New Faculty Welcome Guide

A Guide to Your Transition to Providence College

Office of Academic Affairs
Harkins Hall 208
1 Cunningham Square
Providence, RI 02918
Phone 401.865.1765
http://www.providence.edu/academic-affairs
About This Guide

Welcome to Providence College!

The New Faculty Welcome Guide is a resource for newly-hired faculty members at Providence College. It provides an overview of resources, both on- and off-campus, that serve faculty, as well as a "Getting Started Checklist" and a list of important dates. The Welcome Guide also includes a list of grants and opportunities available to faculty at Providence College. This guide should be used in conjunction with the Faculty Handbook and the Providence College Web site, which provide detailed information about faculty responsibilities and available resources.

Please contact Alyssa Marton, Assistant Director of Faculty & Administrative Services, at 401.865.1765 or Alyssa.Marton@providence.edu with any questions, comments, or feedback.

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Acknowledgement:

Portions of this guide are used with permission from the ADVANCE Program at Brown University, which seeks to increase the retention and advancement of women faculty in science and engineering by facilitating the path to career success for all faculty members. The program, supported by the National Science Foundation (Grant No. 0548311), ended in July 2012. This guide was produced with assistance from Julie DeCesare, Head of Research and Education, Commons Librarian, and Assistant Professor at Providence College.

Disclaimer:

Reference herein to any specific Web site, product, or service does not necessarily constitute or imply its endorsement, recommendation, or favoring by Providence College. The views and opinions of authors expressed herein do not necessarily state or reflect those of Providence College.
Contents

Getting Started Checklist ........................................................................................................ 4
Just the Basics .......................................................................................................................... 5
New Faculty Resources & Support .......................................................................................... 7
Selected Programs/Events of Interest for New Faculty ...................................................... 8
On-Campus Resources .......................................................................................................... 9
Key Offices ............................................................................................................................ 11
Who’s Who: Quick Reference Contact Sheet .................................................................... 14
Grants, Awards, and Other Funding ..................................................................................... 15
Faculty Presence on the Web ............................................................................................... 17
Family & Lifestyle Resources ............................................................................................. 18
Welcome to the Ocean State ............................................................................................... 20
Getting Started Checklist

Before the semester begins:

✓ Look for an email from the Office of Academic Affairs about your computer hardware and software needs
✓ Complete your new hire paperwork, including the Information Technology Usage Agreement, with Human Resources (Harkins Hall 302)
✓ Once your new hire paperwork has been processed with Human Resources, visit the PC Card Office (Harkins Hall 401)
✓ Look for an e-mail and letter from Information Technology regarding your Providence College username and password, email, and CyberFriar pin
✓ Advise Human Resources and the Office of Academic Affairs of any new address or contact information
✓ Register for and attend the mandatory/supplemental New Faculty Programs offered throughout August
✓ When requested, submit your biography information through a short survey
✓ Apply for a PC parking permit from an on-campus computer; contact the Office of Safety and Security with any questions at 401.865.2391
✓ Contact the Office of Sponsored Research & Programs if you have a grant deadline approaching before or near the beginning of the school year, or if you need to transfer a current award
✓ Get acquainted with the classroom technology and Sakai, our learning management system, by using the iHelp Web site
✓ If you need copies made for your classes, contact the Copy Center at 401.865.2436 or copycenter@providence.edu, or ask your department’s support staff for help
✓ If you have any questions about your office location or computer hardware requests, please contact Hillary Costa at 401.865.2195 or hcosta@providence.edu
✓ If you have questions about your office phone or voicemail, please contact Robert O’Connor at 401.865.1234 or boconnor@providence.edu
✓ If you have any questions about your computers functionality, please contact the Help Desk at 401.865.HELP(4357) or helpdesk@providence.edu

During your first semester:

✓ If you have questions about payroll, please contact Mary Ann Dailey at 401.865.2289 or mdailey@providence.edu
✓ Attend Academic Convocation, the opening of the Academic Year
✓ Reference the Academic Calendar for important deadlines, such as mid-semester grades
✓ Work with Alyssa Marton in Academic Affairs to develop your online Faculty Profile. Start the process by attending the Digital Measures training when offered.
✓ Attend the various social events for new faculty members to connect and engage with your cohort (see Selected Programs/Events of Interest for New Faculty in this Guide)
Just the Basics

**Academic Calendar:** For your planning and preparation, the College normally publishes calendars for this academic year, and the following academic year.

**CyberFriar Administrative System:** CyberFriar is the web resource for course enrollment. You can use this system to display class rosters and schedules and enter grades online. Your initial PIN is assigned to you by the system and is a randomly generated alpha-numeric ID. Once you login for the first time you will be asked to change your PIN immediately. If you do not know your password, click on “Forgot PIN” and follow the online instructions. If you continue to have a problem accessing the site, please contact Human Resources at 401.865.2341 and a representative will assist you.

**Faculty Policies and Procedures:** Please refer to the current edition of the *Faculty Handbook of Providence College*. Any questions about the Handbook should be addressed to Patricia Sickinger at 401.865.2155 or psicking@providence.edu.

**Learning Management System:** Sakai (pronounced su-KYE as in bye) is PC’s learning management system (LMS). Sakai is used on campus in various ways, including courses, committees, advising, and department repositories. The most frequently used course features include adding a syllabus, posting course materials, linking to Web sites, messaging students, creating a discussion board, enabling a Turnitin drop box, and setting up a gradebook. For questions regarding Sakai, please contact the administrators at sakaihelp@providence.edu.

**Ordering Books:** Please contact the Bookstore directly at 401.865.2181.

**PC E-mail:** Access to your PC e-mail account, Sakai learning management system, and CyberFriar administrative system is made available after July 1st for all new faculty members who have completed necessary new employee documentation (including the Technology Usage Agreement) with Human Resources. Your username/password information is generally sent to your email address on file, as well as in hard copy form to your department/program mailbox.

**PC ID Card:** Once your new hire paperwork has been processed with Human Resources, you will be escorted to the PC Card Office (Harkins Hall 401). They can also be reached at 401.865.CARD. Check out the [PC ID card Web site](#) to learn about the different ways your ID card can be used, and get answers to frequently asked questions.

**Publications:** Please visit [http://catalog.providence.edu/](http://catalog.providence.edu/) to access the fully hyperlinked *Undergraduate Catalog*. The online catalog offers tools to help you quickly locate and track information and courses that are important to you. And, because the version is web-based, the catalog is available anytime and anywhere you have internet access. Course descriptions are also linked to CyberFriar, so students can see course availability for the upcoming term.

**Student Policies and Procedures:** Please refer to the current edition of the *Student Handbook of Providence College*. Any questions about the Handbook should be addressed to the Office of Student Affairs, Slavin Center 202 (401.865.1185).
Weather Advisory Line & Campus Emergencies: In the event of inclement weather, please call the Weather Advisory Line at 401.865.1012. In the event of an emergency that threatens the Providence College campus, a message will be initiated by the Office of Safety and Security, through the PC Emergency Notification System: FriarALERT. To change or update the personal telephone number to which emergency alert messages are sent, please take the steps outlined on the Safety & Security Web site.
New Faculty Resources & Support

The Office of Academic Affairs offers many resources for new and current faculty. Please visit the Academic Affairs site to meet our staff and explore the available information. If you have any questions relating to resources and support, please contact Alyssa Marton in the Office of Academic Affairs at 401.865.1765 or Alyssa.Marton@providence.edu.

New Faculty Orientation: Each August, the Office of Academic Affairs organizes a one-day orientation to welcome all new faculty members to Providence College. The orientation provides an opportunity for new faculty to learn about the College, its policies, procedures and programs. It also gives you an opportunity to meet and become acquainted with other new faculty. The Office of Academic Affairs, the Center for Teaching Excellence, and the Instructional Technology Development Program also invite new faculty members to participate in supplemental workshops/demonstrations and social events designed specifically to ease the transition to Providence College. If you have any questions relating to New Faculty Orientation, please contact Alyssa Marton in the Office of Academic Affairs at 401.865.1765 or Alyssa.Marton@providence.edu.

Sakai Group: Full-time faculty members will be invited to the New Faculty Orientation Sakai Group. This site is specifically designed with important information and resources to assist with your transition.

Events: At the conclusion of each semester, a social event brings together the new cohort. In the fall, the new tenure-track and visiting/practitioner faculty are invited to the New Faculty Luncheon, which combines good food with time to socialize with new colleagues. The New Faculty Spring Event includes Ordinary faculty members who have joined the College within the past three years. This is a wonderful opportunity for networking, and celebrating the conclusion of the academic year. The Dining Club extends an invitation to all junior faculty (tenure-track and visiting/practitioner). Most recently, faculty members connected four times during the academic year to socialize and try new restaurants. In addition, a family potluck was held in May for an informal faculty gathering. These outings provided an opportunity for reconnecting, engaging, and networking with others in the earlier stages of their career at the College, especially those that like good food and trying new restaurants!

Summer Match: The Summer Match program connects new incoming faculty with a junior faculty member hired in the past three years. Often times, the period between when new faculty members sign their contract and when New Faculty Orientation starts is full of questions. The goal for this program is for new faculty members to have a colleague to serve as a resource for questions, both personal (relocating, etc.) and professional.
## Selected Programs/Events of Interest for New Faculty

### Fall 2016

<table>
<thead>
<tr>
<th>Program/Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Faculty Orientation</td>
<td>August 15</td>
<td>8:30am-3:30pm</td>
<td>Begin in Slavin LL03</td>
</tr>
<tr>
<td>Human Resources Annual Barbecue</td>
<td>August 24</td>
<td>Noon-2:00pm</td>
<td>Raymond Hall Lawn</td>
</tr>
<tr>
<td>New Faculty Dinner with President Brian Shanley, O.P. (<em>an invitation is extended to tenure-track faculty</em>)</td>
<td>August 22</td>
<td>5:30pm</td>
<td>Dominic House</td>
</tr>
<tr>
<td>Fall Semester Begins</td>
<td>August 29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Convocation</td>
<td>August 31</td>
<td>3:00pm</td>
<td>Peterson Recreation Center</td>
</tr>
<tr>
<td>Faculty Recognition Ceremony &amp; Dinner (<em>an invitation is extended to full-time faculty</em>)</td>
<td>August 31</td>
<td>5:30pm</td>
<td>Peterson Recreation Center</td>
</tr>
<tr>
<td>School of Arts &amp; Sciences New Faculty Reception</td>
<td>September 6</td>
<td>3:00-4:30pm</td>
<td>Ruane Center for the Humanities, Room 147</td>
</tr>
<tr>
<td>Fall Fling (<em>A Welcome Reception for New Faculty</em>)</td>
<td>September 16</td>
<td>2:00-4:00pm</td>
<td>Ruane Great Room</td>
</tr>
<tr>
<td>A Conversation with Teacher of the Year</td>
<td>October</td>
<td>TBA</td>
<td>Feinstein 304 (Center for Teaching Excellence)</td>
</tr>
<tr>
<td>Fall Faculty/Staff Meeting</td>
<td>October 19</td>
<td>3:30pm</td>
<td>'64 Hall (Slavin Center)</td>
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<tr>
<td>Fall Semester Reading Period</td>
<td>December 10, 11 &amp; 13</td>
<td></td>
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<tr>
<td>New Faculty Social Event</td>
<td>December</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Fall Semester Ends</td>
<td>December 17</td>
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</table>
On-Campus Resources

**Athletics:** For information regarding game schedules and to purchase tickets, please visit the [official Web site of the Providence College Friars](#) or call 401.865.GOPC. Lacrosse, men's and women's soccer, men's and women's swimming and diving, track, cross country, field hockey, softball, tennis, and women's volleyball events are always free to the public. Women's basketball games in Alumni Hall and women's ice hockey games in Schneider Arena are free for Providence College faculty and staff, provided they present a valid ID card and there are tickets available. All current full-time faculty/staff of Providence College are eligible to receive the faculty/staff rate on men's basketball and men's ice hockey season tickets. There is no discount on individual game tickets for these sports.

**Athletic Facilities:** Information regarding the Peterson Recreation Center and the Concannon Fitness Center, as well as membership details may be found [online](#). Free membership to the Concannon Fitness Center and Peterson Recreation Center is provided to all Providence College full-time faculty and staff. Please contact the Welcome Desk at 401.865.2253 for hours of operation and additional information.

**Dining:** The [Alumni Hall Food Court](#), located in the lower level of the Slavin Center, offers seven food stations, snacks, fountain and bottled beverages, and “grab and go” options. Faculty can deposit cash on their PC ID card and receive a 10% discount in the Alumni Food Court when paying with their card. The menu line can be reached at 401.865.1684. Dunkin’ Donuts is open in lower Slavin, and accepts cash, gift cards, credit cards, and PC cash. For hours of operation, please contact 401.865.2308.

**Facilities and Services:** Employees may access the Peterson Recreation Center, the Phillips Memorial Library, Concannon Fitness Center, and Schneider Arena (when available). Employees may obtain discounts in the Barnes & Noble Bookstore located in the lower level of Slavin Center (with the exception of textbooks).

**Internal Web site:** Please visit the [Internal site](#) for a large variety of helpful links to resources and information only available on-campus for Providence College faculty, staff, and students. Utilize the photo directory or the campus telephone/fax directories, check out the PC webcams, or explore the latest information technology training opportunities. You will want to bookmark this site!

**On-Campus Student Escort Service:** Faculty/students can utilize the On-Campus Student Escort Service during the evening from 6:30pm to 2:00am. The students are on foot and wear blue or orange security vests. In order to assist and report any incidents, all student escort supervisors have radio contact with the security office. Student escorts will be available in the Phillips Memorial Library, Harkins Hall, and Slavin Center. Please call 401.865.2391 for assistance. Emergency blue light phones and security cameras are also located strategically across campus. All equipment is monitored 24 hours a day by security.

**Parking:** Faculty members are eligible to park on-campus at no cost, but only after applying for and receiving a parking sticker. A parking permit allows a faculty and staff member to park on
campus, but does not guarantee a parking space. Faculty members may only apply for a PC parking permit from an on-campus computer (computer labs are located in Accinno, Albertus Magnus, Koffler Hall, or the Library). For information and assistance, please call 401.865.2391. In addition, on street parking is available in the surrounding neighborhoods.

The Rhode Island Public Transit Authority provides public transportation, primarily buses, in the state of Rhode Island. The main hub of the RIPTA system is Kennedy Plaza, a large bus terminal in downtown Providence, Rhode Island. For updated bus schedules, fares, and information on special services, including travel to tourist attractions around the state, visit the RIPTA Web site.

Guest speakers must visit the Office of Safety and Security (right near the Huxley Avenue gate) for a temporary parking pass. The office can be reached at 401.865.2391 or ccsulliv@providence.edu.

**PC Cash Program:** Employees can deposit cash (minimum $10.00) on the Providence College Identification Card to be used at the Alumni Food Court connected to Slavin Center and in various vending machines across campus. Employees may receive a 10% discount for purchases made through use of this card.

**U.S. Post Office:** Full postal services are available at the Raymond Hall U.S. Post Office window (near the student mailboxes). The Providence College zip code is 02918.

**Visual and Performing Arts:** Check out the current season of theater and dance performances or join the Blackfriars Theatre mailing list by calling 401.865.2218. To learn more about the music concert series and additional programming, please call the Smith Center for the Arts at 401.865.2183. For the latest information on exhibitions and hours of operation for the Reilly Gallery and Hunt-Cavanagh Gallery, please call the Gallery Information line at 401.865.2400.
Key Offices

**Academic Services**

The Office of Academic Services is available to assist all Providence College students through a combination of academic and personal development programming, including individualized and group academic assistance, tutoring, specialized workshops, and outreach. The OAS also provides specialized support to student-athletes in light of the unique time demands, responsibilities, and rules governing participation in intercollegiate athletics.

In addition, the Writing Center is available to assist students at any stage of the writing process – from brainstorming a topic to polishing a final draft. Through an approach to writing instruction that is student-centered, peer tutors work collaboratively with their tutees to identify and rectify chronic structural or mechanical problems, empowering students to avoid similar difficulties in future writing tasks.

Providence College is committed to providing students with disabilities equal access to programs, facilities, services, and activities at the College. The Office of Academic Services provides comprehensive information on the disability support services, including a FAQ’s for faculty members. For more information about services for students with disabilities please contact Kevin Hillery at 401.865.1955 or khillery@providence.edu. Students seeking academic accommodations due to a learning or physical disability should contact Jennifer Rivera at 401.865.1121 or jrivera@providence.edu.

**Copy Center**

The Copy Center offers quick service copying, interoffice mail distribution, bindery and other copying services. For details, please call the center at 401.865.2436.

In some academic departments/programs, the copy machine requires a four digit organization number for budget tracking purposes. Please contact the support staff in your department/program for details. When you visit the Copy Center, you will need your department/program’s organization number, but the Copy Center staff can assist you in person.

**Dean of Undergraduate & Graduate Studies**

The Office of the Dean can assist you with any of the following undergraduate or graduate student matters: academic advisement, academic grievances, academic policies/procedures, academic status, commencement, degree audits, individualized program approvals, merit-based scholarship program coordination, transfer credits/approvals, voluntary withdrawals, or leaves of absence. Please contact the office directly at 401.865.2495.

**Enrollment Services**

For questions regarding academic records (i.e. change of major/minor, faculty online grading, etc.) please call 401.865.2366 or e-mail records@providence.edu. For inquiries related to course scheduling/registration please call 401.865.2396 or e-mail scheduling@providence.edu. You can
also visit their office in Harkins 310. The Office of Enrollment Services is the best resource for faculty online grading procedures. They offer a useful step-by-step guide; questions regarding grade submission can be directed to Lucille Calore at 401.865.2366.

**Human Resources**

**Benefits:** Please contact Heather Bennett in Human Resources at 401.865.2138 for specific information. Benefits for new full-time faculty hired to teach in the fall semester begin September 1st.

**Wellness:** Human Resources offers newsletters, wellness programming events, and helpful resources via the [Wellness portion of their Web site](#).

**Information Technology**

**Help Desk:** The College, which upgrades hardware and software regularly, provides help to faculty with computer problems by means of a staffed Help Desk, as well as telephone and e-mail support at 401.865.HELP (4357) or helpdesk@providence.edu.

**iHelp** integrates the efforts of the Information Technology Help Desk, the Phillips Memorial Library, Academic Media Services, and the Instructional Technology Development Program. This site offers an abundance of information, such as computer lab locations, hours, classroom technology tutorial videos, software updates, and personal computer hardware recommendations. Faculty can also call 401.865.4AMS (4267) for classroom technology issues.

The College also has a [mobile application](#) that can be downloaded for free for iPhone, BlackBerry, or Android mobile devices. It provides on demand access to important information including CyberFriar, Sakai, campus events, news, maps, and directory information.

**Phillips Memorial Library**

- Phone: 401.865.1993
- Text: 401.484.7004
- E-mail: askalibrarian@lists.providence.edu

**Copyright:** The College’s Copyright Compliance Policy & Guidelines document is available [online](#) or as a print copy from the Library and the Office of Academic Affairs.

**Digital Signage:** If you would like to share announcements or advertise events via the Library’s digital signage program, please contact Beatrice Pulliam at 401.865.1622 or bpulliam@providence.edu.

**Library Card:** Bring your PC ID card to the Circulation Desk to activate your Library account. This allows you to:

- Check-out PC, HELIN consortium, and Brown University books
- Access off-campus databases
- Borrow technology, including laptops and iPads
• Request free Interlibrary loans
  o For more information contact ill@providence.edu
• Receive desktop delivery of PC-owned articles and book chapters via e-mail
• Request campus office delivery of Library items
• Put items (books, personal copies, articles, PDF's, DVD's, etc.) on course reserve

**Library Research Education:** If you would like to set up a Library information session for your class or a research consultation, please contact Andrea Tieman at 401.865.1252 or atieman@providence.edu.

**RefWorks:** Manage, store, gather, and share citations and bibliographies with RefWorks. [Click here](#) for information on how to set up and start using your account.

**Requesting New Materials:** The Library is available to assist with obtaining items of subject and scholarship that are important for your own research, as well as for student use. We’re interested in obtaining new materials in all formats, such as books, e-books, and multimedia. There are several ways to request resources:

  • Use the [Faculty Request Form](#)
  • Request regular notifications of brand-new titles published in your chosen field, via GOBIAlerts ([ask us, we’ll explain](#))
  • Or contact Julie Kliever at 401.865.2241 or jkliever@providence.edu
<table>
<thead>
<tr>
<th>Office</th>
<th>Contact Person</th>
<th>Phone Extension</th>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>Wanda Ingram</td>
<td>2498</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Hillary Costa</td>
<td>2195</td>
</tr>
<tr>
<td>Academic Media Services (AMS)</td>
<td>Bernard Colo</td>
<td>2118</td>
</tr>
<tr>
<td>Academic Services/Writing Center (OAS)</td>
<td>Bryan Marinelli</td>
<td>1822</td>
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<tr>
<td>Admission</td>
<td>Any staff member can assist</td>
<td>2535</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Joe Rushworth</td>
<td>2181</td>
</tr>
<tr>
<td>Chaplain’s Office/Campus Ministry</td>
<td>Fr. Peter Yungwirth, O.P.</td>
<td>2147</td>
</tr>
<tr>
<td>Center for International Studies</td>
<td>Anna Iadeluca</td>
<td>2114</td>
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<tr>
<td>Center for Teaching Excellence (CTE)</td>
<td>Laurie Grupp or Stephanie Filippelli</td>
<td>1340</td>
</tr>
<tr>
<td>Copy Center</td>
<td>Sheila Jeffrey or Cheryl Rosa</td>
<td>2436</td>
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<tr>
<td>Cultural Education &amp; Programming</td>
<td>Any staff member can assist</td>
<td>1525</td>
</tr>
<tr>
<td>Dean of Undergraduate and Graduate Studies</td>
<td>Fr. Mark Nowel, O.P.</td>
<td>2495</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>Any staff member can assist</td>
<td>2366</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>Fred Drogula</td>
<td>1891</td>
</tr>
<tr>
<td>Feinstein Institute for Public Service</td>
<td>Richard Battistoni</td>
<td>2787</td>
</tr>
<tr>
<td>Human Resources: Benefits</td>
<td>Elizabeth Walsh or Heather Bennett</td>
<td>2746 or 2138</td>
</tr>
<tr>
<td>Human Resources: Employment/Employee Relations</td>
<td>Malin Marin-Bean</td>
<td>2987</td>
</tr>
<tr>
<td>Information Technology (IT): Help Desk</td>
<td>Any staff member can assist</td>
<td>4357 (HELP)</td>
</tr>
<tr>
<td>Instructional Technology Development Program (ITDP)</td>
<td>Julie DeCesare</td>
<td>1832</td>
</tr>
<tr>
<td>Phillips Memorial Library</td>
<td>Russ Bailey or Maureen Whalen</td>
<td>2244</td>
</tr>
<tr>
<td>Recreational Sports</td>
<td>Ed Laprey or Lori Post</td>
<td>2338 or 2352</td>
</tr>
<tr>
<td>School of Continuing Education (SCE)</td>
<td>Anne Nagle</td>
<td>2487</td>
</tr>
<tr>
<td>Sponsored Research and Programs</td>
<td>Kris Monahan or Dalila Alves</td>
<td>2554 or 2935</td>
</tr>
</tbody>
</table>
Committee on Aid to Faculty Research (CAFR) Grants: The Committee on Aid to Faculty Research (CAFR) is a standing committee formed by the President in 1973. CAFR provides funding for research support to members of the Ordinary Faculty. Since its inception over 40 years ago, the College has awarded in excess of $2.1 million to Providence College faculty. The members of CAFR are charged with reviewing all applications using the procedures, conditions, and criteria published with the grant application. Once the evaluation is completed, the Chair sends the committee's recommendations to the Provost and Senior Vice President for Academic Affairs for his approval. There were 20 proposals totaling $89,604 approved for academic year 2015-2016. A call for proposals for each year's funding cycle is typically sent to all Ordinary Faculty in November. In addition, a Question & Answer session is also hosted by the committee chair in November. Deadline for proposals is usually January 31st. For more information, contact Alyssa Marton at 401.865.1765 or visit the CAFR Web site.

Discretionary Development Fund: In 1995 the College established a fund to support Ordinary Faculty in their research, teaching, and other related professional activities. The current fund allows for a faculty member’s expenditures of $1,000 over a two-year period (2016-2018). Tenure-track faculty members that join the College midway through the two-year cycle are eligible for half the amount. Requests for the use of these funds should be submitted on the appropriate reimbursement form and directed to the Office of Academic Affairs, Harkins Hall 208 (attention: Hillary Costa) no later than June 1, 2018. Please note that faculty members will not receive a reminder of this deadline. Additional information, as well as a copy of the reimbursement form, can be obtained on the Faculty Resources Web site or by calling the Office of Academic Affairs at 401.865.1765.

Institutional Review Board: The Institutional Review Board is charged with reviewing and approving research proposals involving human subjects conducted under the auspices of Providence College. To obtain additional information, including application materials, please visit the IRB Web site or contact the Office of Academic Affairs at 401.865.2195.

Laptop Loan Program: The Laptop Loan Program is housed in the Phillips Memorial Library. The Library maintains a limited inventory of up-to-date laptops, iPads, and other accessories for short-term loan. For more information or to place a reservation, please contact 401.865.1993 or askalibrarian@lists.providence.edu. In addition, faculty members may also reserve a laptop through Academic Media Services. Loans through AMS support laptop use in the classroom, as well as College-related presentations. To reserve a laptop through AMS, please contact Michael Williams (401.865.2311 or mwilliam@providence.edu) at least 48 hours prior to the pickup date.

Other Programs: KidThink at Providence College relies on families in our community to participate in our research. All of the projects are designed like games and involve lots of one-on-one interaction with our staff, so children find them fun and enjoyable. For example, we might play pretending games or read silly stories. By seeing how children react to our games or
by asking them what they think, we learn what the world looks like through a child’s eyes. Sound like fun? Register your family at KidThink!

**Sponsored Research & Programs:** The Office of Sponsored Research & Programs (SRP) was created to support faculty scholarship and resides within the Office of Academic Affairs. Providence College strongly supports and encourages outside grants and contracts for scholarly activity and creative endeavors. SRP is the institutional office at Providence College responsible for the review, submission, and acceptance of College-based research, educational, training, or technical assistance programs that involve funds, materials, or other compensation from outside sources. The director of SRP collaborates with Providence College faculty and staff on the development and submission of grant proposals to private and government sponsors and ensures compliance with institutional and sponsor guidelines and regulation. The director works closely with the Offices of Financial Services and Institutional Advancement throughout all stages of proposal development and grant administration. For more information, contact Kris Monahan at 401.865.2554 or visit the [Sponsored Research & Programs Web site](http://www.providencecollege.edu/).  

**Travel Fund:** All full-time faculty members who have an official role or who will actively participate in a conference are eligible to apply for travel funds. Maximum of three travel requests per fiscal year (July 1st - June 30th), not to exceed $2,200. There is not a limit on reimbursement for any single trip. An additional $400 is available for faculty members who co-present with a student, as one of their trips. Examples of approved activities include: a paper presentation, panel participant, poster session, session chair or moderator, paper respondent or discussant, conference chair or executive board member who is required to attend. Additional information concerning faculty travel can be found on our [Web site](http://www.providencecollege.edu/) or by calling Alyssa Marton at 401.865.1765.

**Provost’s Contingency Travel Fund (PCTF)**  
The PCTF has been established to help support faculty in situations when faculty travel funds have been expended, and where additional funding sources are insufficient. This contingency fund is established with the financial support of the Provost and is reviewed for renewal on an annual basis.

Due to limited funds, faculty members are eligible for up to $500 in contingency funds once per fiscal year (July 1st to June 30th). Faculty members may receive PCTF funds only once per fiscal year, regardless of the amount received. For information regarding the conditions, application procedure, notifications, and funding, please review the [PCTF overview document](http://www.providencecollege.edu/). Questions should be directed to Alyssa Marton at 401.865.1765.

**Undergraduate Research Grant Program:** As a member institution of the Council of Undergraduate Research (CUR), PC offers students the opportunity to conduct research and create original scholarship under the guidance of faculty mentors. With an appreciation for the impact that undergraduate research has on student success, Providence College supports scholarly research and creative and artistic work carried out by undergraduates and supported by faculty mentors. To learn more, please visit the [Undergraduate Research Web site](http://www.providencecollege.edu/) or contact Hillary Costa at 401.865.2195.
Faculty Presence on the Web

Faculty and Staff Notes: These notes are intended to convey the professional accomplishments and activities of College faculty and staff members in endeavors beyond the campus. Faculty and staff may submit a note to Christopher Machado at cmachad1@providence.edu. Submissions must pertain to activities within the past 12 months.

Digital Measures: Digital Measures' faculty activity reporting software allows you to enter data once, but have instant access to information about your teaching, scholarship, research, and service activities. There is a direct connection between the data in Digital Measures and your PC faculty profiles. This connection allows for updates in Digital Measures to be reflected on the PC Web site, based on a preset template. Faculty Web profiles automatically refresh every 24 hours between 10-11 p.m. Check out a web profile example from the School of Business. Your username is your PC email address; your password is of your choosing. Please contact Alyssa Marton for a password reset. After you access Digital Measures, you will be able to update your own information using the Manage Your Activities option. You may produce reports for your own activities using the Custom/Ad Hoc Report features. The Resource site has helpful information and a link to login. Please contact Alyssa Marton at 401.865.1765 or Alyssa.Marton@providence.edu with any questions.

Digital Publishing and SelectedWorks: The Phillips Memorial Library Digital Publishing Services (DPS) Department supports the creation, management, and dissemination of local digital-born scholarship in various formats. DPS also provides consultation and assistance around digitization. For more information contact Mark Caprio at 401.865.1996 or mcaprio1@providence.edu.

Digital publication options through the DPS include:

- **Digital Commons**: Providence College’s institutional repository provides access to faculty and student scholarship and publications.
- **SelectedWorks**: DPS staff will assist in the creation and maintenance of personalized Web pages highlighting individual faculty’s scholarly work. SelectedWorks serves as an excellent dissemination and discovery tool for your scholarship.
Family & Lifestyle Resources

**Baby-sitting Support:** If you are interested in creating a job posting for a nanny/baby-sitter, please contact the Office of Financial Aid at 401.865.2286. The office maintains a book of listings for interested undergraduate students to review. The [Early Childhood Center at the Jewish Community Center](#) offers babysitting services Monday through Friday from 8:30am-12:30pm. To learn more or to reserve a spot contact Ben at 401.421.4111 ext. 143. For more local providers, check out [Providence Baby-Sitters](#).

**Breastfeeding Support:** Please contact Human Resources at 401.865.2138 with any questions or concerns regarding break time for nursing mothers. Effective March 23, 2010, the Patient Protection and Affordable Care Act requires employers to provide a nursing mother reasonable break time to express breast milk after the birth of her child. Employers must also provide a place for an employee to express breast milk. For additional information, please see [Section 7(r) of the Fair Labor Standards Act – Break Time for Nursing Mothers Provision](#).

**Caregiver Resources:** The [Family Caregiver Alliance](#) offers programs at national, state and local levels to support and sustain caregivers. [Click to learn](#) about the resources available in Rhode Island.

**Emergency/Back-Up Care:** [Bright Horizons at Rhode Island Hospital](#) offers emergency/back-up care for infants, toddlers, and preschoolers. To arrange for services or to learn more, please contact them at 401.454.0312. The hours of operation are Monday- Friday from 6:30am to 6:00pm. Bright Horizons is located at 225 Blackstone Street in Providence.

**Employee Assistance Plan:** [LifeScope Employee Assistance Plan (EAP)](#) provides 24/7, free, confidential access to licensed counselors. This benefit is provided by Providence College for faculty and staff, and their family members. To access these services, contact LifeScope EAP at 1.877.267.4188 or by e-mail at Help@LifeScopeEAP.com. The username and password on the EAP Web site are “providencecollege.” Contact with the staff at LifeScopeEAP is strictly confidential.

**Flexible Spending Account:** A FSA takes advantage of federal tax laws that allow employees to pay for eligible healthcare and/or dependent care expenses that are not otherwise covered by medical insurance or deducted on your personal income tax return with tax-free dollars. The maximum amount an employee can contribute to either the Healthcare or Dependent Care FSA in a Plan Year (October 1-September 30) is $5,000 per account. To learn more, please contact Human Resources at 401.865.2138.

**Job Search Resources:**

[New England Higher Education Recruitment Consortium (NE-HERC)](#): This collaborative includes more than 50 institutions of higher education and affiliated teaching hospitals, including a number of the region’s largest employers. NE-HERC is a free database of job openings at member institutions; the Web site also includes relocation resources and extensive information about local resources.
RhodeIslandWorks.com: This local job bank serves the state of Rhode Island. Search by city, category, or keyword.

Rhode Island State Government: State jobs and other job postings managed by the RI Department of Labor and Training.

Local Child Care Resources:

KidoInfo: KidoInfo provides a hip platform for parents and caregivers seeking a sense of community, useful resources, and interesting online activities. The site’s daily blog provides content on topics relevant to young families, such as education, cooking and crafts, useful tips, reviews, local news and more. Search the directory for childcare, art classes, playgrounds, school information, toy stores, museums, playgroups, restaurants, zoos, and more.

RI Day Care Provider Directory: The Rhode Island Department of Children, Youth, and Families site allows a search of all day care providers licensed in the State of Rhode Island. The site will search home and/or center based care by specific cities or towns in Rhode Island.

RI Child Care Licensure: Parents may use the site to personally check the validity of the license for any child care facility.

Sittercity.com: America's largest site for matching parents with local baby-sitters and nannies as well as dog walkers, senior care providers, and tutors, with over a million caregiver profiles nationwide.

Local Primary & Secondary School Resources:

RI Department of Education: This comprehensive site provides information about all aspects of primary and secondary schooling in the state of Rhode Island. Users are able to search schools in the state by name or type (e.g. public, private, special education). Other information on the site includes "School Report Cards" which provides a percentage of the students testing proficient in math, writing and reading, an overall classification (commendable, high performing, moderate performing or insufficient progress) as well as a proficiency index score for each school.

Association of Independent Schools in New England: This site allows users to search for private day and boarding schools in New England, with information on enrollment, application, positions, and publications.

The Catholic Schools of Rhode Island: This site provides general information about Catholic education and a directory of elementary and secondary schools operated by the Diocese of Providence.

Tenure, Promotion, and Sabbatical Clocks: To learn more about these policies please refer to the website. For specific inquiries, please contact Patricia Sickinger at 401.865.2155.
Welcome to the Ocean State

About Rhode Island: Explore Providence and learn more about accommodations, cultural activities, and restaurants in the city of Providence. Also, view upcoming events and learn more about Providence from the Providence Warwick Convention & Visitors Bureau. Check out http://quahog.org/ for an assortment of trivia, fun facts, and quizzes to test your RI knowledge.

Beaches: Check out the listing of Rhode Island beaches and their various features, then ask around. Everyone has their favorite beach!

Dining: It’s hard to choose just one favorite restaurant! Federal Hill, located on Atwells Avenue in Providence, offers a variety of Italian restaurants and bakeries for every budget and appetite. Providence is one of the top culinary destinations in the U.S., with more degree chefs per capita than any other city in the United States. The Providence Warwick Convention & Visitors Bureau offers a list of restaurants to please any palate.

- Local Offerings: By no means a comprehensive list, here are eight local eateries with high reviews...crowd favorite recommendation included!

<table>
<thead>
<tr>
<th>Anthony’s Italian Deli (great sandwiches)</th>
<th>North Side Pocket (Mediterranean)</th>
</tr>
</thead>
<tbody>
<tr>
<td>712 Admiral Street, Providence</td>
<td>1394 Douglas Avenue, North Providence</td>
</tr>
<tr>
<td>401.621.8106</td>
<td>401.714.0882</td>
</tr>
<tr>
<td>crowd favorite: Veggie Delight</td>
<td>crowd favorite: Everything Falafel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Providence Food Trucks (Grilled cheese, wings, Korean BBQ, soft serve...the list goes on and on!)</th>
<th>Pastiche (fine desserts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Side Pocket (Mediterranean)</td>
<td>92 Spruce Street, Providence</td>
</tr>
<tr>
<td>1394 Douglas Avenue, North Providence</td>
<td>401.861.5190</td>
</tr>
<tr>
<td>crowd favorite: Everything Falafel</td>
<td>crowd favorite: fresh fruit tart</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bob &amp; Timmy’s Grilled Pizza (grilled pizza)</th>
<th>Shanghai (Asian/sushi)</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 Spruce Street, Providence</td>
<td>272 Thayer Street, Providence</td>
</tr>
<tr>
<td>401.453.2221</td>
<td>401.331.0077</td>
</tr>
<tr>
<td>crowd favorite: The Grille Classic</td>
<td>crowd favorite: Shanghai spicy fried rice</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>LaSalle Bakery (bakery, cakes, café)</th>
<th>The Abbey (burgers and beers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>993 Smith Street &amp; 685 Admiral Street, Providence</td>
<td>686 Admiral Street, Providence</td>
</tr>
<tr>
<td>401.831.9563; 401.228.0081</td>
<td>401.351.4346</td>
</tr>
<tr>
<td>crowd favorite: pizza strips</td>
<td>crowd favorite: The Great American</td>
</tr>
</tbody>
</table>
**Grocery Shopping:** Visit each Web site for locations, hours, and directions.

- Aldi @ [www.aldi.us](http://www.aldi.us)
- Dave’s Marketplace @ [www.davesmarketplace.com](http://www.davesmarketplace.com)
- Eastside Marketplace @ [www.eastsidemarket.com](http://www.eastsidemarket.com)
- Shaw’s @ [www.shaws.com](http://www.shaws.com)
- Stop & Shop @ [www.stopandshop.com](http://www.stopandshop.com)
- Trader Joe’s @ [www.traderjoes.com/](http://www.traderjoes.com/)
- Whole Foods @ [www.wholefoodsmarket.com](http://www.wholefoodsmarket.com)

There are also several local options for grocery delivery/pickup that might make your daily grind easier.

- Whole Foods Market University Heights offers [Delivery and Personal Shopping](http://www.wholefoodsmarket.com) service seven days a week!
- Choose from Peapod by Stop & Shop home delivery or pick-up. [Learn more](http://www.stopandshop.com)!
- Eastside Marketplace offers services such as old-fashioned parcel pick-up, grocery delivery, and grocery pick-up. Oh, and those services are FREE! Plus, faculty get a 5% discount on Thursday’s with your ID card!

Visit [Farm Fresh Rhode Island](http://www.farmfreshri.com) to find a directory of farmers’ markets and other sources of locally grown food in the state, including a restaurant guide.

**Healthcare Providers:** All RI residents and institutions have access to [AskRI](http://www.askri.org), a bank of databases through the RI public library system. The AtoZ Databases provides a directory of local businesses and healthcare professionals.

**Housing:** The Off-Campus Living office can be reached at 401.865.2420. This office maintains a collection of postings from local landlords and real estate agents. You may also wish to visit [RI Living](http://www.livingri.com) for statewide listings. [Residential Properties: Moving to RI](http://www.movingtorhodeisland.com) includes descriptions of Rhode Island communities and neighborhoods, a RI family guide, and relocation resources.

**Living in Rhode Island:** The Providence Warwick Convention & Visitors Bureau provides a [printable PDF file](http://www.providence.org) of important relocation information. In addition, the Rhode Island Economic Development Corporation has [an informative PDF](http://www.providence.org) regarding moving to RI.

**Local Publications:** [The Providence Journal](http://www.providencejournal.com) is the largest newspaper in Rhode Island. [Rhode Island Monthly Magazine](http://www.rimonthly.com) is a regional publication that brings readers the very best of what Rhode Island has to offer — from people to politics, food to finance. Get the story on artisan foods, beverages, and more with [Edible Rhody](http://www.ediblerhody.com). The [Providence Phoenix](http://www.providencephoenix.com) and [Providence Monthly](http://www.providencemonthly.com) are great resources for entertainment and local events.

**Lodging:** Whether you are hosting out of town relatives, looking for a local getaway, or commute from a distance and need to stay near campus during bad weather, there are many wonderful choices in proximity to Providence College; the contact information for a few local inns are listed below.
State House Inn
43 Jewett Street, Providence
401.351.6111

The Old Court B&B
144 Benefit Street, Providence
401.751.2002

Edgewood Manor B&B
232 Norwood Avenue, Providence
401.781.0099

The Arts: From museums and art galleries, to scenic tours, and the performing arts, Rhode Island offers a variety of options to suit the most discriminating patrons. Full-time Providence College faculty, staff, and students (with your ID) get free admission to the RISD Museum of Art and a 10% discount on RISD/works purchases. The museum also provides flexible scheduling for complimentary class visits.

Weather: The average summer temperature in Rhode Island is 80°F. In winter, the average temperature is 40°F. Snowfall in Providence averages 37 inches a year. Bundle up and enjoy the season! In the event of inclement weather, be sure to call the Weather Advisory Line at 401.865.1012 for information on delays and closings at Providence College.