



Faculty Policies and Procedures

Updated November 2010

I. CLASSES AND REGISTRATION

1. If you need your classroom set up in a specific way, please arrange this with your program planner. This should be done in advance of the class meeting date.
2. Teachers should have students introduce themselves at the first class meeting, and make a concerted effort to learn student names (For additional teaching suggestions, or to discuss classroom issues, please contact your program planner, or talk to Michael Cicone, director of education, ext. 310).
3. Please plan enough time to get to the Cambridge Center so your class can start promptly. Parking is difficult in Harvard Square, and CCAE has no designated parking space. We have a discount rate at the Charles Hotel Parking Garage; you can park for only \$5 when you enter anytime after 3:30 pm Monday-Friday. Just purchase a \$5 sticker at the Registration office or from a building coordinator when you come in for class, and this will cover the cost of your parking until the garage closes at 1:00 am. University Place Parking Garage also offers discounted day rates with Cambridge Center ticket validation; see current catalog for details.
4. **Please end your class on time.** Many spaces are tightly scheduled; ending on time is an important courtesy to your students and to the students and teacher following you, as well as to building staff, who may need to prepare classrooms or, at the end of the day, close the building.
5. In order for a class to run, typically there must be at least five or six people registered (more for wine classes). If there is minimal or no registration for your class, you will be notified of the cancellation before the first class. Otherwise, please assume your class is going to run and show up accordingly.
6. You will receive a class list at your first class. If you would like a list ahead of time, or for information about how enrollment is going, please contact Letisha Brown (ext. 205, lbrown@ccae.org).
7. If a student in your class is displaying severe cold or flu symptoms, please discreetly, and gently but firmly, suggest that they go home. We will post guidelines in all classrooms stating that this is CCAE policy.
8. If any student is injured in class, as a result of that class or not, please notify the building coordinator or the Registration office immediately.
9. Please impress upon students the importance of keeping valuables with them at all times. The Cambridge Center is a public venue, and personal property should be cared for accordingly.
10. Per city ordinance, there is no smoking allowed in Cambridge Center buildings.
11. Pets are not permitted at the Cambridge Center, except certified guide dogs. Children may not join your class unless encouraged to do so in the course description. In exceptional cases, please check with your program planner and all other students before welcoming either into a class.

12. Your primary contacts in the Registration office are:

Obi Carrion , Registrar	Ext. 211	obi@ccae.org
Kevin Finn , Assistant Registrar	Ext. 200	kevin@ccae.org
Malene Council , Building Coordinator	Ext. 245	malene@ccae.org
Carolina Argueta , Building Coordinator (<i>Spanish speaker</i>)		lsa@ccae.org

II. PROGRAM OFFICE

1. Please provide your program planner with your contact and background information, including a cell number for easier accessibility, your biography (which will be posted on the Center's website), and (if applicable) a URL for your personal or business website, which, if you wish, will appear with your name in the course catalog for terms in which you teach, as well as online with your biography.
2. Your contacts in the Program office (a.k.a. "program planners") are below. Program areas are subject to change.

Michael Cicone, Director of Education
Ext. 310 mcicone@ccae.org
Categories: Computers; Dance; Food & Wine; Mind, Body & Soul; Theater

Julia Cavallaro, Program Planner
Ext. 210 jcavallaro@ccae.org
Categories: Business & Investing; Fun & Games; Languages, Literature & Writing; Music; Sports & Exercise; Tuesday 10:30 a.m. "To Your Health" Lectures; Thursday 10:30 a.m. Lectures

Judith Klausner, Program Planner
Ext. 247 jklausner@ccae.org
Categories: Fine Arts, Crafts & Fiber Arts; Homes & Gardens; Life Issues; Photography, Film & Video; Science, History & Contemporary Issues; Worklife; Thursday 12 noon Lectures; Art Gallery Exhibitions

Jason Tetreault, ESL Coordinator
Ext. 201 jtetreault@ccae.org
Category: ESL

Letisha Brown, Program Assistant
Ext. 205 lbrown@ccae.org

III. CANCELLATIONS / MAKEUPS / OTHER CHANGES

1. We work hard to make sure each student has a satisfying experience. Rescheduling classes often inconveniences students, potentially turning them off to your classes and the Center. Word of mouth is important — we wish to retain as many students as possible from term to term, as well as entice their friends to take a class! Please be sensitive to this when canceling or changing the meeting place/time of your class.
2. Instructors and Cambridge Center staff share responsibility for notifying all currently enrolled students about changes regarding their courses. In the interest of promoting positive feeling about our instructors and operations, please observe the following procedures when canceling or changing the meeting place/time of a class:
 - a. **Emergencies/last-minute changes: if you are ill or have an emergency** and cannot hold your class as scheduled, **call the Registration office (617-547-6789) as soon as possible, so that staff can notify students.** If it is after or before office hours, **leave a message on ext. 206.** You *may* also leave a voice mail or e-mail message with your program planner — but you *must* contact the Registration office, to make sure that your students are notified.
 - b. For other changes, notify your program planner as soon as you know of a required scheduling change. For a list of holidays on which the Center is closed, please see the course confirmation letter sent to you before the term, the CCAE website, or the last page of the current catalog.
 - c. If you have the opportunity during a class to notify students of a change, please get their names and submit that list to the Registration office ASAP (you may call or e-mail it in, if necessary). Staff can then notify any students who were not in attendance.
 - d. Make-ups classes are usually scheduled for the week after the term ends, at the same location and time as the usual class meeting; but in any case please contact your program planner to check on the availability of your classroom for make-ups.
3. If you prefer not to cancel a class that you cannot teach, we will accept a substitute that you recommend, but you will be responsible for arranging for and paying the substitute. **Always inform the Registration office and Program office of a substitute teacher's name and phone number.**
4. If classes are cancelled because of inclement weather, there will be a recorded announcement on the Cambridge Center's phone system (617-547-6789), as well as a notice on the Center's website (ccae.org). A make-up for any cancelled class will be held at the end of the term.

IV. COPYING

1. Large copying jobs (more than 100 copies), should be done at FlashPrint, 99 Mt. Auburn Street, Harvard Square. You must obtain a purchase order in the Registration office before submitting an order to Flash Print. Please indicate your name and course code clearly on the purchase order. **There is a \$45 limit for a 10-week course.** If your copying will exceed \$45, please discuss this with your Program office contact.
2. If you are unable to get to FlashPrint, please copy your class materials at a location that is convenient for you and send your receipts to your Program office contact person for reimbursement. The \$45 limit still applies.

V. SUPPLIES / DIRECTIONS / BOOKS / MODELS

1. If you would like your students to purchase textbooks for your course, please inform your Program office contact person at least eight weeks before the first class meeting.
2. Please provide supply lists and directions to the Registration office by the start of registration for that term (at least eight weeks before the first class) so that students can receive this information as soon as they register. This is your responsibility as an instructor.
3. If your class is not going to meet at Cambridge Center facilities, please submit printed directions to your Program office contact person at least eight weeks before the first class.
4. For art instructors needing models, please contact Hannah Dromgoole (Ext. 207; hannah@ccae.org) at least six weeks before the first class. If you need a model for a series, please talk with Hannah at least eight weeks before the first class.

VI. AV EQUIPMENT

1. If you need audiovisual equipment, please contact your program planner **at least one week** before the class date. We have a limited number of slide projectors, digital projectors, screens, CD/cassette players, VCRs, and TV monitors for classroom use. All equipment is available on a first-come, first-served basis.
2. If you are requesting a laptop computer, please specify as to whether you want a Mac or a PC.
3. If you are requesting a digital projector, we encourage you to bring your own laptop if possible. When reserving a digital projector, please let us know if you plan to bring your own laptop.
4. All classrooms in all buildings have wireless access to the Internet.
5. If you have a problem with either the functioning or availability of any AV equipment, please speak with Paul Lucci (ext. 203, lucci@ccae.org).

VII. PAYMENT/ CHECKS

1. Instructors are paid as independent contractors. The Center does not withhold taxes. You are responsible for paying your own federal, state, and FICA taxes.
2. Instructors are paid twice per term, during weeks five and ten for ten-week terms. Unless you request otherwise, your check will be mailed to you. Please inform Kadri Brattvet (Ext. 217, kadri@ccae.org) if you do **not** wish to have your check mailed to you, but instead kept at CCAE for you to pick up.
3. If you have questions about your checks, payment schedule, or any other pay-related issues, please contact your Program office contact person, who will check into the matter with the Financial office if necessary.

VIII. CONTACT INFORMATION

1. We do not give out instructors' contact information unless you authorize us to do so.
2. Faculty letters and notes will be mailed to you unless you specifically request to have mail held at the Center.

3. Students periodically leave mail for faculty on the fireplace mantel in the Registration office without notice, so please check there from time to time.
4. **Please inform your Program office contact person of any change of your address or telephone number as soon as possible.**

IX. FREE COURSES

Current instructors are allowed to take one free course per term; some restrictions apply. You must be teaching in the term you take the course, or have taught in each of the two most recent terms. Sorry; courses may not be transferred to others. To sign up for a free course, please contact the Registration office.

X. FACILITY

1. Our goal is to provide you and the students with an environment that is conducive to an enjoyable and meaningful learning experience. Please advise us immediately if any problems occur that inhibit this.
2. Building coordinators are located at the entrance to each building and should be able to help you resolve any building-related concerns.
3. **Paul Lucci** (Ext. 203, lucci@ccae.org) is the plant manager. Please contact him if you need further assistance with AV equipment or room setup for classes (please see Section VII).
4. **It is the responsibility of the teacher and students to pick up after class and leave the room in the condition in which it was found. If we all do our part, no one will be left with a dirty classroom. Please close the windows and turn off the lights if yours is the last class to meet on a given night. If a classroom is not in acceptable condition before you teach, please let the building coordinator know. If the classroom is not left satisfactorily at the end of your class, this may be grounds for termination.**
5. Arts and Crafts instructors are asked to require students to take all projects and supplies home with them at the end of the term unless they have special permission from you or are registered for the following term. All projects should be labeled properly and completely, or they will be thrown away.
6. Bicycles are not allowed in the Cambridge Center, as they severely damage the carpets. Please advise your students of this policy if they bring a bike into the building.
7. The Center does not discriminate on the basis of disabilities. Our responsibility is to provide classes in the most integrated setting possible and to allow people with disabilities an equal opportunity to participate. Any questions regarding accessibility should be directed to the Registration office (Ext. 1).

XI. EXHIBITS AND SPECIAL PROGRAMS

1. If you are interested in displaying fine arts or crafts in the Cambridge Center, please contact Judith Klausner (Ext. 247, jklausner@ccae.org).
2. If you are interesting in presenting at our Gonson Society daytime lectures series, contact Judith Klausner (Ext. 247, jklausner@ccae.org) or Julia Cavallaro (Ext. 210, jcavallaro@ccae.org). Judith programs lectures on Thursdays at 12 noon; Julia does the Tuesday 10:30 am "To Your Health" series and the Thursday 10:30 am lectures.

XII. IMPORTANT PHONE NUMBERS

Registration Office	617-547-6789 Ext. 1
42 Brattle Street Front Desk	617-547-6789 Ext. 209
56 Brattle Street Front Desk	617-547-6789 Ext. 239
12 Plympton Street Front Desk	617-497-0423

Carolina Argueta, Registration Assistant		lsa@ccae.org
Bob Bear, Building Coordinator; weekend rentals	Ext. 307	b.bear@ccae.org
Letisha Brown, Program Assistant	Ext. 205	lbrown@ccae.org
Obi Carrion, Registrar	Ext. 211	obi@ccae.org
Julia Cavallaro, Program Planner	Ext. 210	jcavallaro@ccae.org
Michael Cicone, Director of Education	Ext. 310	mcicone@ccae.org
Malene Council, Registration Assistant	Ext. 245	malene@ccae.org
Hannah Dromgoole, Building Coord.; Model Coord.	Ext. 207	hannah@ccae.org
Francesca Felgar, Development and Marketing Asst.	Ext. 219	ffelgar@ccae.org
Kevin Finn, Assistant Registrar	Ext. 200	kevin@ccae.org
Scott Hall, Systems Administrator	Ext. 246	shall@ccae.org
Susan Hartnett, Executive Director	Ext. 220	susan@ccae.org
Judith Klausner, Program Planner	Ext. 247	jklausner@ccae.org
Paul Lucci , Plant Manager	Ext. 203 (cell: 617-669-0560)	lucci@ccae.org
Will McMillan, Assistant Director	Ext. 212	will@ccae.org
Jason Tetreault, ESL Coordinator	Ext. 201	jtetreault@ccae.org

Please check the most recent course catalog for an up-to date list of staff and for additional Cambridge Center policies.

The Cambridge Center thanks you for your cooperation.