



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

2024-25

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Advising and student engagement

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

Purchase of Technological Equipment

To provide the most consistent and highest quality support for technology on the Pomona College campus, the ITS department must approve all purchases of technology hardware and software in advance of purchase, and the ITS department must handle all purchasing for technology hardware and software. [Please review their policies here and request support for purchasing technology.](#)

Budget Responsibilities

The chair oversees budget decisions and allocations of department resources. Management of the current budget is part of the chair's responsibility, as well as the preparation of the proposed

Funding for Committee Work

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

Budget Request Process

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

Requests will be reviewed for merit, and the campus facilities and services office will be consulted when appropriate.

Grants Management

Institutional Signature Requirements: Director of Sponsored Research Dean Gerstein (ext. 18328) normally signs off on grant proposals for Pomona College. Government regulations require proposals to be reviewed for institutional commitments and other issues, so timely submission of the proposal is very important. Pomona College has an invention development agreement with Research Corporation Technologies, which anyone expecting to produce patentable items should review. This procedure is described in the Policy on Patents and Copyright in the [Faculty Handbook](#).

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

and tracking expenses on these accounts. Research grants must be used or returned by the end of fiscal year, June 15. Return of funds happens automatically and without prior notification.

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

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

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

Health and Safety Management

Recruitment: Chairs should speak with all candidates about their teaching experience, teaching philosophy, and approach to supporting a diverse student body before inviting them to campus

submit the
faculty search reports (described below) as Word attachments to the associate dean/diversity officer. [Template Word files of these reports](#) are available on e,
which also includes a chronological outline with detailed information.

A Chronological Outline for Faculty Recruiting: Continuing Appointments

For a chronological outline for Faculty Recruiting, please visit the [Faculty Searches and Recruiting](#).

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

Faculty Position Advisory Committee Procedures and Guidelines

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

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

Narrowing the Pool

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

Housing

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

Advertising

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

Whenever possible use the minimum-size ad. Since the college posts the full job

based ads to refer the potential candidates to the [full ad on the faculty job website](#).¹²

Immigration law requires that one of the advertisements be placed in a print journal. You must indicate in Search Report I where your print ad will appear. The printed ad should

The Academic Deans

Additional information:

Lodging: if Sumner House is full (call Candie Putnam, ext. 74020), the candidate should be lodged at the Doubletree Claremont (909-626-

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

Reviews of Department Faculty Members

Conducting faculty reviews departmental assessments as well as reappointment, tenure, and promotion reviews **Chairs are therefore**

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

Hahn Teaching with Technology Projects: The Hahn Teaching with Technology Fund, overseen by Senior Director of Digital Learning and Operations

Curriculum Development Grants

To create new courses or substantially revise existing ones.

Funds for items such as books, DVDs, software, field trips, and student assistants.

No faculty stipends.

Usual range: \$500-\$3000.

Submit online application, including detailed budget for review by the Teaching & Learning Committee.

Deadline: April 3, 2024; awards become effective July 1, 2024. Applications accepted only from March through April 5.

Teaching Innovation Grants

Pomona College Faculty Travel and Research Policy and Procedures

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

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

The primary responsibility for adherence to this policy rests with the faculty member, Research Committee, and the

Evaluation for Personnel

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

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

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

Requests for Additional Staffing

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

Student Academic Needs

Transfer Work

Students often attend summer sessions in the U.S. and abroad to make .025 515.4 Tm0 0 0.y0 1 116.32 .et2 Tf1

Students will present chairs with a form to be signed to grant approval. The registrar can help with any questions you may have about review of transfer credit requests.

The college does not approve online coursework for transfer credit. However, in some cases, the chair may be familiar with online courses that may offer a better opportunity for summer study compared to a

Online Course Program.) In such cases, students may petition the Academic Procedures Committee (APC) for permission to receive transfer credit for online coursework. The committee will

Student International Travel

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

Pomona College supports meaningful international experiences for all students. Such experiences may take several forms, ranging from semester-long study abroad approved by

Pomona College faculty member, internships or community engagement activities abroad, grant-funded summer experiences, short-term programs abroad, participation in intensive language study, a skills-based workshop, field school, or an apprenticeship program in the arts.

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

For all other opportunities that include international travel funded in full or in part by Pomona College, all students are required to register with the [Worldcue Tracker](#) system, which provides

In order to receive a travel award, students will be required to submit a detailed project description, including a detailed budget, with their funding application. Students are required to enroll in the ISIC (International Student Identity Card) insurance program made available through International and Domestic Programs

Student Workers and Student Liaisons: Guidance for Departments

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

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

Student Assistants

Students assist faculty in their research and teaching, and support departments/programs in their

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

earmarked for this purpose.

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

Student Liaisons

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

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

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

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

Annual Department Report

In the spring, the chair is responsible for preparing the annual report and submitting it to the dean. The department office will issue a call for the report detailing what it should contain. Be sure to provide other information about curriculum.

The chair is also responsible for assessing and reporting on learning in the major. This document

APPENDICES

Academic Budget Consultants 2024-25

DEPARTMENT/PROGRAM	CHAIR/COORDINATOR	CONSULTANT
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2024-25 Department Chair and Program Coordinator List

Department	Chair
Africana Studies (Intercollegiate)	Eric Hurley
Anthropology	Hung Thai
Art	Mark Allen
Art History	George Gorse
Asian American Studies (Intercollegiate)	Sharon Goto
Asian Languages and Literatures	Kyoko Kurita
Chinese	Eileen Cheng
Japanese	Kyoko Kurita
Biology	EJ Crane
Chemistry	Chuck Taylor
Chicana/o Latina/o Studies (Intercollegiate)	Gilda Ochoa
Classics	Chris Chinn
Computer Science	Tzu Yi Chen
Dance	John Pennington
Economics	Fernando Lozano
English	Cherene Sherrard-Johnson
Geology	Jade Star Lackey
German and Russian	Konstantine Kliotchkine

German Section Coordinator

General Resources Contact Information

The people listed below can answer many questions you may have about Pomona College. For

Course Credits, Listings, Registration

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

Course Evaluations

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

Course Scheduling

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

Curriculum

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

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

Vice President for Academic Affairs and Dean of the College, Melanie Wu

deanofthecollege@pomona.edu ext. 18137

Department reviews (Self-Studies)

Office Space

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

Professional Activity Reports (submitted via Watermark)

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

Quantitative Skills Center

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

Recruitment of Continuing-Appointment Faculty

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

Associate Dean, April Mayes april.mayes@pomona.edu ext. 72919

Recruitment of Temporary Faculty

Associate Dean, April Mayes

Chief of Staff and Associate Dean for Academic Affairs, Janise Roselle