

## **Resource Guide for Full-Time Faculty and Librarians**

**The information below is intended to provide you with resources and information about working at Massachusetts College of Liberal Arts. Its purpose is to help make your job easier and more satisfying. The guide sets no policy but only draws from existing information on the MCLA and related websites, referencing those areas that are of most interest to full-time faculty and librarians.**

You will need to make an appointment with the Benefits Administrator on or before your first day of employment. The Human Resources office is located in Mark Hopkins Hall, Room 101, and hours are hours 8:30 a.m. – 4:45 p.m. Monday-Friday. See link to campus map.

[http://www.mcla.edu/Admissions/uploads/textWidget/4303.00005/documents/campus\\_map\\_with\\_legend\\_4-2012\\_temp.pdf](http://www.mcla.edu/Admissions/uploads/textWidget/4303.00005/documents/campus_map_with_legend_4-2012_temp.pdf)

New faculty and librarians must complete a W-4 form (federal withholding), an M-4 form (state withholding), a personal data form, and an "I-9" form at the time of hire. The "I-9" form certifies eligibility for employment. This form is required by the federal Immigration Reform and Control Act (IRCA) of 1986. The "I-9" must be completed during the first three days of employment, and a member of the Human Resources Department must examine all original documentation of employment eligibility (a picture ID and social security card). Additionally, for payroll identification, the social security card must be examined; if this document cannot be produced, we ask that you apply for a new card.

HR staff can meet with you individually to discuss your benefits options. Call Maya Bonatz at 662.5598.

### **Getting Set Up**

To get started with your work at MCLA, there are several things you need to do:

- 1) get your employee account ("A") number;
- 2) obtain your MCLA user account from IT, which gives you an e-mail address and other online access;
- 3) get your campus ID;
- 4) obtain a parking decal for your car;
- 5) get a key for your office; and
- 6) set up your phone voice mail and long-distance access.

### **E-mail Account**

In order to have access to campus e-mail systems, faculty must apply for an MCLANet account information. Your MCLANet account will give you access to a wide variety of technology services such as e-mail, course work areas, the campus network and computing facilities. To set up this account you will need your Banner IS number (known as your "A" number). The setup may be completed online at: <https://ssl.mcla.edu/edir/acctclaim/>

Other computer support information may be accessed at:  
[http://techhelp.mcla.edu/index.php/Computer\\_Support\\_Services](http://techhelp.mcla.edu/index.php/Computer_Support_Services)

## **ID Card**

Your official MCLA ID card gives you access to many campus resources, such as the Freel Library. You can obtain an ID from Public Safety, located at 277 Ashland Street.  
[http://www.mcla.edu/Admissions/uploads/textWidget/4303.00005/documents/campus\\_map\\_with\\_legend\\_4-2012\\_temp.pdf](http://www.mcla.edu/Admissions/uploads/textWidget/4303.00005/documents/campus_map_with_legend_4-2012_temp.pdf)

## **Parking**

Faculty and librarians may obtain a parking sticker to park in certain areas. You can obtain the sticker from the Public Safety Office. Bring a copy of your automobile registration. For parking rules and regulations, see

[http://www.mcla.edu/Student\\_Life/publicsafety/motorvehicleregulations/](http://www.mcla.edu/Student_Life/publicsafety/motorvehicleregulations/)

## **Access to Offices**

Faculty should contact their departmental administrative assistant for a key to their office.

## **Telephone**

The department administrative assistant will help set up the phone number for your office. Instructions are also available at:

[http://www.mcla.edu/About\\_MCLA/uploads/textWidget/1064.00135/documents/MCLAstaffinstructions2.pdf](http://www.mcla.edu/About_MCLA/uploads/textWidget/1064.00135/documents/MCLAstaffinstructions2.pdf)

Other telecommunications information may be accessed at:  
[http://www.mcla.edu/About\\_MCLA/Admin/telecommunications/](http://www.mcla.edu/About_MCLA/Admin/telecommunications/)

## **Academic Calendar**

The Academic Calendar is a list of important dates in the academic year. The calendar includes the dates that classes and final exams start and finish and specific holidays and make-up days. It is essential that you check the academic calendar before creating your syllabus. You can find the calendar at: [http://www.mcla.edu/mcla\\_data/Calendar%2013-14-April%204.pdf](http://www.mcla.edu/mcla_data/Calendar%2013-14-April%204.pdf)

## **Union Membership**

MSCA (Massachusetts State College Association) is the professional association/union that represents the faculty and librarians who work in the nine state colleges. The website of the

MSCA provides a copy of the faculty contract, a list of offices and chapters, a calendar of meetings, and news. See <http://mscaunion.org/>. The MSCA Contract is available at <http://mscaunion.org/contract/>.

All unit members are contractually required to pay either membership dues or the agency fee. The dues fiscal year runs from the beginning of the Summer Session until the end of the following spring semester. Unit members are billed in the first semester that they teach. This payment of membership dues or agency fees covers you for the year, so you will not be billed again until the next fiscal year. The union dues/agency fee bill includes payments to NEA, MTA, and MSCA, and the local chapter dues. If you have any questions, please call the chapter president, Prof. Dana Rapp, at 662.5197.

### **Some useful MCLA websites**

Academic Center for Technology: <http://www.mcla.edu/Academics/faculty/academictechnology/>

Faculty Newsletter archives: <http://www.mcla.edu/Academics/faculty/newsletter/>

Freel Library: <http://www.mcla.edu/library/>

Faculty library resources: <http://mcla.libguides.com/facultyresources>