

# Trinity College Dean of the Faculty Policies and Procedures

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## **Class Responsibilities**

It is the responsibility of all full-time faculty members to be available for college obligations throughout the working week during the academic year, from the beginning of scheduled classes through examination period during fall and spring semesters, to fulfill their responsibilities fully and avoid placing undue burdens on their colleagues. All faculty members are expected to arrange their personal schedules to be available for the full range of obligations on campus. If unusual personal circumstances require a different pattern of availability over an extended period of time, faculty members should make arrangements in advance with their department or program chair and receive approval from their department's or program's Dean of Academic Affairs. All full-time and part-time faculty members are expected to meet all scheduled classes at the time and place scheduled.

**PLANNED ABSENCES:** In the case of a conflict between a scheduled class and some other professional or personal activity, such as attendance at a conference, it is the faculty member's responsibility to inform students and the department chair or program director well in advance and to arrange a make-up session for missed classes. Those who find it necessary, under extraordinary circumstances, to be absent from the equivalent of one week of classes in any one course during a semester should inform the department chair or program director and receive approval from the from their department's or program's Dean of Academic Affairs.

**UNPLANNED ABSENCES:** In case of an inability to meet a scheduled class due to illness or other unplanned situation, the instructor must notify the appropriate academic administrative assistant and the department or program head as soon as possible, and should use [Moodle](#) and [my.trincoll.edu](http://my.trincoll.edu) to notify their students of the cancellation.

In the case of either planned or unplanned absences, faculty should not change the time their class meets. For example, faculty should not make plans to routinely start the class 10-15 minutes early to make up for a planned absence, or to meet outside of standard

meeting times (i.e., the late afternoon black-out time during which no undergraduate classes can be scheduled [3:55-6:30 pm MWF or 4:10-6:30 pm Tu/Th] or Common Hour [Tu/Th 12:05-1:30 pm]).

**WEATHER-RELATED CLOSINGS:** The College will remain open during periods of inclement weather, especially during the academic year when classes are in session. However, there may be rare circumstances in which a decision is made to close administrative offices and/or cancel activities due to adverse weather conditions.

Decisions regarding weather-related closing or early dismissal are made by the Vice President for Finance and Operations. In his or her absence, the decision will be made by the Director of Human Resources in consultation with available senior staff. Even when administrative offices are closed, it is assumed that classes will be held. Classes may be canceled at the discretion of the individual faculty member, who should use Moodle and my.trincoll.edu to communicate with their students.

**RELIGIOUS HOLIDAYS AND ATTENDANCE:** Trinity College is a place that welcomes individuals from a variety of religious backgrounds. As part of the depth of this diversity, the observance of religious holidays is a vital part of the religious practice of many students and faculty. Students are not to suffer any academic or extracurricular penalty as a result of their observance.

Accordingly, all students whose conscientious religious observance requires their absence on a given day are expected to inform their instructors of such obligations at the beginning of each semester. Upon proper notifications, "faculty members will permit these students to make up exams, quizzes, assignments, etc. within a reasonable time after the absence from class" (see the [Bulletin](#)).

A full calendar of religious holidays can be accessed [here](#).

**OFFICE HOURS:** It is important that faculty make themselves available to students for office hours during the semesters in which they are teaching, and that students are aware of when faculty are available. Faculty should hold a minimum of three office hours per week and communicate those times to their students. Faculty should post their office hours on the portal each semester.

**SYLLABI:** Faculty are expected to develop and distribute to students in each course a syllabus that includes the general intent, goals, learning objectives, and scope of the course; the structure of the assignments as far as possible; the number, timing, and weight of examinations and other assignments; writing assignments and their due dates as far as possible; grading guidelines, office hours, office location, and other contact information. Copies of each syllabus should be sent to the department or program chair and posted on the schedule of classes.

- A. A written syllabus must be made available to students no later than the first meeting of a class in any given semester.
- B. As soon as practicable but no later than the first class meeting, syllabi must be uploaded to my.trincoll.edu (the portal).
- C. At the time of uploading, there will be an option for faculty to opt in or opt out of making the syllabi available digitally to students and the internal Trinity College

community via the portal, but they will always be available for institutional accreditation purposes.

D. The syllabus does not need to detail every single class, but it should provide students with a general understanding of what they might expect over the semester. At minimum,

1. The syllabus must include:

a. Information about required textbooks and other materials. (To comply with federal requirements)

b. A statement of expectations for engaged learning outside the classroom (to comply with federal requirements), such as the following:

For this course, you should expect to spend an average of X hours per week studying and completing assignments.<sup>1</sup>

c. Information on how the student will be evaluated

2. The following must be provided to students in written form, either in the syllabus or an accompanying course information sheet:

a. A statement on accommodations

*For example, the following, provided by the Office of Student Accommodations:*

*Trinity College is committed to creating an inclusive and accessible learning environment consistent with the Americans with Disabilities Act. If you have approval for academic accommodations, please notify faculty during the first two weeks of the semester or a minimum of 10 days prior to needing your accommodations. Please be sure to meet with me privately to discuss implementation.*

b. A statement about academic integrity

For example, the following from the Student Handbook:

*In accordance with the Trinity College Student Integrity Contract, students are expected to abide by the highest standards of intellectual honesty in all academic exercises. Intellectual honesty assumes that students do their own work and that they credit properly those upon whose work and thought they draw. It is the responsibility of each student to make sure that he or she is fully aware of what constitutes intellectually honest work in every examination, quiz, paper, laboratory report, homework assignment, or other academic exercise submitted for evaluation in a course at Trinity College.*

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<sup>1</sup> A 1-credit course at Trinity is worth 3.5 semester-hour credits. This is the equivalent of 157.5 hours of engaged learning. This equates to an **average** of 9 hours of work outside the classroom for every three hours in class over the 13 weeks that classes meet over one regular semester at Trinity. Courses that are not 1 credit are adjusted accordingly, i.e., a 0.5-credit course is worth 1.75 semester hour credits, or 78.75 hours of engaged learning, equivalent to an average of 4.5 hours of work outside the class for every 1.5 hours in class over the 13 weeks that classes meet over one regular semester at Trinity.

*(Trinity College Student Handbook, p. 13)*

3. Inclusion of the following information is strongly encouraged:
  - a. A statement of learning goals or objectives.
  - b. Attendance expectations
  - c. Any policy for incomplete, late, or missed assignments
  - d. Communication of what the major assignments will be and approximately when they will be due [X number of exams on (dates); X number of short essays due on (dates); a long research paper of approximately X pages with varying stages due on (dates); an oral presentation that should take approximately X hours to prepare]
  - e. Communication about any required outside activity (lecture or performance attendance, field trip) that is known in advance (It is understood opportunities may arise unexpectedly during the semester, but whatever can be communicated beforehand to help students plan is useful)
  - f. A statement that the content, policies, requirements, and assignments listed in the syllabus are subject to change.
4. Optional items might include:
  - a. Policies on use of laptops and other electronics, food or drink in class, leaving and re-entering during class time and/or exams, recording of lectures and discussions
  - b. Detailed calendar of topics and assignments

**EVALUATIVE ASSIGNMENTS:** Faculty should provide an evaluation to a student of the student's work in a course before the last day to withdraw from a course in a semester. Faculty are encouraged to submit a midterm progress report for any student who is doing unsatisfactory work. A copy of all midterm-grade progress reports will be sent to the student, the student's adviser, the Dean of Students Office and, if applicable, to the directors of the Quantitative and Writing Centers and other academic staff members.

**FINAL EXAMINATIONS:** All faculty members must adhere to the final examination schedule. When faculty do not do so, they are likely to disrupt long-established schedules of their colleagues and students. No **cumulative** final examinations are to be scheduled before the conclusion of classes or during Review Period.

In any course where a final paper, project, or exam is not returned to students, a student has the right, from the time grades are issued until the last day of classes of the following semester, to inspect this material and discuss it with the instructor. Faculty members are required to keep this material until after the last day of classes of the following semester.

In addition, faculty are encouraged to tell students of their options of having material returned to them in a timely fashion. For example, they should know that they may give a faculty member a self-addressed, stamped postcard or envelope for mailing the final exam and course grades to students.

COURSE EVALUATIONS: As described in [B.7, Teaching](#), during each semester, there will be a student evaluation of each course offered at the College. The form of the questionnaire is left to the discretion of each department. The results from the student evaluation of each course shall be forwarded to the individual and the chair of the department.

Faculty are encouraged to administer evaluations online. If faculty choose to use the online survey, they must OPT IN using the portal by the stated deadline each semester (emails will be sent to all faculty well in advance of the deadline). Faculty may make arrangements with Information Services to customize the online form to suit their individual courses, as detailed in the email. Students enrolled in participating courses will be prompted via e-mail to complete their course evaluations online starting the day after the stated deadline.

A copy of the All College Form is found on the Dean of Faculty's [Policies and Procedures SharePoint site](#) and may be reproduced and distributed to students. Faculty may customize the College form to suit their individual courses.

REGARDING ALCOHOL USE: The college's policy relating to alcohol use states:

- "Under Connecticut law, the sale or service of alcohol to anyone who has not reached the age of 21 is prohibited. No person under age may purchase, possess, or consume alcohol anywhere on campus, including student rooms in a residence hall or in Greek-organization houses or on their grounds." – Student Handbook.
- Individual members of the faculty who choose to entertain students are advised to be certain that they are not serving alcohol to underage students. When a department or program hosts a special event for students at which alcohol is served, Chartwells must supply the alcohol and their insured bartenders must serve at any College-owned facilities.

## **FERPA and the Release of Student Academic Information**

Parents occasionally call faculty for information about how their sons and daughters are faring in courses. Under federal law--the Family Educational Rights and Privacy Act of 1974 (as Amended), known as FERPA, students are afforded certain rights concerning their education records, and colleges and universities may disclose information from those records only in certain circumstances. Below are some guidelines developed by the Academic Affairs Committee, and conforming to federal law, concerning what kind of information in a student's education record faculty may disclose to a parent or guardian.

The following guidelines apply only to students under 24 who are dependent upon their parents for tax purposes and who are U.S. citizens. International students, students over 24 or those who are under 24 but not financially dependent may permit disclosure of information, but they must provide the College with written permission to do so. These guidelines apply to students who are currently matriculated at Trinity, including those who are on voluntary or required withdrawal; they do not apply to students who have transferred from Trinity or have graduated.

Dependent students submit a signed form indicating their dependent status to the Dean of Students Office when they first enroll at Trinity. Faculty may call the Dean of Students Office or the Registrar's Office to determine whether the student is a dependent and has authorized the release of grades to parents. Faculty may also ask students directly for permission to speak with their parents.

Faculty may disclose information that pertains to a student's academic performance in the faculty member's course. Advisors may also disclose information about overall academic standing. Such information may include grades, midterm progress reports, attendance records, as well as observations about how the student is studying--study habits, behavior in class, time management issues, etc. This is true for either parent - under state and federal law, a non-custodial parent is entitled to information unless the dependent student has specifically restricted access for that parent.

Faculty cannot disclose any information that is non-academic, including, but not limited to, health records, campus employment information, and information maintained by the Campus Safety Office. Queries concerning a student's non-academic conduct, such as disciplinary information, should be referred to the Dean of Students Office.

Faculty are not obligated to release information to parents. If a faculty member does not wish to disclose information, the faculty member may refer parents to the Dean of Students Office or the Registrar.

Parents who wish information that a faculty member does not have, may not disclose, or feels uncomfortable discussing should be asked to contact the Dean of Students Office or the Registrar.

## Policy on Low-Enrolled Courses

Courses with an enrollment of fewer than 5 may not be taught as a class bearing teaching unit (TU) credit for the instructor. These courses may be offered as Independent Study sections or as regular courses bearing 0 TUs.

Departments/programs and faculty will be notified three times between registration and the first day of the semester about under-enrolled courses. These notices will allow departments/programs, faculty, and students sufficient time to find alternatives to a course that has been cancelled.

1. Directly following the end of registration, notices will be sent to chairs of departments/programs and instructors alerting them to courses in their schedule which are under-enrolled (fewer than 5 students enrolled) or in danger of becoming under-enrolled (5 or 6 students enrolled). Chairs and instructors should discuss the best strategy for each course. They may choose to hold the class open and recruit more students or cancel the class and make alternative teaching plans for the instructor.
2. A second notice will be sent to chairs and instructors 5 days before the start of the final exam period after the initial notice, with an updated report. Again, at this point, the department/program may decide to hold the class open and recruit more students, or cancel the class and make alternative teaching plans for the instructor.
3. Three weeks before the first day of classes, chairs and instructors will again receive an updated report. At that point, the department has the option to cancel the class and make alternative teaching plans for the instructor, or keep the course open and continue to recruit students. Courses taught by part-time visitors must be cancelled at this time, unless there is an agreement with the appropriate Dean of Academic Affairs.

If the department decides to keep the course open, there must be a contingency plan in place in case the course does not reach 5 students by the end of add/drop period. For example, if the course does not have adequate enrollment at the end of add/drop period, it may be offered with 1-4 students bearing 0 TUs for the instructor (and alternative TU plans determined for the instructor), or the class may be cancelled and students directed to alternative courses (and alternative teaching plans determined for the instructor). Contingency plans must be clearly communicated to the appropriate Dean of Academic Affairs and to affected students at this time.

### Strategies for Assuring Adequate Enrollment

Careful planning on the part of the individual instructor and the department or program can help assure healthy enrollments. The following strategies may help mitigate under enrolled courses:

- Department chairs and program directors should pay careful attention to enrollment history and issues when planning courses; they should work with individual instructors to maximize enrollment potential for their courses.

- Instructors should consider offering courses that tend to have lower enrollments at less-popular times that are still attractive to students. For example, courses that serve many seniors may not be successful if offered late Friday afternoon, because seniors may leave Fridays open for job interviews. Discuss within departments what might be impediments to enrollment in certain classes, and work as a team to resolve them.
- Communicate with colleagues within the department or in cognate fields to avoid time conflicts with courses that might draw potential students away from a course in danger of under-enrollment.
- Plan within departments to offer a slate of courses that allows for maximum student enrollment. For example, avoid overlapping times, or too many courses of a particular level, or too many similar topics in the same semester.
- Publicize new or traditionally under-enrolled courses early and through a variety of venues, such as related student organizations.

## Department Chairs

The [Faculty Manual](#) includes a section regarding the selection, function, and evaluation of department chairs. The information below provides additional information and details the Dean of the Faculty's expectations regarding the duties of department chairs and program directors.

**MENTORING:** Mentor faculty in conversation and not just around the annual Professional Activities Inventory (PAI) submitted by faculty (if possible). Offer to sit in on classes or have a regular rotation whereby the entire department talks about the curriculum and teaching strategies and sits in on each other's classes. With regard to the PAI, make sure to spend time discussing the faculty member's aspirations and find out if there are resources that he or she needs in order to succeed. See whether there is some way that the department/program can help with resources or bring to the Dean's attention what resources are necessary to allow faculty to "meet their goals." Make sure that assistant and associate professors are clear about what they need to do to succeed in being tenured in year six and promoted to full by year twelve, and that full professors are actively engaged in developing their professional career.

**Department/Program Meetings:** Hold regular department meetings. Business should be conducted in real time, on a regular basis, with all in attendance. Try to do everything possible to make sure people feel heard and respected. Consensus on matters before the department/program is a goal. Listening to everyone and trying to adjudicate fairly among all faculty is the greatest responsibility of a chair/director. A department/program in which everyone respects each other, and all views are tolerated and in which there is intellectual and social interaction is a healthy, well-managed department/program.

**Student Advising:** Advise students, not just advisees. Advise students on the contours of the major, and also on post-graduate opportunities. Promote the department at fairs and in public. Organize faculty to make sure all students are getting proper advice. It may be wise to designate a faculty member to be the graduate advisor for majors.

**Coordination Of Activities:** Make sure that there are events for students, opportunities for student/faculty interaction, and programming to provide a vibrant intellectual life for faculty as well. Be sure to work with the department or program to coordinate a manageable schedule of programming -- dinners, lunches, talks, discussions of work in progress.

**Administrative Duties:** Make sure the business of the department is accomplished. These responsibilities include overseeing the curriculum; course planning; departmental reviews; overseeing individual teaching and scheduling assignments; updating the bulletin and websites on an annual basis; schedule of classes; student honors; and the perusal of the budget. The budget ought to be shared with everyone in the department so that the resources are transparent to all and all will have a stake in making decisions about how the budget ought to be spent. Oversee the budget and carefully manage resources so that the budget is maintained. Oversee any further documents that the College needs: admissions brochures, etc. Attend chairs meetings; provide appropriate liaisons to deans and committees (chairs may another member of the faculty as the representative). Engage in formulating short- and long-term department plans, including any request to EPC as well as leave coordination.

Department chairs and program directors should try to build faculty consensus on all

decisions and to include everyone in important decisions. Chairs are in charge of making sure that there is a shared sense of ownership in a department by staff, students, and faculty. Chairs ought to generate ideas, feedback, suggestions, and general brainstorming about what the group project is. Student satisfaction with a department may be measured by how often students come to events (unbidden); how much time students spend in department lounges, in offices, and labs – as part of the community that the chair/director is seeking to build within a department or program.

**Supervision Of Administrative Staff:** Give clear directions to administrative staff. Make sure there is open communication so that any problems that arise will be immediately known. Communicate clear expectations and foster an environment in which administrative staff feel comfortable discussing problems with the chair/director and also offering potential solutions for his or her consideration. Complete the evaluation of administrative staff using appropriate college forms in a timely and collegial manner.

**Coordinate Faculty Recruitment:** This may be one of the most important duties of a chair/director. Be sure that discussions concerning EPC requests are inclusive and invite the ideas and participation of long-term faculty. Consult early in the search process with the Deans and the Vice President for Diversity, Equity and Inclusion in order to become familiar with the college's search procedures. Make sure that all searches are conducted in accordance with college policy and with state and federal hiring practices. When it comes time to bring candidates to campus, include students in the process and be open to the assessments of colleagues in the department/program as candidates are evaluated.

**Hiring And Supervising Visiting Faculty:** It is critical that chairs review all syllabi from visitors before the semester begins and talk to them about expectations in the classroom, about proper levels of work and about attention to departmental practices and etiquette, avoiding class cancellations, maintaining professional decorum, etc. Chairs and directors should provide sample syllabi as relevant. Chairs/directors should offer instructors feedback about the syllabus, especially for instructors new to Trinity. In addition, a chair should visit the classroom of visitors and assess their teaching. Visits should occur at least once during the first semester of teaching at Trinity; and for returning instructors, at least once per academic year. Ideas for in-class assessment of discussion-based teaching are offered [here](#).

Chairs should make sure visitors are handing out course evaluations or submitting them online. All students have a right to submit a course evaluation, and faculty members are required to provide the opportunity. Visiting faculty members are encouraged to use the College online form, unless their chair advises them to do otherwise. Chairs should keep any hard copy course evaluations in the office for future reference and should review them to make sure that the visitor is doing a good job in the classroom and discuss them with the visitor.

Additionally, chairs and directors should make themselves regularly available to instructors, communicating College expectations and policies explicitly. Instructors should communicate regularly with chairs/directors or their designees, especially with questions about college policies or any student issues that may arise. Chairs/directors should invite instructors to department and College events as appropriate, including relevant CTL workshops.

Chairs are asked to complete a review of each visitor each year which is submitted to the Dean of Faculty's Office. Requests for rehiring should be made only when there is evidence of teaching effectiveness, based on a careful review of syllabi, classroom observation, and

teaching evaluations.

## **Annual Department Chair/Program Director Compensation Determination**

The following policy governing compensation for administrative duties may be found in Appendix B.7, section III:

As compensation for their administrative duties, in accordance with the size of the department or program and the associated administrative workload, department chairs and program directors will normally teach one or two fewer courses than the standard teaching load and/or receive a stipend, as determined by the Dean of Faculty. The Dean of Faculty will make the complete schedule of compensation public annually. The administrative duties of the Secretary of the Faculty normally count as the equivalent of one course each semester.

In order to arrive at a simple measure of size and administrative workload, the Dean's Office considers the following four measures, two capturing workload related to students and two capturing workload related to faculty.

1. Total student enrollments.
2. Number of majors.
3. Number of permanent faculty.
4. Number of FTE's.

The Dean's Office first normalizes and ranks the departments and programs according to each of the measures above (for each measure, averages over the past 5 years of available data are taken), and then average the four normalized ranks to obtain a single number, the average five-year rank. Each year, these average ranks are fairly uniformly distributed, though a large gap occurs between the top 8 average ranks and the remaining ranks.

The annual determination of course reductions is posted each year on the [Dean of Faculty's SharePoint site](#).

## **Compensation Policy for Administrative Staff Who Teach at Trinity**

Administrative staff at certain levels may be compensated for teaching that occurs outside of their normal job duties. This policy defines the positions which may be eligible for additional compensation for teaching, as well as the approval process for receiving compensation.

Positions in salary level 29 and above are specifically excluded from additional compensation consideration. Occasionally, an administrative position will have a teaching requirement included in the job description or appointment letter as part of its outlined duties; in such cases, the compensation for teaching outlined in the appointment letter is included in the base salary for that position.

Administrative positions below salary level 29 may receive additional compensation for teaching courses at the undergraduate and graduate levels, provided it does not interfere with the completion of their normal job duties and responsibilities. Administrative positions with a specific teaching requirement may be compensated for additional teaching, provided it does not interfere with the completion of their normal job duties and responsibilities. Teaching cannot take place during the employee's normal work hours. The amount of such compensation is established in advance by the Dean of Faculty's office and is equivalent to the current overload compensation rates paid to Trinity faculty. The rates received may depend on whether the recipient has earned a terminal degree in the field.

Administrative staff must receive approval from their supervisor and division head, in addition to the Dean of Faculty's office, prior to engaging in discussion with departments about teaching a course.

Requests for compensation must be submitted for approval by the department chair/program director to the appropriate Dean of Academic Affairs in the Dean of Faculty's office, normally during the annual staffing allocation process for the academic year, which takes place every fall semester, or during the standard course proposal procedures for J-term and summer sessions. Payments are made over the course of the semester, or summer term, as the case may be. Staff may not be compensated in advance for teaching.

Compensation is subject to specified enrollment levels, and classes may be canceled if enrollment does not reach the minimum enrollment level. Compensation will not be provided for canceled classes.

Exceptions to this policy will only be made in conjunction with the Dean of Faculty's office and Human Resources.

## **Policy on Courtesy Appointments**

A courtesy appointment in a department or program will occur when a faculty member in one department becomes active in service, teaching, or research roles in another department or program in which the faculty member does not hold an appointment. A courtesy appointment will be considered a 0% appointment for the purposes of counting departmental FTEs.

Courtesy appointments can occur only when the faculty member and both departments/programs are willing to enter into the arrangement.

Courtesy appointments will be approved by the Dean of Faculty following a vote of the departments/programs involved and a recommendation by the chairs/directors of the departments/programs.

As a 0% appointment, a courtesy appointment will not involve regular teaching in the host department/program and any teaching needs to be agreed between all parties. Usually this would be a cross-listed course.

Courtesy appointments would typically

- Be included in departmental or program faculty lists as affiliated faculty;
- Participate in department/program faculty meetings.

In addition, if there are insufficient tenured faculty in the host department/program available to participate in tenure, promotion, and reappointment committees, then faculty holding courtesy appointments may act in this role if qualified by rank and status and approved by the chair/director of the host department/program. Such determination will be made at the time such committees are formed.

## Reimbursement Instructions

In order to receive reimbursement of expenses, faculty must submit the appropriate form, found on the [Dean of Faculty's SharePoint site](#). Complete reimbursement instructions can be found [here](#). A summary appears below.

**TRAVEL EXPENSES:** Faculty should complete and sign a copy of the standard College Travel Expense Report form, and submit it, together with accompanying receipts, to the Director of Academic Finance in the Dean of Faculty's Office within 30 days of the completion of travel. The form can be found on the [Dean of Faculty's SharePoint site](#) and on the Dean of Faculty website within the [Faculty Research & Travel pages](#). Faculty seeking reimbursement must indicate whether expenses are to be paid for by Dean of Faculty travel funds, or a different account. If Dean of Faculty travel funds, start-up funds, or Faculty Research Committee funds are to be used, the Director of Academic Finance can approve the reimbursement request. If Department or Program funds are to be used, the Department Chair or Program Director must also approve the request. For travel to professional meetings or conferences, reimbursement requests should include a copy of the program listing the faculty member's participation, if applicable.

**EXPENSES OTHER THAN TRAVEL:** Faculty should submit a completed Check Request form to the Director of Academic Finance, along with the appropriate original requests. Examples of non-travel expenses may include instructional and research expenses such as books and supplies. Requests must be approved by the individual with account oversight responsibility. If the expense is being charged to the academic department account, requests may go directly to the Business Office. Questions regarding the process may be directed to the Director of Academic Finance or the department/program Administrative Assistant.

**RECEIPTS:** Dated **original**<sup>2</sup> receipts should be submitted with the Expense Report for all expenses claimed. All receipts submitted for reimbursement must be accompanied by either a Travel Expense Report form or a Check Request indicating the department/account number to be charged. Loose receipts will not be processed and will be returned. Emailed receipts will only be accepted if accompanied by the appropriate form. Receipts for unallowable expenses will be returned.

A traveler who loses a required receipt should seek a duplicate. When an acceptable duplicate is unobtainable, the traveler should submit a Missing Receipt Declaration Form with the Expense Report, available on the Dean of Faculty's web page.

Financial Services will review the expenditure to make sure it appears reasonable.

Foreign currency should be converted to U.S. dollars (with the conversion rate included in the documentation).

All reimbursement requests should be submitted to the Director of Academic Finance, Pat Moody, x2128, Williams 230, [patricia.moody@trincoll.edu](mailto:patricia.moody@trincoll.edu). Questions should be referred to the appropriate Dean of Academic Affairs or Pat Moody.

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<sup>2</sup> This is a requirement of College auditors and is enforced by the Business Office.