

7.0 SERVICES AND FACILITIES

NOTE: In many cases, policies governing the Joan and Sanford I. Weill Medical College and Graduate School of Medical Sciences of Cornell University differ from policies governing Cornell's Ithaca campus. Faculty at the Medical College and Graduate School of Medical Sciences should consult with the Office of the Provost for Medical Affairs for the relevant policies.

Some of the many services and facilities that are available to faculty and staff members are briefly described below. A more complete listing of units, addresses, and telephone numbers is given in the Cornell University Staff Directory.

Academic Regalia

Academic gowns may be borrowed from the Commencement Office prior to commencement. Information is emailed in April about reserving regalia, which is distributed during the three days before the ceremony. Refer to www.commencement.cornell.edu/May/faculty for more details.

Arrangements to purchase academic regalia may be made through the Commencement Office's website as well.

Alumni Affairs and Development

The Division of Alumni Affairs and Development actively encourages Cornell alumni, parents, and friends to participate in the life of the university and to assist Cornell through their volunteer services and their gifts. Their time, loyalty, and intellectual and financial resources enhance Cornell's vitality and are critical to the achievement of Cornell's mission to educate the leaders of tomorrow and extend the frontiers of knowledge. Cornell alumni frequently return to campus to recruit employees, to consult with faculty, to participate in professional programs sponsored by departments and colleges, and to attend three large university events: Reunion in June, Homecoming in September or October, and the annual meeting of the Cornell University Council and the Board of Trustees in October. There are over 250,000 living, degree-holding Cornell alumni. All matriculated students become Cornell alumni once their class has graduated, whether or not they have earned a Cornell degree. Alumni home and email addresses, as well as phone numbers, are confidential and are not released without permission.

Alumni Affairs staff members and volunteers organize more than 1,000 events worldwide each year including class reunions, faculty speaker events, receptions for prospective Cornell students, alumni/student career networking brunches, and homecoming, through a network of 75 active alumni classes, college and affinity alumni organizations, and over 100 Cornell Clubs and associations worldwide. For more information on Alumni Affairs and Development, see www.alumni.cornell.edu.

The Division of Alumni Affairs and Development is responsible for all university, college, and unit efforts to secure funding from private sources including individuals, corporations, and philanthropic foundations. Its Office of Trusts, Estates, and Gift Planning assists donors who wish to give assets other than cash, make a bequest to Cornell, or establish trusts or other planned gifts that ultimately benefit the university. The Office of Development coordinates all requests, including those from faculty members and staff, for support from private sources. The Gift Processing Policy provides guidance in this area, and is available on the University Policy Office website (http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_1.pdf).

Athletic Events and Facilities

Each year faculty and staff members are provided the opportunity to purchase tickets on a seasonal or per game basis at reduced prices. Typical discounts range from 35-50% (men's ice hockey excluded). All tickets to athletic events may be purchased at the ticket office in Bartels Hall or online at www.CornellBigRedTickets.com. See <http://www.cornellbigred.com/calendar.aspx> for scheduling information for all athletic events.

- Fitness Facilities on Campus. Faculty and staff members may pay an annual fee to use the fitness facilities on campus. The Cornell University Wellness Program serves faculty, staff, retirees, spouses and same-sex partners. Annual memberships cost \$175 and include access to the Cornell Fitness Center's (www.fitness.cornell.edu) five fitness locations, access to over 50 group fitness classes per week, one-on-one fitness and nutrition consultations, access to two swimming pools, ice skating, and a basket and towel service. Guest passes are available for \$7 per day. For more information, see <http://bigred2.athletics.cornell.edu/wellness/>.
- Athletic Privilege Card Only. Employees may obtain an Athletic Department privilege card for use at both Teagle and Helen Newman Halls. The card may be purchased at the Bartels Hall Equipment Room for an annual cost of \$120. This card entitles the holder to a uniform service, towel service, a basket and padlock in either Teagle or Helen Newman, and use of the pools at both halls. Cardholders may also participate on a space-available basis in any physical education course with the registration fee waived.

(class fees still apply). **An Athletic Privilege Card does not include access to the fitness centers or group exercise programs.**

- **Pools.** There are indoor swimming pools in Teagle and Helen Newman Halls. Specific times are established each term in each facility. Faculty and staff members who have Wellness memberships or privilege cards may use the pools in either facility during posted lap swimming times. Faculty and staff members who do not have privilege cards can purchase a guest pass for \$7 to use the pools in either facility during designated hours.
- **Golf.** The Robert Trent Jones '30 Golf Course is a championship eighteen-hole course set in the beautiful surrounding on North Campus. Located off Warren Road, the facility is available to faculty and staff members by payment of greens fees or annual membership fee. Course facilities include a driving range, pitching/chipping green, and putting greens. For more information, please refer to <http://bigred2.athletics.cornell.edu/golf/index.html>.
- **Squash and Tennis.** Faculty and staff members at scheduled times may reserve the Grumman Squash Courts. The Cornell Faculty Tennis Club, which charges a membership fee, uses the Cascadilla courts during the summer. During the academic year, the Reis Tennis Center on Pine Tree Road provides indoor tennis court facilities that are offered at a reduced rate to faculty, staff, and students. During the winter, the skating facilities at Lynah Rink are open to faculty and staff members at designated times.

For more information, refer to the Athletics website <http://www.cornell.edu/athletics/>.

Books, Supplies and Convenience Items

The Cornell Store located between Ho Plaza and Day Hall, is owned and operated by the university. The store's mission is to support the university's teaching and research activities by providing a wide variety of course support services, supplies, and convenience items. Many of the store's services are accessible via the store's website www.store.cornell.edu. An administrative board provides advice and counsel on matters of policy.

The Cornell Store works with academic departments, faculty members, and publishers to provide textbooks, study guides, custom-designed course packets, lab and art supplies, and other materials needed for Cornell courses. Students can view and print their course materials list online from the store's website or in-store kiosks. For more information on textbook adoption services, see the section on "Book Lists for Courses" in section 5.0.

The Store features a large number of books by Cornell authors and their selection of local interest and Cornell-related books is unmatched. The Frequent Purchasers' Program allows savings of 20% off all general books after the purchase of ten books. A wide array of quality Cornell apparel, Cornell gifts, convenient services such as faxing, passport photos and UPS shipping are also available in the Cornell Store. Cornell employees are eligible for discounts on departmental purchases, higher limits on procurement card transactions, academic discounts on computer hardware and software, and custom imprinting of selected merchandise for department conferences or seminars.

For further information on ordering and hours, please refer to their website at <http://www.store.cornell.edu>.

The Statler Lobby Shop (Mon-Fri 8am-5:30pm, Saturday 9am-5:30pm, Sunday 9am-4pm) also stocks gifts, sundries, newspapers, and Cornell souvenirs.

Business Services (www.cbs.cornell.edu)

Departments of Cornell Business Services include The Cornell Store, and Cornell Digital Print Services and The Technology Connection (included within this section).

Campus Club

The Campus Club of Cornell University is a social and educational club for Cornell-related women, providing opportunities to connect with others over shared interests. a vital organization for women of the Cornell University community. Participants share the varied resources of Cornell by joining activity groups, attending lectures, and taking part in social occasions. The Club also offers special events and mentors to introduce newcomers to the Cornell community. Inquiries may be made to the Office of the Dean of the University Faculty.

Campus Store – See **Books, Supplies and Convenience Items** in this section.

Campus-To-Campus Express Coach

Phone: 607-227-6307

Email: transportation@cornell.edu

Web: www.c2cbus.com

Cornell's Campus-to-Campus (C2C) express bus service has proven to be vital in linking the New York City and Ithaca campuses of Cornell University.

The coaches offer single and double seating for up to 32 passengers. Ample workroom, wired and wireless internet service, power outlets, and other much requested amenities make the trip enjoyable and productive.

C2C operates seven days a week with two Ithaca departures daily. Reservations and payment are made exclusively online at www.c2cbus.com.

Location and Hours

The administrative offices of Campus-to-Campus are located at Transportation and Mail Services, 116 Maple Avenue, Ithaca, NY. Hours of operation are 7:30 a.m. to 5:00 p.m., Monday through Friday (except posted university holidays) during the academic year. Summer hours are 7:30 a.m. to 4:00 p.m., Monday through Friday.

Career Services

Cornell Career Services (www.career.cornell.edu) is comprised of college career offices and University-wide services in Barnes Hall. The offices work together to help students research and explore career opportunities and make the transition from Cornell to a first job or to graduate or professional school. The college career offices offer a variety of career-development services tailored to the curricular and career goals of their students. Services in Barnes Hall are open to all students and include: career exploration and career counseling, pre-med and other health careers advising, pre-law advising, professional- and graduate-school application advising, support for prestigious fellowships candidates, and coordination of on-campus recruiting and online postings of summer internship and full-time job openings. Professional advisers and counselors as well as student advisers are available.

Center for Teaching Excellence

The Center for Teaching Excellence (CTE) is dedicated to the support and advancement of teaching and learning at Cornell University. CTE staff work collaboratively with faculty, teaching assistants, administrators, and other academic units to develop a culture that values and rewards teaching. It creates and disseminates research-based best practices, models, and approaches to university teaching and learning; facilitates access to resources that support them; and assists instructors, both individually and in groups, in gathering, analyzing, and reflecting on information about their own teaching and their students' learning. Cornell's CTE is comprised of three units: Faculty Services/Instructional Support, International Teaching Assistant Development Program, and Teaching Assistant Development Program. The CTE strives to address the unique

needs of the individual colleges in addition to addressing university-wide matters related to teaching and learning.

Commuter and Parking Services

Phone: 607-255-4600

Email: transportation@cornell.edu

Web: www.commuting.cornell.edu

Commuter and Parking Services (C&PS) provides sustainable transportation services to faculty, staff, students, and visitors; oversees enforcement of parking regulations and traffic control; and manages visitor information and parking booths. In addition to parking, C&PS personnel provide a variety of services, including: manning the information booths, providing emergency rides, operating the Motorist Assist Program, and do emergency or special event traffic control.

C&PS is committed to providing commuting alternatives to reduce the percentage of single-occupant vehicle (SOV) commuters to Cornell University. To achieve success, it is not so important which alternative mode of transportation is chosen, but that there is an alternative to a SOV.

Transit Service

Faculty can use their Cornell University identification card to access weekday bus privileges on TCAT routes serving Cornell's main campus and off-campus facilities and certain geographic locations. The identification card must be presented at the fare box and read electronically in order to ride at no cost.

Commuter Programs

Commuter and Parking Services is committed to offering the Cornell community choices to make commuting easy, economical, efficient, and sustainable. There is an option or program available for every person and every pocketbook.

Commuters can choose to bus, walk, or bike to campus, purchase an individual parking permit, request no-fee parking in a remote lot, or join a commuter program. Current offerings include OmniRide (a transit program), RideShare (a carpool program) and Occasional Parker (a flexible commute program). For complete information about commuter program benefits, costs, and associated support services, contact C&PS.

Community-Based Commuter Programs

The university is collaborating with local constituencies to create and promote programs that are available to everyone. VanPool (www.vpsiinc.com) and Ithaca Carshare (www.ithacacarshare.org) are community-based commuting services open to the public. For a time, the university is offering special incentives to Cornell community members to give VanPool and Carshare a try.

Parking on Campus

On-campus parking—except in metered and some time-zone areas—is by permit only. Many lots have special evening and weekend permit restrictions, and only a few areas are open to parking after 5:00 p.m. and on weekends. In addition, some parking restrictions, such as those in residence hall parking lots and other designated areas, are in force seven days a week around the clock.

Parking permits are priced higher for central campus parking permits versus permits for perimeter parking and are issued based on availability and work location. Permit fees can be paid via payroll deduction. Complete parking information can be found at www.commuting.cornell.edu.

Parking Enforcement

Parking enforcement is provided as a customer service for those people who purchase parking and expect it to be available when they need it. The parking enforcement program is not a revenue generating operation for the university. The fines collected cover the expense of providing this service. Ticket appeals and payments may be made online at www.commuting.cornell.edu.

Location and Hours

Cornell Commuter Parking Services is located at 116 Maple Avenue, Ithaca, NY. Hours of operation are 7:30 a.m. to 5:00 p.m., Monday through Friday (except posted university holidays) during the academic year. Summer hours are 7:30 a.m. to 4:00 p.m., Monday through Friday.

Concerts – See **Events and Activities** in this section.

Conference Services and Catering

(<http://www.campuslife.cornell.edu/campuslife/conferenceservices/index.cfm>)

Conference Services can assist in planning and managing professional conferences on campus during the academic year, university breaks, and over the summer. In addition, Cornell catering offers a variety of services for events of all sizes throughout the year.

Cornell Botanic Gardens

Cornell Botanic Gardens is the university's arboretum, botanical garden, and natural areas, and is open to the university community and visitors for their enjoyment and study. Cornell Botanic Gardens is used as an outdoor laboratory in connection with numerous academic courses and as a facility for graduate research projects. Its 4,100 acres, some of which lie along the steep, magnificent Cascadilla and Fall Creek gorges bordering the university, contribute to making Cornell's campus one of the most beautiful in the United States. Within Cornell Botanic Gardens are trails that go through the arboretum and botanical garden, and along Beebe Lake, ponds, streams, swamps, and woodlands. Variety of terrain, elevation, and soil type permits such diversity as alpine and wetland collections, many specialty gardens, and woodland and wildflower collections.

Visitors can enjoy a pleasant drive or walk, learn about native and ornamental plants, and explore their kinship with the earth. Listings of special events and evening courses held throughout the year are available at www.plantations.cornell.edu. Group tours can be arranged by calling (607) 255-2400, but at least three weeks advance notice must be given.

The Cornell Botanic Gardens is a unit of the College of Agriculture and Life Sciences and is managed by a director. There is also a 24-member Advisory Council, and a staff of about 50 employees. Because Cornell Botanic Gardens receives less than a fifth of its income from the university, it depends upon contributions from generous members as well as outside grants for its support. The grounds are open from sunrise to sunset, free of charge. General information is available in the Garden Gift Shop at the Cornell Botanic Gardens Lewis Building from 8:00 a.m. to 4:00 p.m. weekdays, and on weekends (hours vary with the season). Tour booklets are available. Picnics are permitted, but visitors should inquire about regulations. The general rule for use of the Cornell Botanic Gardens is that only pictures should be taken and only footprints left.

Cornell Center for Technology Enterprise and Commercialization (CCTEC)

<http://www.cctec.cornell.edu>

CCTEC is a service unit of the university charged with the responsibility to manage Cornell intellectual property created by Cornell University's faculty and staff and owned by the university or by the Cornell Research Foundation. CCTEC is responsible for obtaining appropriate patent, trademark, or copyright protection on such intellectual property, while concurrently licensing the intellectual property to appropriate commercial partners to advance the university's overall missions for the greatest public good.

CCTEC endeavors to promote awareness of intellectual property issues to Cornell appointees and to provide advice on such issues. The role of CCTEC in the protection and commercial development of inventions and creations includes the following activities:

1. Determine protection availability by patent, trademark, or copyright;
2. Evaluate commercial potential and placement strategy;
3. Obtain appropriate intellectual property protection;
4. Identify potential commercial development or research and development partners and entice their interests in Cornell intellectual property; and
5. Negotiate and manage contractual relationships with such partners for Cornell intellectual property.

Cornell Chronicle Online (www.news.cornell.edu/)

The Cornell Chronicle Online is Cornell's daily electronic newspaper. It provides comprehensive coverage of news from Cornell's Ithaca campus as well as its campuses in Geneva, New York; New York City; Doha, Qatar; and other locations. A Chronicle Digest that can be printed by readers is prepared weekly. The Chronicle also publishes an e-newsletter for parents, alumni, and friends of the university. It is available at no charge by subscription.

Cornell Digital Print Services

www.digitalprintservices.cornell.edu; Email: digital@cornell.edu

Located at 695 Dryden Road, Cornell Digital Print Services, offering free pick-up and delivery, is Cornell's preferred vendor for digital print and copy services specializing in:

- Digital Color Printing (brochures, flyers, quarter cards, posters, newsletters, etc.)

- Black and White Printing and Copying
- Customized Course Packs
- Large Format Signs and Banners
- Cornell Business Cards, Thesis and Dissertations (use convenient online forms at www.digitalprintservices.cornell.edu)

Cornell Research Foundation – See **Cornell Center for Technology Enterprise and Commercialization (CCTEC)** in this section.

Cornell Store – See **Books, Supplies and Convenience Items** in this section.

Cornell University Press

Cornell University Press (www.cornellpress.cornell.edu), was established in 1869, and was the first university press to be established in the United States. From that beginning, the press has grown to be a major scholarly publisher offering 150 new titles a year in many disciplines, including anthropology, classics, cultural studies, history, literary criticism and theory, medieval studies, philosophy, politics and international relations, psychology and psychiatry, and women’s studies. Many books in the life sciences and natural history are published under the Comstock Publishing Associates imprint, and a distinguished list of books in industrial and labor relations is offered under the ILR Press imprint.

CUinfo

CUinfo is a website that provides access to information about the university and the surrounding Ithaca area, including on-campus and local area events, directories, course rosters, bus schedules, electronic versions of local publications, various online services, and dialogs. CUinfo’s website is at <http://cuinfo.cornell.edu>.

Dean of Students

The Office of the Dean of Students (www.dos.cornell.edu/dos) offers programs to help students learn outside the classroom and develop a sense of belonging to a vast and diverse campus community. The programs bridge the academic and nonacademic parts of student life and include New Student Programs and Diversity Outreach, Fraternity and Sorority Affairs, Student Activities, Cornell United Religious Work, The International Students and Scholars Office, The Lesbian, Gay, Bisexual, Transgendered Resource Center, The Tatkon Center/New Student Programs/Orientation.

Dining

A variety of Cornell Dining halls and retail facilities are available on central campus. Cash/a la carte dining units include Moosewood at Annabel Taylor Hall, Cascadeli and the Ivy Room at Willard Straight Hall, Hughes Dining, The Green Dragon in the basement of Sibley Hall, Big Red Barn, Martha's Café in Martha Van Rensselaer Hall, the Atrium Café in Sage Hall, Trillium and Trillium Express in Kennedy Hall, and Synapsis Café in Weill Hall.

The Statler Hotel and Statler Hall host Taverna Banfi, Mac's Café, and the Terrace Restaurant. The Temple of Zeus can be found in Goldwin Smith Hall. Stocking Hall houses The Dairy Bar, and the College of Veterinary Medicine Cafeteria is located in Schurman Hall.

Dining Halls for meal plan participants include North Star Dining in Appel Commons on North Campus, Okenshield's in Willard Straight Hall, Robert Purcell Marketplace Eatery, Risley Dining, 104West!, Cornell's OU-Certified dining facility, and the five West Campus House System dining facilities: Cook House Dining Room; Becker House Dining Room; Hans Bethe House, Jansen's Dining Room; Rose House Dining Room; and Keeton House Dining Room.

For a full range of Campus Life dining options and hours of operation during the academic year, breaks, and summer, see www.dining.cornell.edu.

eCornell (<http://www.eCornell.com>)

Established and wholly-owned by Cornell University, eCornell has the most comprehensive online, professional and executive development curriculum offered by any top-20 university in the United States. eCornell provides exceptional online learning experiences tailored for professional and executive development in the areas of strategy, leadership and management development, human resources, financial management, and hospitality management. Collaboration between Cornell faculty experts and learning and user-experience designers provide for engaging, rigorous, and interactive learning.

Environmental Compliance and Sustainability Office

Cornell University's Environmental Compliance and Sustainability Office (ECOS) ensures compliance with regulations that protect the air, water, and other natural resources throughout the university, and leads the campus operations Sustainability Initiative. ECOS works to:

- Improve Cornell's performance in meeting or exceeding regulatory standards;
- Reduce the university's environmental footprint and enhance our local communities;
- Maximize operating efficiencies while meeting requirements and furthering the university's voluntary environmental initiatives;
- Enhance Cornell's environmental leadership and reputation.

Please contact ECOS for changes to your work or facilities that may impact the environment. Our Environmental Checklist can be found at: <http://www.eco.cornell.edu/kerb/PMChecklist.cfm>.

We can also help with Green Building and Sustainability Transformations. Please visit our website: <http://www.sustainablecampus.cornell.edu/>.

The health and safety of the inside environment, including lead and asbestos abatement, is the responsibility of the Department of Environmental Health and Safety (EH&S). ECOS and EH&S work closely as a team on a range of air and water issues. EH&S is the initial responder and command for spills, releases and other incidents on campus. ECOS provides first response assistance to EH&S, advises EH&S on regulatory reporting requirements and protection of the environment during the incident, and, after the initial response, may assume leadership of the clean-up effort.

For more information on the Environmental Compliance and Sustainability Office, visit their website at <http://www.eco.cornell.edu/>.

Environmental Health and Safety

The Department of Environmental Health and Safety (EH&S) is committed to fostering a safe and healthy environment for students, faculty, staff members and visitors. EH&S tries to bring to the campus all of the best attributes (and none of the bureaucracy) of monitoring agencies such as the Occupational Health and Safety Administration, the Department of Health, the Nuclear Regulatory Commission, the National Institutes of Health, the Department of Environmental Conservation, and the Environmental Protection Agency. EH&S works with students, faculty, staff members, and others to reduce injury and illness, assists with compliance obligations, increases productivity and morale, and enhances study and research opportunities. It supports Cornell's mission of excellence by providing and coordinating programs and services that can reduce potential environmental, health, and safety risks to the Cornell University community.

EH&S serves as an information resource by maintaining up-to-date reference materials, advisories, and regulations from government agencies, and by working with the Cornell community (in consultation with the Office of University Counsel, where appropriate) to interpret and implement them. EH&S also consults with individuals, designated department safety representatives, and safety committees to help units develop educational and training programs. Environmental Health and Safety professionals offer technical assistance in the areas of: accident and injury prevention; asbestos/lead management; biological safety; building inspections; construction safety; exposure monitoring; fire protection and emergency services; hazardous, radioactive, biological, or chemical waste management; laboratory safety; occupational health; personal protective equipment; radiation safety; safety education and training; emergency response; and lots more.

The EH&S website (www.ehs.cornell.edu) provides handy links to reference documents, services and requests forms, Material Safety Data Sheet repository, safety manuals, Chemical Hygiene Plan, people who can answer questions, and more.

Events and Activities

A variety of exhibitions, musical and dramatic performances, and many public lectures take place on campus each year.

The *Herbert F. Johnson Museum of Art*, designed by I.M. Pei, is situated on the northwest corner of the Arts Quadrangle and commands a sweeping view of Cayuga Lake and the city of Ithaca. The museum's rapidly expanding collections include works from all over the world; especially well developed are holdings in the graphic arts, Asian art, and twentieth-century American painting. The museum sponsors traveling exhibitions, lectures, films, education workshops, tours, and other special events. Except for a brief period during the winter recess, the museum is open all year to the public from 10:00 a.m. to 5:00 p.m. Tuesdays through Sundays. Membership privileges include special preview receptions of exhibitions, bimonthly newsletters, and discounts on catalogs and posters at the sales desk.

Other exhibitions of paintings, sculptures, graphic arts, and crafts, including student work, are held almost continuously during the academic year in the Willard Straight Hall Art Room, the Olive Tjaden Hall Gallery, Sibley Dome, the Martha Van Rensselaer Hall Gallery, and Risley College.

Summer Events: (www.sce.cornell.edu/events)

The School of Continuing Education and Summer Sessions sponsors free cultural events on campus each summer, including lectures and indoor and outdoor concerts.

Theatre, Film and Dance Performances and Public Presentations. The Department of Theatre, Film and Dance is housed in the Schwartz Center for Performing Arts, which features the 471-seat Kiplinger Theatre, the Class of 1956 Flexible Theatre, and a Black Box theatre for experimental performance; three dance studios; and the Film Forum, a classroom and screening space. In addition to its academic activities (three undergraduate majors, a graduate major field in theatre offering the Ph.D., and a graduate minor field in film and video), the department sponsors and mounts six to ten theatre productions open to the public each year, from fully-staged performances to readings of new works, and from classic drama to contemporary comedy. The department sponsors daily screenings of a wide variety of films through Cornell Cinema and Willard Straight and Uris Halls, annual screenings of student-made films, and symposia on cinema and media studies throughout the year. The department supports dance concerts each academic year, and the Cornell Dance Series brings two professional companies to the Schwartz Center each year.

The *University Faculty Committee on Music* serves as the advisory body for the Cornell Concert Series, which presents eminent solo artists and ensembles at Bailey Hall. Tickets are sold on-line at www.cornellconcertseries.com or over the phone through the Ticket Center at the Clinton House. Aside from the Concert Series, the Department of Music sponsors over 130 free concerts and lectures each year, given by faculty members, students, university ensembles and distinguished visiting artists and scholars. Faculty members, spouses and staff members are welcome to participate in a number of music ensembles. Information is available at the Music Department Office in Lincoln Hall.

The *University Faculty Committee on University Lectures* sponsors numerous individual university lectures by national and international authorities throughout the year. It also sponsors the Messenger Lecture Series, in which outstanding scholars deal with important subjects in depth. Information can be obtained from the Office of the Dean of Faculty at http://theuniversityfaculty.cornell.edu/lectures/lectures_main.html.

See also <http://www.cornell.edu/events/> for other listed events and activities.

Facilities Management

Failures in such building services as heat, electricity or water, and other building and grounds maintenance problems, including fallen trees or wires, should be reported to

the Customer Service Center, Department of Facilities Management. For further information, see their website at <http://www.fs.cornell.edu/>.

Faculty Fellows in Service

Service-learning is an experiential education approach that links academic learning with meaningful community service activities, personal growth, and social awareness and responsibility. Faculty development opportunities, pedagogical support, teaching aides, mini grants and recognition awards are available to support academic service-learning initiatives through the Faculty Fellows in Service, a program of the Public Service Center (<http://www.psc.cornell.edu>).

Faculty Programs in Residential Communities

Faculty are encouraged to participate in the residential experience of students through the Faculty in Residence, Faculty Fellows, Dining Discussion Groups, and the West Campus House System. Faculty-led programs provide a wide range of opportunities to foster intellectual, personal, and career development for students. Faculty members collaborate with residential staff members to develop and implement a variety of programs that range from social and community-building activities to academic and intellectual discussions.

Faculty in Residence reside with their families in an apartment within a residence hall. They participate in residence hall programs, act as mentors and role models for students, share meals with students, and are members of the residential communities in which they live.

Faculty Fellows do not live on campus but are associated with a particular residence area and community center to participate in activities that enhance the integration of students' academic and social lives.

Faculty-led Dining Discussion Groups meet weekly in one of the dining halls and facilitate topic-based discussion of issues, current events, cultures, and ideas.

The Faculty Programs in Residential Communities website can be accessed at <http://www.campuslife.cornell.edu/campuslife/resprog/aboutfacultyprograms.cfm>.

House Professors-Deans and House Fellows: House Professors-Deans form strong connections with students living in the West Campus House System, a community for upper-level undergraduate students. Each West Campus House is led by its own

House Professor-Dean, who lives in the House with his or her family and works to integrate intellectual and academic opportunities into the undergraduate living experience. Houses have approximately 30 House Fellows each, primarily faculty members, who interact with student residents over meals and programs at the House. Bringing students, faculty, and visiting scholars together to create vibrant intellectual communities is at the heart of Cornell's West Campus House System.

For more information about the West Campus House System, visit <http://www.campuslife.cornell.edu/campuslife/wchs/>.

Fraternities and Sororities

Sororities and fraternities at Cornell encourage academic success, develop leadership skills, promote community service, and offer a chance to make lasting friendships. Their umbrella organizations – the Interfraternity Council, the Multicultural Greek Letter Council, and the Panhellenic Association – oversee nearly 70 chapters, whose memberships make up nearly 30 percent of the student population. Each chapter is encouraged to have a faculty advisor and engage faculty in student-led programs. The website for the Office of Fraternity and Sorority Affairs can be accessed at www.greeks.cornell.edu.

Cornell Health Services

Services for Faculty

Known as a primary care facility for the health needs of students, Cornell Health Services (www.gannett.cornell.edu) also offers a wide range of services that are available to Cornell faculty and staff members to supplement those offered by primary-care providers. Conveniently located on Ho Plaza and accredited by the Accreditation Association for Ambulatory Health Care, Inc., Cornell Health strives to provide high quality, responsive services to Cornell employees. View details at www.gannett.cornell.edu {search "faculty"}.

Services for Students

Cornell Health is a multidisciplinary health care organization serving the academic mission of the university through creation and support of a healthy campus community in which each student may participate fully in intellectual and personal growth. Cornell Health provides confidential integrated health care for all full-time registered

students and their eligible dependents. Read more about Cornell Health services at www.gannett.cornell.edu.

Collaboration and Consultation

Faculty members are essential allies in promoting student health, encouraging the timely use of health care services, and connecting students in distress with valuable support. (View resources at www.gannett.cornell.edu/assist.) Cornell Health encourages faculty who have questions about services, concerns about access to care, or needs for information, consultation, or advice to call and talk with Cornell Health staff. Whenever Cornell Health is closed, students and concerned faculty and staff can consult with a Cornell Health care provider by calling 255-5155.

Government Affairs

Government Affairs maintains offices in Albany, NY, Washington, DC, and on campus in Ithaca, NY. Collectively these offices work at the federal, state, and local levels to monitor legislation and policy development that could have an impact on the university. They communicate with appropriate campus constituencies, coordinate the development of appropriate campus responses, provide legislative advocacy, and represent the university in various associations and coalitions that address issues related to higher education. The staff is active in addressing issues that affect the university's funding of student financial aid, Bundy aid, and the annual state appropriations for Cornell's contract colleges and schools. The staff also monitor opportunities that relate the university's existing research to the budgets of such federal agencies as the National Science Foundation, the National Institute of Health, the U.S. Department of Agriculture, the U.S. Department of Defense, NASA, and other agencies that support university-based research. Faculty and staff are encouraged to share information and coordinate legislative meetings with any member of the Government Affairs staff and to utilize the Albany and Washington office facilities when conducting business in those areas. For more information, visit the Government Affairs website at <http://www.govrelations.cornell.edu>.

Health Services – see **Cornell Health Services** in this section.

Housing

Nearly half of undergraduate students live in university housing. Freshmen reside on North Campus in traditional residence halls and in program houses; upper-level students live in the West Campus House System, in Collegetown residence halls, and in

program houses. In addition, upper-level students reside in university-owned and non-university owned cooperatives, fraternities and sororities.

Graduate and professional students may choose from residences designed specifically for single students or complexes that accommodate students accompanied by another adult and/or children. Space in graduate and professional student housing can also accommodate special visitors and post-doctoral candidates.

Housing for international scholars is coordinated through the International Students and Scholars Office. They provide assistance in finding short-term or long-term accommodations. This does not include routine short visits for which a hotel or motel would suffice. Faculty and senior research staff who invite international scholars to Cornell may use this service.

The Office of Off-Campus Housing provides a listing of apartments, houses, places to share, rooms, and sublets offered in the community. General guidance on tenant matters is also available.

The Campus Life Housing Office website can be accessed at www.housing.cornell.edu. Visit the Off-Campus Housing Office website at www.dos.cornell.edu/dos/ocho/index.cfm.

Human Resources

Human Resource leaders in each of the colleges are the first source of information for faculty members who have questions or concerns about any human resources-related topic. A list of the HR leadership in the colleges and units can be found at: https://hr.cornell.edu/about/admin_hr.pdf.

The central office of the Division of Human Resources is also available to provide advice, assistance, and guidance to faculty members on matters relating to the workplace and staff relations.

The Organizational Development Services (ODS) office can help any department or college with strategic planning, change management or team building. Faculty are encouraged to contact ODS for help with problem resolution or advice on a broad range of human resources matters at 607-254-6400 or <http://www.ohr.cornell.edu/contacthr/ods/aboutods.html>.

The Office of Workforce Policy and Labor Relations provides advice on academic policies that apply to faculty or are of special interest to faculty. Information on academic policies and procedures can be obtained by calling 607-254-6404 and speaking to one the staff or by visiting their website at <http://www.dfa.cornell.edu/treasurer/policyoffice/>

The Office of Workforce Diversity and Inclusion provides leadership to the Cornell community in the areas of equal opportunity, affirmative action, diversity, and the “balance” between work and personal life. They also provide training, information and problem resolution in these areas. More information can be found at <https://hr.cornell.edu/about/iwd.html>

Regarding questions about employee benefits, Benefit Services offers information for endowed and contract college staff and faculty on health and retirement benefits, medical and child care reimbursement, life insurance and other benefits. Contact 607-255-3936 or benefits@cornell.edu for information.

Information and Referral Center

The University Communications department of Campus Information and Visitor Relations (CIVR) operates the Information and Referral Center in the main lobby of Day Hall. The center is the central source of information on any aspect of the university. The CIVR staff is prepared to provide information and referral services for visitors, students, alumni, faculty and staff members. The center is open for walk-in inquiries Monday through Saturday from 8 a.m. to 5 p.m. They can also be reached by phone (255-2000 or 254-INFO) Monday through Friday from 8 a.m. to 10 p.m., and Saturday from 8 a.m. to 5 p.m. Free guided walking tours of the campus leave the center daily during most of the year.

Information Technologies (<http://www.cit.cornell.edu/for/faculty.cfm>)

Cornell Information Technologies (CIT) provides general and customized programs for faculty to meet a broad spectrum of technology needs. These services are in addition to support from individual departments and colleges. A list of essential CIT services for faculty follows:

- **Faculty Support Services for Teaching with Technology:**
http://www.it.cornell.edu/services/instructional_consulting/

Get assistance with instructional technologies, such as multimedia development, course websites, blogs, and web conferencing. Faculty can request individual consultations or attend workshops. Find out about new services and pilot projects in our newsletter: <http://www.it.cornell.edu/teaching/whatsnew.cfm>

- **Blackboard:** <http://blackboard.cornell.edu/>
The Blackboard course management system uses the web to distribute course materials, link to resources, give assignments and quizzes, manage grades, and open discussion forums for students.
- **Academic Technology Center:** <http://www.it.cornell.edu/teaching/showcase/>
Staff at two ATC locations are dedicated to assisting faculty, instructional support staff, and graduate students with course technologies. Available software, equipment, and services include scanners, digital still and video cameras, audio and video editing equipment and software, creative software to work with images and websites, and tools to convert audio and video tapes to digital files.

Student Technology Assistants offer one-on-one help with any supported technologies, either in the ATC or in the instructor's office or lab with their computer. To request an appointment, email stap@cornell.edu.
- **Computer Labs for Instruction:** www.cit.cornell.edu/labs
Visit the website to find lab locations, information on specialized software, peripherals, printing, and access to computers with assistive technology for people with visual or auditory impairments.
- **Websites for Instruction and Research:**
<http://www.it.cornell.edu/teaching/>
CIT supports instructors who have unique course website requirements, and offers space for student web projects and research sites. Email atc_support@cornell.edu to learn more or request an account.
- **Communication and Collaboration Tools:**
<http://www.it.cornell.edu/teaching/collaboration.cfm>
Online environments can become vital spaces for instructors, students, and TAs to exchange resources and ideas. Email atc_support@cornell.edu for help getting established in any of them.
 1. **Blogs:** <http://blogs.cornell.edu/>. Set up a course blog based on Wordpress MU.
 2. **Confluence Wiki:** Build a community website authored and edited by its users.
 3. **Discussion Boards and E-mail Lists:** Facilitate class forums and small chat groups with Blackboard's built-in tools, a separate web-based bulletin board, e-mail lists, or newsgroups.
- **Classroom Polling and Web-based Surveys:**
<http://www.it.cornell.edu/services/polling/>
CIT supports the i-Clicker poller, which allows instructors to survey an audience and view tabulated responses immediately. Using web-based survey tools, instructors can

create polls easily, and respondents need only a web browser to participate. CIT supports products supplying varying levels of security and participation limits.

- **Audio, Video, and Podcasts:** <http://www.it.cornell.edu/teaching/>
Instructors can request accounts to host audio or video files for streaming, downloading, or podcasting. Through the ATC, faculty have access to equipment and recommendations for recording podcasts, photographing or filming class projects or experiments, along with help formatting media files for course websites or blogs: <http://www.it.cornell.edu/teaching/> .
- **Specialized Statistical and Mathematical Software:** <http://cusoftware.cornell.edu/>
Many statistical software applications are available through Cornell's site licensing agreements, such as Minitab, SAS, SPlus, SPSS and Stata. Visit the CU Software Licensing Services website for more information.
- **Campus Telephone:** <http://www.cit.cornell.edu/services/phones/>
Staff and faculty should work through their department-based telecommunications coordinators for telephones and related services. If you don't know who your telecommunications coordinator is, ask the administrative assistant for your unit. If you don't have a telecommunications coordinator or can't determine who it is, visit <http://www.cit.cornell.edu/ncs/contact.html> for help.
- **Network – Wired/Ethernet Access**
As with phones, faculty should consult their department's IT staff to manage wired connections to the Cornell data network. Visit <http://www.it.cornell.edu/services/redrover/> to read about various options to connect on campus or remotely.
- **Wireless Network – RedRover Wi-Fi:** <http://www.cit.cornell.edu/redrover/>
A valid Cornell NetID is required for high-speed Wi-Fi network access. You should receive your NetID as part of the employment process.
- **Cornell Directories:** <http://www.cit.cornell.edu/directory/updatedir.html>
Cornell maintains electronic and paper directories of telephone numbers, email addresses, and other contact information for students, faculty, staff, and affiliates. Some information is automatically entered in these directories. It is your responsibility to update this information and indicate if you want some information to remain unpublished. Faculty can update a home address and phone number, and campus phone and fax numbers at <http://ee.ohr.cornell.edu/>.

Instructional Support

(<http://www.cte.cornell.edu/campus/teach/faculty/faculty.html>)

The Office of Instructional Support provides individual and group assistance to faculty members who want to learn how to be more effective teachers. Support is available in the following major areas: course design and effective classroom planning, creating effective classroom experiences for students, evaluating student learning and providing

effective feedback, and documentation of teaching development for tenure and promotion purposes. Confidential consultations and group presentations can be arranged by e-mailing David Way at dgw2@cornell.edu. The Office of Instructional Support is a program of the Center for Teaching Excellence.

International Students and Scholars Office

The International Students and Scholars Office (ISSO), assists international students, academic staff and their families in the following areas: arrival, housing, immigration concerns, financial matters, personal and social situations, adjustment to life in the United States.

Currently more than 3,200 international students and 1,200 international academic staff study and work at Cornell. All international students and academic staff are required to visit the ISSO upon arrival to campus to verify legal status and, in some cases, employment eligibility, in the United States.

The office publishes an electronic newsletter for international students, scholars, and staff members twice per semester.

The International Students and Scholars Office has office hours Monday, Tuesday, Thursday, Friday from 9:00 a.m. - 4:30 p.m., and on Wednesday from 1:00 p.m. - 4:30 p.m. They can be reached through their website at <http://www.isso.cornell.edu>.

International Teaching Assistant (ITA) Development Program

(<http://www.cte.cornell.edu/campus/teach/faculty/faculty.html>)

The International Teaching Assistant (ITA) Development Program offers academic programs and courses with small group instruction and individual consultation to assist ITAs in moving forward with their communication and pedagogical skills. The International Teaching Assistant Development Program is a program in the Center for Teaching Excellence.

Judicial Offices

Office of Judicial Administrator. The judicial administrator (JA) is appointed for a two-year term by the president of the university with the concurrence of the University Assembly and can be renominated by the president for additional terms. The Office of the Judicial Administrator is a completely independent entity, and the incumbent can only be removed during his/her term of office by action of the Board of Trustees.

The JA upholds the Cornell Campus Code of Conduct (the Code) (<http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/governance/campuscode.cfm>). The office receives and investigates complaints against members of the Cornell community. For faculty and staff, the JA investigates only those alleged violations of the Code that are not “job-related.” Actions that are “job-related” and allegedly violate the Code are referred to the individual’s supervisor. Many individual cases are resolved by a summary decision in which the JA proposes a penalty, a remedy, or both, and which the parties to the case choose to accept. Any party or the JA may decide instead to take the case to a formal hearing before a panel of the University Hearing Board.

Office of the Judicial Codes Counselor. The judicial codes counselor (JCC) is appointed for a renewable two-year term by the president of the university with the concurrence of the University Assembly. The office is independent of administrative control to better assist persons who have been accused of offenses against the university community. The JCC is subject to removal only by action of the Board of Trustees.

The office provides free assistance to those accused of violating the Campus Code of Conduct and to students charged with violation of the Code of Academic Integrity. Although the person holding the position of JCC traditionally has had some legal training, the services are not meant to substitute for assistance provided by an attorney.

Questions about the judicial system should be directed to the Office of the Judicial Administrator.

Learning Strategies Center

Through supplemental courses, tutorials, study skills courses and consultations, academic writing assistance, a reading lab, a statistics lab, and workshops, the Learning Strategies Center (LSC) provides students with advice and resources necessary to maximize their academic potential and expand their critical thinking. The LSC (<http://lsc.sas.cornell.edu>) provides support for all students; our Cyber Tower room, “Making a Successful Transition” (www.cybertower.cornell.edu) is especially helpful to first-year students.

Lectures – See **Events and Activities** in this section.

Lesbian, Gay, Bisexual, Transgender Resource Center

The Lesbian, Gay, Bisexual, Transgender Resource Center (www.LGBTRC.cornell.edu) coordinates the efforts of the entire Cornell University community to ensure the inclusion of all lesbian, gay, bisexual, and transgender people, and to eliminate heterosexism and gender identity oppression. The center affirms lesbian, gay, bisexual, and transgender identities and lives, and provides education, outreach, programming, program support, consultation, community development, visibility, and advocacy.

Mail Services

Phone: 607-254-8284

Email: mailservices@cornell.edu

Web: www.mail.cornell.edu

Cornell Mail Services (CMS) supports the university in its mission of excellence in education, research, and public service by providing cost-effective campus mail distribution, mail preparation services, and centralized mail metering; maintaining a full-service post office on campus (the Cornell PostMarket); and serving as liaison with the U.S. Postal Service and international, domestic, and express shippers.

Cornell Mail Services can be used only for official university business. CMS cannot process mailings that are commercial, personal, for private gain, or for commercial advertising for organizations, or individuals not affiliated with the university.

Cornell Mail Services is located at 311 East Palm Road, Ithaca, NY. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday (except posted university holidays).

The Cornell PostMarket is located in the ILR Research Building on Garden Avenue, Ithaca, NY. Two 10-minute parking spaces are available for PostMarket customer use. Hours of operation are 8:00 a.m. to 4:00 p.m., Monday through Friday (except posted university holidays).

Museum Exhibitions – See **Events and Activities** in this section.

Ombudsman

The Office of the University Ombudsman offers a safe place where Cornell faculty, students, and staff can speak off the record, and without fear of reprisal, about university-related issues or conflicts and obtain guidance. The office adheres to the tenets of: independence, neutrality and impartiality, confidentiality, and informality. The Ombudsman holds the identity and all communications with those seeking assistance in strict confidence and does not disclose confidential communications unless

given permission to do so, except as required by law, or where, in the judgment of the Ombudsman, there appears to be imminent risk of serious harm.

For more information about the services offered, please see their website:

<http://ombudsman.cornell.edu/>.

Outdoor Education

Cornell Outdoor Education (COE) develops teamwork, leadership, and growth through active learning in classrooms, on the quads, in the outdoor environment locally, and around the world. Courses and custom-run programs are available to students, faculty, staff, and alumni. COE is increasingly working with faculty to help build classroom community and effective team learners, as well as to provide a laboratory for group dynamics, the natural world, and leadership development. The program also rents a wide variety of outdoor gear, 15-passenger vans, and its yurts (great classrooms just 5 miles off campus up on Mt. Pleasant) to faculty and staff for personal or professional uses. The Outdoor Education Office (COE) can be located online at www.coe.cornell.edu.

Parking – See **Commuter and Parking Services** in this section.

Police

Accidents, crimes, fires and all other emergencies or suspicious circumstances occurring on campus should be reported immediately to the Cornell University Police. Services provided by the department include a key tag registry, a lost and found, and a crime prevention section, which provides lectures and orientation sessions to various campus groups on topics ranging from general safety services to alcohol and drug awareness. The department is also responsible for scheduling and staffing extra university functions that require law enforcement personnel for traffic direction or crowd control.

Policy Office

The University Policy Office (<http://www.dfa.cornell.edu/treasurer/policyoffice>) is the repository for the most current versions of all university policies and procedures, associated forms, and appendices, in the university's official format. Since its inception in 1991, the office has standardized, issued, and revised almost five-dozen university administrative policy and procedure documents.

Public Service Center

The Public Service Center (www.psc.cornell.edu) provides students with opportunities to be involved with community service locally, nationally, and internationally. Information is available on project funding, volunteer and internship opportunities, service-learning courses, and opportunities to engage in promoting leadership development and social change. Resources for faculty, including funding (see Faculty Fellows in Service) are available for the development of service learning courses and civic projects.

Publications and Marketing

www.universitycommunications.cornell.edu/publications/

The Office of Publications and Marketing, a department within University Communications, provides writing, editing and graphic design services. It works with clients to produce magazines, newsletters, annual reports, catalogs, brochures, and other materials for both print and posting on the Web.

Purchasing Services – See **Supply Management Services** in this section.

Rare and Manuscript Collections

Located on Level 2B of the Carl A. Kroch Library, the Cornell University Library's Division of Rare and Manuscript Collections includes more than 400,000 printed volumes and more than 70 million manuscripts, photographs, prints, and other visual media. The Rare Book collections document the history of the written word from ancient clay cuneiform tablets to an extensive representation of works by 20th century authors. The collections support research in fields such as medieval and Renaissance studies, 18th and 19th century France and England, American history and culture, Anglo-American literature, Icelandic history and culture, the history of science, and sexuality. Other collections focus on agriculture, architecture and city planning, New York State history, ornithology, witchcraft, and the performing arts.

The Cornell University Archives, a component of the Division of Rare and Manuscript Collections, promotes knowledge and understanding of the university's origins, growth, and ideals. The Archives collects and preserves records of historical, legal, fiscal, and/or administrative value to Cornell University. Holdings include official records and reports of the university, its officers, and component parts; private papers of faculty, students, staff, and alumni; official and student publications; maps and architectural records; audiovisual materials including still photographs and negatives,

motion picture film, oral history interviews, and audio and video tapes; and artifacts and ephemera documenting Cornell's history.

The division plays an active teaching role at Cornell and promotes the use of its collections through a variety of programs, including instruction, tours, exhibitions, websites, and networked access to collections. The staff is available to collaborate with individual faculty members in developing research projects to introduce students to original sources. The division's seminar and lecture rooms provide ideal space in which to use rare books and manuscripts for instructional purposes. Staff members also provide walk-in reference services and individual consultations on special subject areas. Faculty members are invited to make use of this repository for teaching, research, and for the preservation of their own papers and university records. For additional information, visit the division's website at <http://rmc.library.cornell.edu/>.

Recreation Connection

The Cornell Recreation Connection (CRC) was established in 1981 with a mission to enhance and encourage camaraderie and the Cornell spirit among members of the community—staff, faculty, retirees, and graduate students—by providing the opportunity for social experiences and outlets through recreational events. From lunchtime events to help people get to know each other, to day-trips to New York City, CRC offers exciting, inclusive programs to the community in a different perspective from the work environment. The CRC Park on Monkey Run Road is the result of many employees who donated their resources and volunteered their experience and time to the park's building effort. The CRC Park is available to rent from May through October. For further information, visit us on the web at www.crc.cornell.edu.

Recreational Services

Recreational Services (<http://intramurals.athletics.cornell.edu/rec/>) offers a wide variety of fitness, wellness, sports, and open recreation activities for Cornell students, staff and their families. Recreational Services encompasses the Cornell Fitness Centers (CFC), the Wellness Program, Intramural Sports (IM), the Helen Newman Bowling Center, Noyes Community Recreation Center, and open recreation.

Red Runner Courier Services

Email: redrunner@cornell.edu

Web: www.redrunner.cornell.edu

Red Runner is a courier service available exclusively to the Cornell community for university business. To set up an account or to book a trip, call 254-8293.

Red Runner can be used to move people, packages, rush documents or sensitive materials around the Cornell campus (and beyond). Red Runner even offers "Signature Service," delivery confirmation via e-mail for a fee.

Red Runner Courier Services is located at 311 East Palm Road, Ithaca, NY. Hours of operation are 7:30 a.m. to 5:00 p.m., Monday through Friday (except posted university holidays).

Registrar

The Office of the University Registrar (<http://registrar.sas.cornell.edu>) serves as the custodian of student academic records, coordinates course enrollment and registration (including classroom, prelim and final exam scheduling), issues identification cards, and manages the student information system.

Religious Work

Cornell United Religious Work (CURW) coordinates the work of 26 religious groups and administers, with the Department of Music, the weekly Sage Wednesdays programs and organ concerts at Sage Chapel, and lectureships addressing vital religious thought as well as science, spirituality and society. Sage Wednesdays are held at 12:15 when the university is in session. Faculty can obtain a list of the time and location for religious services and a calendar of key religious holidays from Anabel Taylor Hall or by visiting the website www.curw.cornell.edu. Anabel Taylor Hall also includes the Alternatives Library, the CRESP Center for Transformative Action and the Moosewood at Anabel Taylor Cafe.

Research Division – See **Vice Provost for Research** in this section.

Risk Management and Insurance

Cornell is vitally interested in the protection and conservation of its assets: human, physical and financial. The purchase of traditional forms of insurance to cover the property, liability, automobile, travel, malpractice, surety and marine risks inherent in a major teaching and research institution is, in many cases, no longer economically feasible. Therefore, self-insurance and sophisticated loss control programs are gradually replacing risk transfer practices. Cornell currently is self-insured for \$1

million on most policies, which means the university uses its own assets to pay for most claims against it. Faculty play an important role in managing the risk of their own operations, and a reduction in claim costs means more resources are available to support college operations.

Risk Management and Insurance personnel are responsible for the gathering of information about Cornell's operations and the identification of risk, the selection of those risks to be assumed and those to be insured, the procurement of insurance (over 80 policies), and the processing of oversight and management of the claims process. The Department of Risk Management and Insurance relies heavily upon members of the university community who, along with the Cornell Police and Environmental Health and Safety, keep it apprised of their concerns and suggestions in matters affecting the protection of assets and the safety of the public. Contact the department to discuss new risk management programs or services, to discuss concerns about planned activities, and to report accidents or insurance claims. Accidents on campus can be reported at the following link: http://www.risk.cornell.edu/accident_reporting.cmf.

Sales Tax Exemption Certificates

Certificates for exemption from New York State sales tax on expenditures for meals and lodging may be obtained by emailing uco-tax@cornell.edu and requesting a certificate for specific travel. Note: Most other states do not grant an exemption to Cornell on travel-related expenditures.

Scheduling

University Scheduling, located in the University Registrar's Office, is the primary scheduler for events hosted on campus (both indoors and out). Arrangements should be made as far in advance as possible. When planning a large event, the Events Management Planning Team should be contacted first to ensure that the date chosen will not conflict with another major event.

Statler Hotel

The Statler Hotel and J. Willard Marriott Executive Education Center is the showcase for Cornell's world-renowned School of Hotel Administration, and for many visitors, the gateway to the university as a whole.

The hotel features 153 beautifully appointed guest rooms with upgraded amenities, state-of-the-art conference facilities, three restaurants (Taverna Banfi, the Terrace

Restaurant, and Mac's Café) and banquet event space for up to 300. Seasoned professionals and dedicated students offer personalized service to meet every need.

As a "Teaching Hotel," it integrates several courses into hotel operations and provides career-related job experience for students serving both the school's undergraduate as well as graduate students.

The Statler Hotel is accessible online at www.statlerhotel.cornell.edu.

Student and Academic Services

The division of Student and Academic Services (www.sas.cornell.edu) supports Cornell's educational mission by developing, delivering, and advocating programs that unite and support students' academic and life pursuits; providing opportunities for students to develop the qualities and competencies required for learning, leadership, service, and friendship; and delivering university-wide student services directly, efficiently, and in collaboration with academic units and other offices. Units within the division include: Career Services; University Registrar; Cornell Chimes; Cornell Commitment; Internal Transfer Division; Athletics and Physical Education; Campus Life; Dean of Students; Cornell Health: Cornell University Health Services; Learning Strategies Center; Public Service Center; and Student Disabilities Services. The Vice President heads the division for Student and Academic Services.

Student Activities

The Student Activities Office provides students with the opportunity to learn through hands-on experience. All campus organizations are required to register with the Student Activities Office and are required to have an advisor who is a member of the faculty or staff. Advisors assist the organization in reaching its stated goals. The Student Activities Office website is at <http://www.dos.cornell.edu/dos/activities/>.

Student Disability Services

Student Disability Services (SDS) is responsible for ensuring non-discrimination and equal access to educational programs and services for students with documented disabilities. SDS will assist with access in a course by arranging for the provision of auxiliary aids, assistive technology, course materials in alternate formats and conferring with the instructor and student about appropriate academic adjustments and disability compliance responsibilities. More information about SDS can be found at www.sds.cornell.edu.

Student Support and Diversity Education

The Office of Student Support and Diversity Education (OSS&DE) offers high quality programs and services that encourage each student to develop skills and qualities for personal and academic growth and well-being. OSS&DE aims to help students thrive in and contribute to a vibrant, diverse and inclusive community at Cornell and beyond. For further information, please refer to their website at <http://www.dos.cornell.edu/dos/support/>.

Summer Events – See **Events and Activities** in this section.

Supply Management Services (<http://www.dfa.cornell.edu/supply>)

Supply Management Services is responsible for implementing and administering university policies and procedures (available at http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_25.pdf) for acquisition of goods and services for all university departments. Requisitions verifying the availability of funds, which are approved at the department/unit level by appropriate accounting staff, are the bases for issuance of official purchase orders.

The Automated Procurement and Payment System (APPS) is the university's online system for processing requisitions, purchase orders, and vendor invoices. One of the benefits of the system is that orders of less than \$2,500 that meet certain criteria can be issued directly from the department to the vendor.

Purchases greater than \$5,000 generally require competitive bidding. Supply Management Services is responsible for managing and issuing all documentation relevant to this process, including specifications and recommended sources provided by user departments. When considering a purchase greater than \$5,000, employees should contact their department administrator for further guidance on how to work within the guidelines—early involvement is key!

Technology Connection

tcconsult@cornell.edu (for sales)

tcrepair@cornell.edu (for repairs)

At the Technology Connection, located in the Cornell Store, faculty benefit from exclusive academic discounts that have been negotiated with leading technology providers such as Adobe, Apple, Dell, HP, and Microsoft on laptop and desktop

computers, printers, software, and more. Expert advice on hardware and software is also available. Carry-in and onsite repair service is available through the Technology Connection's local partner, The Computing Center. Equipment may be dropped off at The Cornell Store (www.store.cornell.edu/tc) or at The Computing Center (257-3526), 15 Thornwood Drive (near the Ithaca-Tompkins Regional Airport).

Theatre, Film and Dance Performances and Public Presentations – See **Events and Activities** in this section.

Transportation Services – See **Commuter and Parking Services** in this section.

Travel Services

For information on domestic and international business travel; procedures on how to obtain an American Express profile, make airline, hotel and car rental reservations, direct bill airline tickets to a Cornell department account; and links to various travel sites, visit the University Policy Office website at http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_2.pdf.

University Communications (www.universitycommunications.cornell.edu/)

The Division of University Communications includes the Offices of Publications and Marketing, University Photography, Web Communications, Campus Relations, Press Relations, Public Affairs, New York City Communications, Strategic Communications, and the Cornell Chronicle. It assists faculty, staff, and administrators in reaching both internal and external audiences using a wide range of mediums, including print, web, and video, as well as events and other public programs.

University Photography

University Photography has three full-time photographers that routinely capture activities and scenes on campus that are used in numerous publications; and provide faculty photos, studio and environmental, for personal and professional use. University Photography also has a full digital lab providing prints and scans for use in publications, on the web, and outside Cornell.

Veterinary Services

The Cornell University Hospital for Animals at the College of Veterinary Medicine provides outpatient, inpatient, and emergency services for small companion animals, horses, and farm animals. The Companion Animal Hospital, Equine/Farm Animal Hospital, and Ambulatory and Production Medicine Service share physical facilities on the east campus, at the southeast quadrant of the veterinary college campus.

With the exception of emergencies, cases are treated by appointment. Emergencies are seen twenty-four hours a day, seven days a week. Although partially supported by state appropriations, the hospital generates the vast majority of its revenues from fees for service. Fees are generally comparable to those of specialty practices and tertiary care centers in the Northeast.

Vice Provost for Research (<http://www.research.cornell.edu/VPR/>)

The Research Division is comprised of the Office of the Vice Provost for Research and its departments and several research centers. The Research Division supports leading interdisciplinary research centers at Cornell and it manages the research administration and service units that support researchers campus-wide.

- The Office of the Vice Provost for Research exists to advance the institution's research leadership position and to facilitate growth in the university's research priorities and programs. It also has overarching responsibility for research administration, policy, and compliance, and provides business services to the university's research centers.
- The Office of Sponsored Programs (OSP) oversees the pre- and post-award non-financial administration of sponsored research, extension, and instructional programs at Cornell. OSP facilitates the application, acceptance, and administration of sponsored awards through review and endorsement of proposals, negotiation and acceptance of awards, and issuance of subcontracts.
- The Cornell Center for Technology, Enterprise and Commercialization (CCTEC) manages Cornell's technology and leverages the university's intellectual property in support of regional economic development.
- The Office of Research Integrity and Assurance (ORIA) is responsible for ensuring the integrity and compliance of the university's research operations. It provides educational, review, and monitoring programs to support and assist investigators in appropriate conduct of research with human subjects, animals, rDNA, exports, and biohazards, and to manage the institution's regulatory compliance responsibilities.
- The Cornell Center for Animal Resources and Education (CARE) is responsible for the welfare of animals used in research and teaching. It serves the research and teaching community by providing the highest quality animal care and advising and educating faculty, staff, and students on experimentation issues and the responsible use of animals.

- Currently, four national and a dozen university-wide research centers report to the Research Division. Centers engage in basic and applied research and education and outreach with the public. They provide premier facilities and services that are used by researchers across campus and they serve multiple disciplines.

Work/Life at Cornell University

Cornell University is committed to addressing the work/life and work/family needs of its faculty, staff, and students. Below is information on a variety of programs available.

Dependent Care

Cornell Child Care Center, managed by Bright Horizons Family Solutions – located at 150 Pleasant Grove Road, just north of the “A” parking lot – serves the part and full time child care needs of faculty, staff, and students.

Child Care Grant Subsidy Program – This program provides assistance (up to \$5,000) to benefits-eligible Cornell faculty and staff on a pre-tax basis for child care expenses.

Dependent Care Consultant – Available to speak with Cornell caregivers about issues pertaining to dependent care options, such as child care and elder care, either locally or nationally. Options may include informal care arrangements such as hiring an in-home or private care provider as well as resources for those traveling with their family to/from Ithaca for the purpose of work.

Day Care and Child Development Council of Tompkins County – a local agency that is available to assist residents with locating child care providers, including centers and licensed home providers. The Council may be reached at (607) 273-0259 or <http://www.daycarecouncil.org/>.

Adoption Assistance Program – Provides up to \$5,000 for the adoption of a child by a benefits eligible Cornell faculty or staff member (\$6,000 for the adoption of a child with special needs).

Flexibility In the Workplace

Cornell University provides flexible work arrangements (flextime, flexplace, compressed work weeks, and job share arrangements) for staff employees. The Flexibility In the Workplace Policy, available at

<http://www.ohr.cornell.edu/workLife/flex/index.html>, information is accessible on these arrangements for supervisors and staff employees.

Other Work/Life Services and Program

- Lactation Support Program, including an educational series on breastfeeding, designated campus locations for pumping/expressing, and networking opportunities
- Educational series on work/life concerns such as parenting, effective relationships, pet ownership, and more
- Information for veterans and individuals with disabilities
- e-Lists for Cornell parents, elder caregivers, adoptive families, families with children that have special needs, and a “school closing announcement list” for parents of school aged children.

For more information, please contact:

Office of Workforce Diversity and Inclusion

160 Day Hall

(607) 255-3976

<http://www.ohr.cornell.edu/worklife/>

Workforce Diversity and Inclusion

The Office of Workforce Diversity and Inclusion is dedicated to working with Cornell University colleges, departments, and units to create and promote a respectful, inclusive and diverse community that supports equal opportunity and affirmative action laws and regulations, as well as assisting faculty and academic staff with work/life and work/family issues.

The office is committed to carrying out the goals, objectives and responsibilities of the University’s Affirmative Action Statement, the Institutional Statement on Diversity and Inclusiveness, and the staff Policy on Flexibility in the Workplace. For further information, please access their website at <http://www.ohr.cornell.edu/worklife/>.