:
- Book all flights far enough in advance to get the lowest fares.
- Book all rooms far enough in advance to be able to take advantage of special conference rates.
- Investigate the options for interviewing space and pick the most economical one. The college will cover the cost of a suite or interviewing room, whichever is less expensive. If a suite turns out to be the best option, it is expected that as many members of the search committee will use the suite for lodging purposes as there are bedrooms in the suite.

You should also investigate ground transportation options (airport to hotel and back) in advance and inform all committee members about them. Usually the hotel operates a shuttle.

Note:
- The search committee chair should brief the search committee members prior to the meeting regarding the budget and its limitations.
- If guests accompany search committee members, they are responsible for paying their own way. If, for example, a committee member brings a spouse or partner and the rate for a double room is higher than that of a single, the guest is responsible for the additional cost.

Campus Visits by Candidates
Under normal circumstances, three candidates are invited to campus for each search. Flight and lodging arrangements should be made immediately after the dean has approved the top three candidates for campus visits. A typical campus visit lasts two days and thus requires three nights of lodging.

Additional information:

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[12] https://www.pomona.edu/administration/academic-dean/faculty-jobs

- Lodging: if Sumner House is full (call Candie Putnam, ext. 74020), the candidate should be lodged at the Doubletree Claremont (909-626-2411), which offers rooms at a flat rate for the Claremont Colleges.
- Food: members of the department or other college personnel should host most of the meals during a candidate's visit.
- The candidate is responsible for submitting original receipts to the department academic coordinator for meals not hosted by the college.

The following per-person meal caps should be followed:

Lunch: $35 per person, limited to five guests
Dinner: $65 per person, limited to five guests

Candidates are responsible for the costs associated with the lodging, food, etc. of any guest accompanying them.

If a candidate's schedule changes, it is the department's responsibility to make the appropriate cancellations (Sumner House or the Doubletree) as soon as possible but at least 48 hours in advance.

The recruiting budget does not cover:
- Local transportation: If search budgets funds are available, the department may hire transportation for the candidate's trip to and from the airport. The search budget does *not* reimburse candidates or departments for gas or rental cars. Due to college liability issues, department academic coordinators are not to drive candidates to or from the airport.
- Departmental receptions can be covered by the departmental budget.

Faculty Hiring Procedures

STEP	SUPPORT/CONTACT	DESCRIPTION
Contract	Sabina Klemm	Chair should send CV, mailing and email addresses, and official name of hire (as listed on the social security card). Computer and housing forms included with contract materials for continuing appointment faculty.
Hiring Paperwork	Steven Ramirez, HR	Payroll forms and insurance information
Immigration issues	Sabina Klemm	Contracts and Hiring Specialist Sabina Klemm will act as liaison with college legal counsel with the application process for proper documentation to work in the US for new faculty members.
Orientation and Completion of Hiring Paperwork	HR	Most tenure-track faculty will complete the hiring paperwork during the New Faculty Workshop in May. All faculty must complete this process before their start date.
Benefits/Insurance	TCCS & Monica Villaneuva in Pomona HR office	Benefits orientation
Email	ITS	ITS will provide an email account, which will activate on the faculty member's start date.
Office Assignment	Department Chair and/or Associate Dean	Departments facing space challenges should contact the Associate Dean of the College for Research & Infrastructure.
Keys	Academic Coordinator	Academic coordinator will assign office and building keys, which the faculty member will sign for and return upon leaving the College.
Computer Setup	ITS, Academic Coordinator	New continuing faculty receive standard computer package upon startup.
Pomona College ID	HR - Campus Life	After Workday account is created, Residence Life will issue photo ID card.
Portal Training	ITS and Registrar	The portal provides faculty access to payroll, courses, and other HR-related information.
Rental, Housing, and Mortgage Programs	April Mayes	Please consult the faculty handbook for more information about housing policies.
Website & Faculty Page	Communications office	The Office of Communications will help set up a webpage for new faculty members and add them to the faculty and staff page of their department(s).

Moving/Relocation Policy

Pomona College will [reimburse reasonable and appropriate moving expenses](https://www.pomona.edu/administration/academic-dean/general/moving-relocation-policy)[13] for tenure/tenure-track faculty. "Moving" is defined as the transport of a new employee and her/his household and personal effects from point of origin to place of residence in Southern California.

Who is Eligible? Moving allowances will be included in the offer of employment for nationally recruited tenure/tenure-track faculty positions.

Allowance Based on Distance and Size of Household. The amount of a moving allowance will be determined by the distance from point of origin to place of residence in Southern California and the number of individuals in the household. The minimum number of miles for purposes of moving is 50 miles, in accordance with IRS guidelines.

Accounting for Expenses. Upon request, the moving allowance may be given in advance of the move. Original receipts must be uploaded to Workday within 30 days of completion of the move. Unexpended portions of the moving allowance must be returned to the College during the same period of time. Qualified moving expenses incurred prior to receiving the moving allowance will be reimbursed upon presentation of original receipts.

Qualified Moving Expenses. The moving allowance is a benefit that enables a new employee to supplement a personal or family relocation budget. The College follows the moving expenses guidelines published by the IRS and recognizes only the following expenses as a non-taxable benefit:

- reasonable travel expenses (gas, oil, toll, airfare) using the shortest and most direct route available by conventional transportation
- reasonable lodging between point of origin and Claremont (excluding side trips in transit)
- personal packing
- moving van or truck

Exceptions to this policy may be made by the president of the college. Effective January 1, 2018, all moving allowances will be taxable to the employee per IRS guidelines.

Orienting Incoming Faculty Members

Faculty members new to the college look to the chair for advice for many things, including time allocation, office hours and accessibility, teaching strategies, how to make time for research, and how to fund research. Such support is important for new faculty members' ability to thrive at the college and is one of the chair's most important responsibilities. One way to offer support is to have regular meetings with these faculty members and to help them establish a supportive network among other faculty members.

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13 https://www.pomona.edu/administration/academic-dean/general/moving-relocation-policy

The dean's office hosts the Pomona Faculty Partners Program. This program provides opportunities for faculty interaction through social events and other programming organized throughout the academic year. The dean of the college pairs incoming faculty with Faculty Partners from outside their departments/programs.

Reviews of Department Faculty Members

Conducting faculty reviews—departmental assessments as well as reappointment, tenure, and promotion reviews—is among a chair's most important responsibilities. **Chairs are therefore urged to familiarize themselves with the "Appointments, Promotion, and Tenure" section of the Faculty Handbook** and to consult closely with Associate Dean for Academic Affairs Janise Roselle at all stages of the process. For reappointment, tenure, and promotion reviews, the Dean's Office will ordinarily begin the process by inviting the candidate and the chair to attend an individual planning session in the spring semester of the academic year before the review takes place. If the chair feels that a candidate for review has been omitted, it is a good idea to check with the associate dean. Please consult the Pomona College Faculty Handbook, Chapter II, Section B, titled "Criteria for Reappointment, Promotion, and Tenure" for a comprehensive overview of the process and the chair's role in the review process. The section can be found using the search function in the document online or can be found using the Smart Table of Contents by clicking on the title of the section.

Curriculum and Pedagogy

Teaching Evaluations
Information about teaching evaluations, including forms, can be found in the Pomona College Faculty Handbook. For further information, please contact the the associate dean responsible for curriculum.

Curriculum Integrity
The department's curriculum must be kept up to date and must fit the concepts and suit the needs of both students and faculty. It is the responsibility of the chair to see that required courses, including ID1, are staffed for each academic year, and that a sufficient supply of attractive electives is available. The dean of the college would like to see all department members taking on a fair share of the responsibility for introductory courses and a fair share of the enrollments in the department. Chairs need to work with their colleagues to ensure that regular faculty members are meeting curricular needs whenever possible, while accounting for both breadth of study requirements and faculty participation in other programs.

Occasionally it is necessary to cancel a course, usually because of low enrollment. Faculty members, department chairs, and program coordinators must obtain the dean's approval before cancelling a class. Class enrollments should be targeted to what is most pedagogically sound. Chairs should consult individual instructors to help determine each class's appropriate course enrollment, but the department chair, dean, and registrar ultimately determine whether to cancel low-enrolled classes. Generally, classes with five or fewer students are considered too small and may be cancelled. Department chairs should communicate with the dean regularly following pre-registration and registration periods to explain any unusual enrollments.

The first responsibility of the faculty member at Pomona College is to be a good teacher. Methods and styles of good teaching vary, but all require scholarly competence in an academic discipline and willingness to deal with students as individuals. Closely associated with this responsibility are the faculty member's obligations as an advisor, discussed under "Student Relations" in the Pomona College Faculty Handbook.

Information about teaching obligations, including approved class times, can be found in the Pomona College Faculty Handbook in Chapter II, Section C: College Responsibilities and Obligations.

Assessment

Pomona College is committed to ongoing assessment of teaching and learning in each of its degree-granting departments and programs. Since our curriculum as a whole is made up of discipline-specific curricula designed and executed by our departments and programs, we rely on the chairs and coordinators, working with the Associate Deans responsible for curriculum and assessment, the Pomona College Teaching and Learning Committee, and the 7Cs Center for Teaching and Learning [14] to spearhead assessment efforts. Assessment strategies that make sense for Pomona College are those that 1) are department- and program-driven, and 2) capture and refine the essence of what our departments and programs do.

As chair or coordinator, you will be expected to periodically review the articulation and implementation of the department/s/program's learning goals and to assess the department's efforts to help students realize them. Learning outcomes for the major should be posted on the department/program website, and faculty are expected to include on course syllabi the student learning outcomes for the course, paying particular attention to how they contribute to the outcomes established for the major. On occasion, departments and programs will be asked to participate in assessment projects undertaken at the College, often under the auspices of faculty committees such as the Curriculum Committee, the Critical Thinking and Writing Committee, and the Teaching and Learning Committee. This is a normal and ongoing process and work with their departmental/program colleagues on these requests. Chairs should keep track of assessment activities through the mechanisms of annual reports, department self-studies, and other documentation that will be archived in the department/program so that future chairs will have access to best practices. Assessment activities work best when they make explicit what the chair and the others in the department/program are already doing with regard to student learning, evaluation, and curricular modification and when they involve learning from the insights of other departments/programs here and elsewhere that are engaged in similar tasks.

The associate deans of the college responsible for curriculum and the associate dean for assessment can help should you have questions with regard to these processes.

Resources for Faculty

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[14] https://teaching.claremont.edu/

Grant Information: Faculty interested in obtaining outside funding for research are encouraged to contact Director of Sponsored Research Dean Gerstein (ext. 18328).

Hahn Teaching with Technology Projects: The Hahn Teaching with Technology Fund, overseen by Senior Director of Digital Learning and Operations Susan Pennestri in Information Technology Services, provides funding for summer projects that involve technology and teaching and that require specialized assistance by ITS staff. A request for proposals is issued to the faculty listserv in the spring semester.

Faculty Research Committee: The Faculty Research Committee, overseen by Associate Dean Stephen Marks, evaluates internal research applications over $1,000 twice a year and applications to conference travel grants throughout the academic year. Applications and deadlines for both types of grants are available on the Dean's webpage[15].

Wig Fund and Teaching Support: The Wig Fund, administered by Associate Dean Janise Roselle, provides grants on a continuing basis for teaching innovation and travel to teaching conferences[16]. The Teaching and Learning Committee awards funds once a year for larger curriculum development grants. Requests for proposals for curriculum development grants, including the proposal deadline (generally early April) are sent to all faculty members in the spring via the faculty listserv.

Event Funding: Financial support for lectures and other on-campus events is available on a limited basis to faculty who need help covering the cost through the Joseph Horsfall Johnson Endowment. The Office of Public Programming and College Events issues a call for applications each semester for events to be held in the following semester. The amount available for events varies depending on the number of requests submitted. Average awards range from $1000—$2000. In addition, event planning assistance as well as logistical and publicity support is available from the Office of Public Programming and College Events. For more information about requesting event support (financial and non-financial), please contact KJ Fagan (x73832 or KJ.Fagan@pomona.edu).

Summer Student/Faculty Research Projects: The Summer Undergraduate Research Program is administered by Grants Administrator Andy Schuster and Associate Dean Stephen Marks. Student proposals are submitted early in the spring term.

Teaching Support at Pomona College

Through a number of different funds, the Dean of the College's Office supports faculty and course development at the college. The grants listed below are for one-time costs associated with developing a new course, revising an existing course, or enhancing one's teaching skills. Please note that they are **not** for ongoing and regular expenses associated with a class; such expenses should be covered by departmental or program budgets instead. More information about these funds can be found on the Academic Dean's Office website or by calling ext. 18137.

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15 https://www.pomona.edu/administration/academic-dean/funding/internal-research-grants
16 https://www.pomona.edu/administration/academic-dean/funding/teaching-and-learning

Curriculum Development Grants
- To create new courses or substantially revise existing ones.
- Funds for items such as books, DVDs, software, field trips, and student assistants.
- No faculty stipends.
- Usual range: $500-$3000.
- Submit online application, including detailed budget for review by the Teaching & Learning Committee.
- **Deadline: April 3, 2024;** awards become effective July 1, 2024. Applications accepted only from March through April 5.

Teaching Innovation Grants
- Small grants (up to $1000) to enhance courses.
- Funds for items such as books, DVDs, software, and student assistants.
- Fill out a Teaching Innovation Grant application[17] and send to Associate Dean Roselle.
- **Applications accepted as long as funds remain.**

Travel to Teaching Conferences
- For travel to conferences specifically about pedagogy and/or curriculum development.
- Normally covers registration, travel reimbursement limited to the lowest round-trip coach/economy fare available, and lodging at the equivalent cost of a business hotel.
- Fill out a Teaching Conference Travel application[18] and send to Associate Dean Roselle.
- **Applications accepted as long as funds remain.**

Hahn Fund for Innovative Teaching with Technology
- Supports innovative use of computer technology for instructional purposes.
- Usual range: Up to $2500.
- Refer to the Hahn Teaching With Technology website for more information.

5Cs Center for Teaching and Learning
- The Center for Teaching and Learning offers a Multi-campus Teaching Observation Program. In this program, the faculty member being observed is able to choose someone else to observe them. The person doing the observation will receive a $100 honorarium from the college of the person being observed. The college will also provide for an on-campus lunch for the two people to debrief. For more information, go to the CTL website at teaching.claremont.edu.

Faculty-Student Interaction Fund
- The dean of students has a small Faculty-Student Interaction Fund for activities such as museum visits or dinners in faculty homes; faculty may apply for these funds through Engage via the Pomona College Portal[19].

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17 https://www.pomona.edu/administration/academic-dean/funding/teaching-and-learning
18 https://www.pomona.edu/administration/academic-dean/funding/teaching-and-learning
19 https://my.pomona.edu/ics

Pomona College Faculty Travel and Research Policy and Procedures

The Pomona College Faculty Travel and Research Policy and Procedures can be found on the Academic Dean's Office webpage titled [Faculty Travel Fund](.).[20] The policy applies to all departments and programs that use college funds for research or travel and provides guidance for faculty regarding college research and/or travel-related expenses.

Department chairs must approve all travel requests in advance of travel, so chairs should familiarize themselves with the college policies and, before each approval, consult the Faculty Travel Fund webpage in case recent changes have been made. Travel to well-established, international, national, and regional research or teaching conferences and research proposals that are well documented and delineated are eligible for funding. In the case of conference travel requests, the current limits on transportation, lodging, and registration apply.

The primary responsibility for adherence to this policy rests with the faculty member, Research Committee, and the office of Associate Dean Stephen Marks. The Research Committee and Associate Dean Stephen Marks may impose additional stipulations to travel expenditures beyond those required by this policy.

Supervising Administrative and Support Staff

Setting Expectations

The department chair is the supervisor for staff members within the department. As such, the chair assists staff in devising appropriate work rules, ensuring the appropriateness and accuracy of the job description, and designing the day-to-day workflow for staff. New department chairs may request a copy of the [Staff Handbook](.)[21] to assist them in this role or find it online.

If there are interpersonal problems among faculty or between faculty and staff members, the chair should try to get information from all parties without taking sides and achieve a resolution including setting agreed-upon job parameters and appropriate interpersonal relationships. Assistant Vice President for Human Resources Alejandra Gaytan, and/or the dean can be helpful in particularly difficult cases. The human resources department has developed job descriptions for each staff position; chairs are encouraged to consult with Ms. Gaytan regarding questions about staff responsibilities. All allegations of discrimination, harassment, or bullying should be immediately reported to Ms. Gaytan in Human Resources.

Personal service is not part of the job description of any Pomona College academic staff member, and the chair should work to help the other faculty understand that personal tasks including but not limited to running errands, babysitting, and forwarding or collecting personal mail are not appropriate uses of staff time.

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20 https://www.pomona.edu/administration/academic-dean/funding/conference-travel-grant
21 https://www.pomona.edu/sites/default/files/staff-handbook.pdf

Evaluation for Personnel

Each spring, the department chair must write an evaluation of each staff member and provide three brief, informal check-ins throughout the year to provide support, guidance, and opportunities for professional development and enhanced communication. The assistant vice president for human resources communicates performance evaluation deadlines via email to all supervisors. Performance evaluations are completed on WorkDay. It is important to offer honest, constructive feedback using the appropriate form before the deadline and to discuss the evaluation with staff members and allow them the opportunity to write a response if they would like before submitting it to the dean of the college. Performance evaluations, along with regular, informal check-ins, provide an opportunity for supervisors and employees to discuss areas of strength and areas for growth. It is also an opportunity to explore and resolve communication challenges. Once the staff member reviews the evaluation on WorkDay and has the opportunity to discuss the evaluation with their chair, the evaluation advances to the dean of the college via WorkDay. Once the dean reviews the evaluation, it advances to HR. The employee, supervisor, and dean will retain access to these evaluations in WorkDay. By reading each evaluation, the dean and the assistant vice president for human resources become acquainted with staff areas of strength and areas requiring improvement; it also helps College leadership gain a sense of climate for staff members in order to help us remain a close and collaborative community. Feedback from evaluations is useful in planning training sessions both for supervisors (department chairs and program coordinators) and for those they supervise. Please be as specific as possible in your narrative responses. The human resources department periodically offers workshops for supervisors on how to conduct performance evaluations. Human resources department staff is also available to provide support for chairs who would like guidance on offering feedback as well as those navigating challenging evaluations.

Graduate Tuition Aid for Staff

Pomona College offers a plan of graduate tuition aid intended to enable eligible staff to obtain a relevant masters-level degree in order to enhance job performance at the college. This plan, which is not open to employees holding a faculty appointment, covers a portion of the tuition of staff that are enrolled in pre-approved graduate programs relevant to their employment at the college. Such aid is restricted to graduate programs in any accredited graduate institution in the United States. Additionally, graduate tuition aid is available only for master's level programs (i.e., MA, MS, MBA, MFA) and not doctoral programs (i.e., PhD, EdD, JD).

To be eligible, staff must have worked for the college continuously in a regular, benefits-based position for at least 12 months, submit a request to their immediate supervisor for endorsement of a graduate degree program, and receive approval from the vice president to whom they report. Graduate tuition aid for eligible staff is a maximum of 50% of the graduate institution's tuition only for a half-time academic load per term. Regular benefits-based staff, working less than 100% FTE, are eligible for pro-rated graduate tuition aid.

If the staff member's supervisor agrees with the request, they should transmit it to the appropriate vice president for review and approval. The vice president's determination (approval or denial of request) will be indicated on the request. Approved requests will be sent to the president and then to the human resources office for processing.

This plan is administered in accordance with tax law in effect during the time the employee is enrolled.

Once accepted and enrolled by the accredited institution, the staff member will inform the human resources office in writing of the total number of credits/units necessary to satisfy graduation requirements.

Application for benefits under this policy must be made and approved prior to the term of attendance. Once written approval is obtained, please consult Brenda Rushforth in the Human Resources Office, Pendleton Building 120, extension 71686.

Requests for Additional Staffing
The department chair may request additional staff members in consultation with the dean of the college.

Student Academic Needs

Transfer Work
Students often attend summer sessions in the U.S. and abroad to make up for credit deficiencies and sometimes take college courses away from the College while on leave. (As to coursework completed outside the U.S., students may receive credit for such work undertaken during the summer, but during the academic year, credit for study abroad may only be awarded by Pomona College's International and Domestic Programs, unless the student is on leave and his or her permanent residence is outside the U.S.) Students are required to obtain the approval of the department chair in order for such work to be included toward College graduation requirements. While the decision as to whether to award transfer credit rests with the chair, there are some guidelines to follow.

- For a course to be approved, it must be representative of something the department does or could offer. Chairs may not approve courses that are remedial or outside the liberal arts. For example, a student may wish to take a course on child psychology from a teacher education program. Such a course would not be eligible; psychology courses must be taken from a psychology department. Exceptions with a strong rationale are sometimes made.
- The chair may approve a course for elective credit, but not to fulfill a major requirement. This is an important distinction because students are often limited as to where they can take courses away from the college. We don't categorically exclude junior college courses for acceptability for transfer credit, but courses taken at junior colleges may not be advanced or rigorous enough to merit credit toward the Pomona major. It is fine for a chair to determine that a course should not serve even as elective credit, but the college has traditionally been sensitive to enrollment limitations when studying away from the college.
- Students will usually provide a catalog course description for your approval, but chairs may request more detailed information, such as a course syllabus or samples of work completed for the course. In general, every attempt should be made for courses to be approved before the student takes the course. When that is impossible, the chair should make sure the student understands that transfer credit approval is tentative.

- Students will present chairs with a form to be signed to grant approval. The registrar can help with any questions you may have about review of transfer credit requests.
- The college does not approve online coursework for transfer credit. However, in some cases, the chair may be familiar with online courses that may offer a better opportunity for summer study compared to a student's other options. (One such example is the Yale Summer Session Online Course Program.) In such cases, students may petition the Academic Procedures Committee (APC) for permission to receive transfer credit for online coursework. The committee will require the chair to provide a basis for his/her support for the online option.

Independent Study Proposals

Chairs are required to approve independent study proposals for independent work completed under the supervision of their faculty. Only full-time faculty may lead independent studies. Since the Curriculum Committee doesn't review independent studies, the chair should review the independent study course plan to make sure it is consistent with department norms. Moreover, the chair should advise faculty for whom the extra work may be excessive or ill-timed and express any concerns.

Major Declarations

Students may declare any major at the College without the need to qualify and are required to do so by the end of pre-enrollment of their second semester sophomore year. Students whose advisors are members of the department or program offering a major don't need to seek approval to declare it. However, chairs must approve major declarations for students whose advisors are not members of the department/program major.

Major Requirement Clearance

Chairs are asked to certify ("clear") students to graduate in their last semester. To assist the chair in this responsibility, the registrar sends transcripts for all the department's or program's majors at regular intervals of the senior year for review purposes. The transcripts should be evaluated in a timely manner so that the student can make necessary adjustments to his/her course schedule and graduation plan.

Distinction in the Senior Exercise

In addition to certifying completion of major requirements, chairs must note which students earned distinction in the senior exercise on the major requirement clearance form. Each department maintains its own criteria for distinction.

Minor Requirement Clearance

Students are not permitted to "declare minors," so lists of students completing minors are not available. When minors were adopted by the faculty in 1998, department chairs decided that progress toward a minor should not imply any of the benefits that completing a major would, e.g. enrollment priority, saving of seats in courses, etc. When the student has either completed and/or is enrolled in all of the courses required for the minor, he or she will ask the chair to certify completion of the minor on a minor application form, contingent on successful completion of all courses listed. It is the registrar's responsibility to contact the chair if the student fails any courses undertaken in the last semester, so the projection of successful completion is invalidated after senior grades have all been submitted.

Student International Travel
Policy Regarding College-Funded International Student Travel (updated April 26, 2021)

Pomona College supports meaningful international experiences for all students. Such experiences may take several forms, ranging from semester-long study abroad approved by Pomona College's Study Abroad Committee to summer undergraduate research mentored by a Pomona College faculty member, internships or community engagement activities abroad, grant-funded summer experiences, short-term programs abroad, participation in intensive language study, a skills-based workshop, field school, or an apprenticeship program in the arts.

For semester and yearlong study abroad, students will follow policies and procedures as specified by the International and Domestic Programs and the Study Abroad Committee.

For all other opportunities that include international travel funded in full or in part by Pomona College, all students are required to register with the Worldcue Tracker system, which provides for an array of services aimed at ensuring the student's security.

In order to receive a travel award, students will be required to submit a detailed project description, including a detailed budget, with their funding application. Students are required to enroll in the ISIC (International Student Identity Card) insurance program made available through International and Domestic Programs. The cost of the Premium ISIC Card ($99) must be reflected in the project budget. Students must submit a travel itinerary and emergency contact information as well as one or more contacts in the destination country.

All students whose travel is funded in full or in part through Pomona College will be required to sign a waiver indemnifying the College and stating that they are aware of the risk of international travel. The waiver must be co-signed by the student's guardian or parent(s).

Note that, as a rule, Pomona is unlikely to support international experiences for students that involve travel to countries or regions for which the U.S. Department of State has issued a Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) Travel Advisory and/or the Centers for Disease Control and Prevention (CDC) has issued a Travel Health Notice at Warning Level 3 (Avoid Nonessential Travel).

Policy Addendum During COVID-19 Pandemic
As of April 26, 2021, the College will not sponsor or reimburse travel to countries designated at a U.S. Department of State Level 3 or higher travel advisory for coronavirus risk. At the discretion of sponsoring offices, students may seek exceptions for countries at a U.S. Department of State Level 3 on a case-by-case basis. The office overseeing the student travel, the relevant Vice President (or the Study Abroad Committee, in the case of semester study abroad), and the Travel Risk Advisory Committee will review requests for exceptions. The college will not consider exceptions for countries at U.S. Department of State Level 4 or Centers for Disease Control and Prevention Covid-19 Health Notice Level 4.

Student International Travel Release, Waiver, and Indemnification Agreement

Student Workers and Student Liaisons: Guidance for Departments

Students are an integral component of our community. They assist faculty in their research and teaching, support departments/programs in their operations, and contribute their time and energy to enhance the community.

This document outlines the descriptions of the different jobs students do within departments and programs.

Student Assistants

Students assist faculty in their research and teaching, and support departments/programs in their operations in various student assistant positions. Hiring for these positions will be in accordance with the College's student employment policies.

- Students engaged in research
  Faculty may hire students to work with them on their research projects.
  The job description is developed by the faculty research mentor. The hiring is assisted by the academic coordinator.
  Funding sources include external funding obtained by faculty members, internal grants obtained by faculty members and departmental endowed funds earmarked for this purpose.

- Student mentors
  Departments may hire students to work as student mentors.
  The job description should be developed by the department in consultation with the faculty instructors.
  Academic coordinators assist with the hiring.
  Funding sources include department's student wage budget and departmental endowed funds earmarked for this purpose.

- Student assistants
  Department may hire students to help with the operation of the department, including provide assistance at events and activities, assisting the department/program's academic coordinators by
  (1) answering phones and taking messages, delivering and sorting mail, scanning, organizing course materials, photocopying, creating and distributing flyers, data processing and management, shredding, errands, printing jobs, filing, reception work;
  (2) proctoring libraries; organizing library materials;
  (3) serving as house attendant during and after business hours;
  (4) maintaining and setting up equipment;
  (5) meeting regularly with the chair and the academic coordinator
  (6) purchasing, setting up, staffing and cleaning-up events

These positions are open to anyone regardless of experience with on- or off-campus work; skills, such as creating flyers, handiness with copy machines or experience with event planning and

project management are especially welcome, but not required. Library proctoring and house attendance do require being comfortable with enforcing rules and policies.

Funding sources include department's student wage budget and departmental endowed funds earmarked for this purpose.

The duties for these positions can be clearly articulated and the hours of work documented. These positions are compensated. The positions should be advertised and the student assistants are hired with proper hiring paperwork.

Student Liaisons

Students also contribute their time and energy to enhance the community beyond being employed in the positions mentioned above.

Student Departmental/Program Liaisons work in close collaboration with chairs/coordinators to generate student interest in their departments/programs through community building and communication with department/program staff and faculty. Liaisons are student leaders and mentors who represent their peers to their department/program. They also serve as ambassadors of their department/program to fellow students and to prospective majors/minors, cultivate a welcoming department/program culture, and steward curricular and co-curricular experiences for student majors and minors.

Student Liaisons' engagement may include:

> (1) serving on search committees in a capacity determined by their department/program;
> (2) attending meetings in accordance with their department/program by-laws or agreed-upon norms;
> (3) serving as a liaison between the department/program and students, including meeting with department chairs and faculty liaison and communicating with majors and minors on listservs, Slack, Instagram, and other social media;
> (4) representing departments/programs during New Student Orientation (fall) and Admitted Student Day (spring);
> (5) planning for events and programs, welcoming and escorting guests around campus.

Student liaisons may be nominated or self-nominated, selected by students or department. Student liaisons are not hired and not compensated. Student liaisons, when they perform activities as described above under department office assistants, should be hired and compensated.

Annual Department Report

In the spring, the chair is responsible for preparing the annual report and submitting it to the dean. The dean's office will issue a call for the report detailing what it should contain. Be prepared to map out your department's projected leave/sabbatical schedule and provide other information about curriculum.

The chair is also responsible for assessing and reporting on learning in the major. This document is solicited jointly by the dean's office and the Teaching and Learning Committee in order to understand college-wide trends in meeting learning goals, as well as changes to the major and curricular innovations. Departments can ask for specific feedback on their assessment efforts in addition to the reports that the TLC regularly provides.

These reports should be submitted by July 1. The dean of the college and associate deans review and collect information from these reports over the summer, so every effort should be made to get them turned in on time.

Each December, faculty members turn in their Professional Activities Record to the dean. Faculty members are expected to give their department chair a copy as well. Information from these reports can be helpful in preparing the department annual report.

APPENDICES

Academic Budget Consultants 2024-25

DEPARTMENT/PROGRAM	CHAIR/COORDINATOR	CONSULTANT
Africana Studies	Eric Hurley	Janise Roselle
American Studies	Aimee Bahng	Janise Roselle
Anthropology	Hung Thai	April Mayes
Art	Mark Allen	Pierangelo De Pace
Art History	George Gorse	April Mayes
Asian American Studies (Intercollegiate)	Sharon Goto	April Mayes
Asian Languages & Literatures	Kyoko Kurita	Pierangelo De Pace
Asian Studies	Sam Yamashita	Pierangelo De Pace
Biology	EJ Crane	Stephen Marks
Chemistry	Chuck Taylor, Vice Chair Jane Liu	Stephen Marks
Chicano/a-Latino/a Studies (Intercollegiate)	Gilda Ochoa	Janise Roselle
Chicano/a-Latino/a Studies (PO)	Lupe Bacio F24/ Tomas Summers Sandoval S25	Janise Roselle
Classics	Chris Chinn, Vice Chair Ben Keim	Stephen Marks
Computer Science	Yi Chen	Stephen Marks
Critical Inquiry and Writing Programs	Jenny Thomas	Pierangelo De Pace
Dance	John Pennington	Pierangelo De Pace
Economics	Fernando Lozano	April Mayes
English	Cherene Sherrard-Johnson	Janise Roselle
Environmental Analysis	Marc Los Huertos	Stephen Marks
Foreign Language Resource Ctr	Carolina de la Rosa Bustamante	Pierangelo De Pace
Gender & Women's Studies	Aimee Bahng	Janise Roselle
Geology	Jade Star Lackey	Stephen Marks
German & Russian	Konstantine Kliotchkine	Janise Roselle
History	Arash Khazeni	Pierangelo De Pace
The Hive	Fred Leichter	Pierangelo De Pace
Humanities Studio	Kevin Dettmar	Janise Roselle
International & Domestic Programs	Nicole Gowdy	Pierangelo De Pace
International Relations	Heidi Haddad	April Mayes
Latin American Studies	April Mayes	Pierangelo De Pace
Linguistics & Cognitive Science	Lise Abrams	Pierangelo De Pace
Mathematics & Statistics	Stephan Garcia	Stephen Marks
Media Studies	Kevin Wynter	Janise Roselle
Molecular Biology	Tina Negritto	Stephen Marks
Museum of Art	Victoria Sancho Lobis	Janise Roselle
Music	Joti Rockwell	Pierangelo De Pace
Neuroscience	Karen Parfitt	Stephen Marks
Oldenborg Center	Carolina de la Rosa Bustamante	Pierangelo De Pace
Pacific Basin Institute	Stephen Marks	Pierangelo De Pace
Philosophy	Laura Perini	April Mayes
Philosophy, Politics & Economics	Michael Green	April Mayes
Physical Education/Athletics	Miriam Merrill	Janise Roselle
Physics & Astronomy	Janice Hudgings	Stephen Marks
Politics	Tom Le	April Mayes
Posse Program	Travis Brown	April Mayes
Psychological Science	Adam Pearson	Stephen Marks
Public Policy Analysis	David Menefee-Libey	April Mayes
Quantitative Skills Center	Travis Brown	Pierangelo De Pace
Registrar's Office	Erin Collins	Pierangelo De Pace
Religious Studies	Oona Eisenstadt	Pierangelo De Pace
Romance Languages & Literatures	Virginie A. Duzer	Pierangelo De Pace
Science, Technology & Society	Laura Perini	Janise Roselle
Sociology	Hung Thai	April Mayes
Theatre	Carolyn Ratteray	Janise Roselle

2024-25 Department Chair and Program Coordinator List

Department	Chair
Africana Studies (Intercollegiate)	Eric Hurley
Anthropology	Hung Thai
Art	Mark Allen
Art History	George Gorse
Asian American Studies (Intercollegiate)	Sharon Goto
Asian Languages and Literatures	Kyoko Kurita
Chinese	Eileen Cheng
Japanese	Kyoko Kurita
Biology	EJ Crane
Chemistry	Chuck Taylor
Chicana/o Latina/o Studies (Intercollegiate)	Gilda Ochoa
Classics	Chris Chinn
Computer Science	Yi Chen
Dance	John Pennington
Economics	Fernando Lozano
English	Cherene Sherrard-Johnson
Geology	Jade Star Lackey
German and Russian	Konstantine Kliotchkine
German Section Coordinator	Friederike von Schwerin-High
Russian Section Coordinator	Konstantine Kliotchkine
History	Arash Khazeni
Linguistics and Cognitive Science	Lise Abrams
Linguistics Section Coordinator	Mary Paster
Cognitive Science Section Coordinator	Lise Abrams
Mathematics and Statistics	Stephan Garcia
Media Studies	Kevin Wynter
Music	Joti Rockwell
Applied Music Coordinator	Gibb Schreffler F24/Melissa Givens S25
Neuroscience	Karen Parfitt
Philosophy	Laura Perini
Physical Education	Miriam Merrill
Physics and Astronomy	Janice Hudgings
Politics	Tom Le
Psychological Science	Adam Pearson
Religious Studies	Oona Eisenstadt
Romance Languages and Literatures	Virginie A. Duzer
French Section Coordinator	Virginie A. Duzer
Spanish Section Coordinator	Paul Cahill
Sociology	Hung Thai
Theatre	Carolyn Ratteray

Program	Coordinator
American Studies	Aimee Bahng
Asian Studies	Sam Yamashita
Chicana/o Latina/o Studies	Lupe Bacio F24/ Tomas Summers Sandoval S25
Environmental Analysis	Marc Los Huertos
Gender and Women's Studies	Aimee Bahng
International Relations	Heidi Haddad
Late Antique-Medieval Studies	Ken Wolf
Latin American Studies	April Mayes
Molecular Biology	Tina Negritto
Philosophy, Politics and Economics	Michael Green
Public Policy Analysis	David Menefee-Libey
Science, Technology and Society	Laura Perini

General Resources Contact Information

The people listed below can answer many questions you may have about Pomona College. For ease of reference, they're listed under the topics that faculty ask about most frequently, followed by contact information. If you have a question about a topic not included here, please feel free to call the Dean of the College's main number, ext. 18137, and we'll try to help.

Academic Dishonesty
Vice President for Student Affairs and Dean of Students, Avis Hinkson
avis.hinkson@pomona.edu ext. 18017

Academic Procedures Committee (APC) petitions
Chair, David Menefee-Libey djml4747@pomona.edu ext. 79323

Academic Regulations
Registrar, Erin Collins registrar@pomona.edu ext. 18147

Liberal Arts Advising
Associate Dean, Pierangelo De Pace pierangelo.depace@pomona.edu ext. 18744

Advising of Students
Assistant Vice President for Student Affairs Dean of Students for Academic and Personal Success, Tracy Arwari Tracy.Arwari@pomona.edu ext. 18017

Benefits (Employee)
HRIS Analyst, Monica Villanueva monica.villanueva@pomona.edu ext. 79829

Classroom Changes
Associate Registrar, Greg Thomas registrar@pomona.edu ext. 72288

Committees of the Faculty
Chair of the Faculty, Ken Wolf kwolf@pomona.edu ext. 73420

Communications, News, and Media Opportunities
Chief Communications Officer, Mark Kendall mark.kendall@pomona.edu ext. 79660

Computers and Printers
Assistant Vice President of IT, Finance and Operations, Joseph Brennan
joseph.brennan@pomona.edu ext. 77355

Contracts (Faculty)
Contracts and Hiring Specialist, Sabina Klemm Sabina.Klemm@pomona.edu ext. 18518
Vice President for Academic Affairs and Dean of the College, Melanie Wu
deanofthecollege@pomona.edu ext. 18137

Course Credits, Listings, Registration
Registrar, Erin Collins registrar@pomona.edu ext. 18147

Course Evaluations
Associate Dean, Pierangelo De Pace pierangelo.depace@pomona.edu ext. 18744

Course Scheduling
Associate Registrar of Curriculum and Scheduling, Greg Thomas greg.thomas@pomona.edu ext. 18147

Curriculum
Registrar, Erin Collins registrar@pomona.edu ext. 18147
Associate Dean, Pierangelo De Pace pierangelo.depace@pomona.edu ext. 18744
Vice President for Academic Affairs and Dean of the College, Melanie Wu deanofthecollege@pomona.edu ext. 18137

Department reviews (Self-Studies)
Associate Dean, Pierangelo De Pace pierangelo.depace@pomona.edu ext. 18744

Diversity (Faculty)
Associate Dean, April Mayes april.mayes@pomona.edu ext. 72919

Faculty Development
Chief of Staff and Associate Dean for Academic Affairs, Janise Roselle janise.roselle@pomona.edu ext. 71747

Faculty Meetings
Executive Assistant to the Vice President of Academic Affairs and Dean of the College and Academic Affairs Office Operations Manager, Kerry Roccia Kerry.Roccia@pomona.edu ext. 18137

Grades
Registrar, Erin Collins registrar@pomona.edu ext. 18147

Grade Changes
Chief of Staff and Associate Dean for Academic Affairs, Janise Roselle janise.roselle@pomona.edu ext. 71747

Grade Disputes
Registrar, Erin Collins, for presentation to the Academic Procedures Committee Procedures Committee registrar@pomona.edu ext. 18147

Graduate Fellowships
Assistant Director of Fellowships and Career Advising, Jason Jeffrey jason.jeffrey@pomona.edu ext. 18144

Graduation requirements
Registrar, Erin Collins registrar@pomona.edu ext. 18147

Harassment & Discrimination
Assistant Vice President of Human Resources and Chief Human Resources Officer, Alejandra Gaytan
Associate Dean, April Mayes april.mayes@pomona.edu ext. 72919
Associate Dean and Title IX Coordinator, Erica Moorer Taylor Erica.Taylor@pomona.edu ext. 18017

Home Loans
Assistant Treasurer of the College and Director of Real Property, Dana Wood
dana.wood@pomona.edu ext. 18206

ID1 (Critical Inquiry)
Associate Registrar of Curriculum and Scheduling, Greg Thomas registrar@pomona.edu ext. 18147
Interim Director of College Writing Center, Jenny Thomas jenny.thomas@pomona.edu ext. 77833
Associate Dean, Pierangelo De Pace pierangelo.depace@pomona.edu ext. 18744

Immigration
Contracts and Hiring Specialist, Sabina Klemm Sabina.Klemm@pomona.edu ext. 18518

Information Technology
Vice President and Chief Information Officer, José Rodriguez Jose.Rodriguez@pomona.edu ext. 79506

Leaves (Sabbatical, Steele Leave Fellowship)
Senior Associate Dean, Stephen Marks stephen.marks@pomona.edu ext. 73342

Listservs
Executive Assistant to the Vice President of Academic Affairs and Dean of the College and Academic Affairs Office Operations Manager, Kerry Roccia kerry.roccia@pomona.edu ext. 18137

Magazine Story Submissions
pcm@pomona.edu

Media & Classroom Support Services
Assistant Vice President of IT, Finance and Operations, Joseph Brennan
joseph.brennan@pomona.edu ext. 77355
Media Services Technicians servicedesk@pomona.edu ext. 18061

Mental Health Issues

Assistant Vice President for Student Affairs Dean of Students for Academic and Personal Success, Tracy Arwari tracy.arwari@pomona.edu ext. 18017

My Pomona
Registrar, Erin Collins registrar@pomona.edu ext. 18147

Office Space
Senior Associate Dean, Stephen Marks stephen.marks@pomona.edu ext. 73342

Professional Activity Reports (submitted via Watermark)
Chief of Staff and Associate Dean for Academic Affairs, Janise Roselle janise.roselle@pomona.edu ext. 71747

Quantitative Skills Center
Director of the Institute for Inclusive Excellence, Travis Brown travis.brown@pomona.edu ext. 71213

Recruitment of Continuing-Appointment Faculty
Vice President for Academic Affairs and Dean of the College, Melanie Wu deanofthecollege@pomona.edu ext. 18137
Associate Dean, April Mayes april.mayes@pomona.edu ext. 72919

Recruitment of Temporary Faculty
Associate Dean, April Mayes april.mayes@pomona.edu ext. 72919

Registrar Assistance, Non-urgent
Associate Registrar of Curriculum and Scheduling, Greg Thomas registrar@pomona.edu ext. 18147

Registration
Registrar, Erin Collins registrar@pomona.edu ext. 18147

Research, External and Internal grants
Director of Sponsored Research, Dean Gerstein dean.gerstein@pomona.edu ext. 18328
Senior Associate Dean, Stephen Marks stephen.marks@pomona.edu ext. 73342

Reviews of Continuing-Appointment Faculty (Departmental Assessment, Reappointment, Tenure and Promotion)
Vice President for Academic Affairs and Dean of the College, Melanie Wu deanofthecollege@pomona.edu ext. 18137
Chief of Staff and Associate Dean for Academic Affairs, Janise Roselle janise.roselle@pomona.edu ext. 71747

Reviews of Temporary Faculty
Associate Dean, Pierangelo De Pace pierangelo.depace@pomona.edu ext. 18744

Room Reservations (Non-Classroom Purposes)
Associate Director of Conference and Event Planning, Courtney Wilkins
courtney.wilkins@pomona.edu ext. 18501

Salaries (Faculty)
Vice President for Academic Affairs and Dean of the College, Melanie Wu
deanofthecollege@pomona.edu ext. 18137

Staff Issues
Assistant Vice President of Human Resources and Chief Human Resources Officer, Alejandra Gaytan

Student Issues, Including Academic Difficulties
Vice President for Student Affairs and Dean of Students, Avis Hinkson
avis.hinkson@pomona.edu ext. 18017
Assistant Vice President for Student Affairs Dean of Students for Academic and Personal Success, Tracy Arwari Tracy.Arwari@pomona.edu ext. 18017

Student Records
Registrar, Erin Collins registrar@pomona.edu ext. 18147

Student Representative on Academic Affairs and Faculty Committees:
VP of Academic Affairs, Associated Students of Pomona College
vpacademic@aspc.pomona.edu

International and Domestic Programs
Senior Director of International and Domestic Programs, Nicole Desjardins-Gowdy
nicole.gowdy@pomona.edu ext. 18154

SURP
Grants Administrator, Andy Schuster grants@pomona.edu ext. 70111

Title IX (Faculty) and Grievance Intake Officer
Associate Dean, April Mayes april.mayes@pomona.edu ext. 72919

Title IX (Students)
Associate Dean and Title IX Coordinator, Erica Moorer Taylor Erica.Taylor@pomona.edu ext. 18017

Travel (Research-related), Internal Grants for
Senior Associate Dean, Stephen Marks stephen.marks@pomona.edu ext. 72496

Travel (Teaching-related), Internal Grants for
Chief of Staff and Associate Dean for Academic Affairs, Janise Roselle
janise.roselle@pomona.edu ext. 71747

Website Changes
WebUpdate@pomona.edu

Wig Distinguished Professorship Awards
Chief of Staff and Associate Dean for Academic Affairs, Janise Roselle
janise.roselle@pomona.edu ext. 71747

Wig Fund for Teaching
Chief of Staff and Associate Dean for Academic Affairs, Janise Roselle
janise.roselle@pomona.edu ext. 71747

Resource Centers for Students and Faculty

OFFICE OF BLACK STUDENT AFFAIRS [22]
Contact Person: Dean and Director Lydia Middleton
Phone: 909.607.3669
E-mail: obsa@claremont.edu
Address: 139 E. Seventh Street

QUEER RESOURCE CENTER[23]
Contact Person: Assistant Dean of Students and Director Bri Sérráno
Phone: 909.607.1269
Email: qrc@claremont.edu
Address: 395 E. 6th Street

CHICANO/LATINO STUDENT AFFAIRS[24]
Contact Person: Dean of Students Tony Jimenez
Phone: 909.621.8044
E-mail: clsa@claremont.edu
Address: Tranquada Student Services Center, 2nd Floor
757 College Way

ASIAN AMERICAN RESOURCE CENTER[25]
Contact Person: Associate Dean and Director Michael Manalo-Pedro
Phone: 909.621.8639
E-mail: mike.manalo-pedro@pomona.edu
Address: Smith Campus Center, Pomona College
333 N. College Way, Suite 240

QUANTITATIVE SKILLS CENTER[26]
Contact Person: Director Travis Brown
Phone: 909.607.1213
E-mail: travis.brown@pomona.edu
Address: Smith Campus Center, Pomona College

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22 https://services.claremont.edu/office-of-black-student-affairs/

23 https://colleges.claremont.edu/qrc/

24 https://services.claremont.edu/clsa/

25 https://www.pomona.edu/administration/asian-american-resource-center

26 https://www.pomona.edu/administration/quantitative-skills-center

333 N. College Way, Suite 228