

## **PART VII.      CAMPUS SERVICES AND THEIR POLICIES**

### **A. Bookstores**

Tulane has available two general bookstores, one in the University Center on the uptown campus and one in the Medical Center. The stores stock all required textbooks and maintain large paperback and reference book departments. Current trade books which are not on hand may be ordered. The stores also have art supplies, school supplies, cards and stationery, gifts, sundries and clothing.

Faculty members are entitled to 10% discounts at both stores. Several major credit cards are accepted.

### **B. Campus Parking**

For the uptown campus, there are a number of parking areas located on the campus and additional parking located at Uptown Square with a shuttle service to the campus. Two parking garages as well as several surface lots serve the Medical Center.

Each Tulane affiliate (faculty, staff, or student) who operates a vehicle on the campus must register for a parking permit. The permit is issued according to that person's employment or class status, and grants parking privileges according to that class. The parking permit must be displayed on the vehicle as prescribed by the permit type. The registration must be renewed every year. A fee is charged.

Parking a vehicle which is not registered or which does not display the parking permit is subject to a fine. A second violation may result in immobilization.

As the number of vehicles registered by faculty, staff and students is several times the number of parking places on campus, registration does not guarantee the availability of a space.

A physically handicapped faculty member may be assigned a parking place near his or her office which will be reserved for him or her at all hours.

The privilege of parking in a restricted area is limited to the faculty member in whose name the vehicle is registered. Dependents are not eligible for the parking privileges of their spouse or parent.

Details on parking regulations on the uptown campus are set forth in a pamphlet which is available at the Department of Public Safety and is issued to purchasers of parking stickers. At the Medical Center, parking is administered by a Parking Services Office.

A parking garage at the Medical Center is adjacent to and directly connected with the main buildings of the Center. Individual spaces in the garage are assigned and many are reserved. A monthly fee is charged.

A second parking garage, accommodating 875 cars, is connected to other facilities of the Medical Center by elevated pedestrian passages. In addition to monthly contracts, daily parking is available. A parking garage is available at the north end of the uptown campus.

A surface lot next door to Hawthorne Hall, the Medical Center residence building, offers space on a lease basis.

Parking on the streets adjacent to the uptown campus and the Medical Center is subject to the jurisdiction of the city of New Orleans and to the regulations imposed by city government.

### **C. Career Services Center**

The Career Services Center (CSC), located in the University Center, offers a wide range of services to Tulane students, alumni, staff and faculty. Center staff individually assist students in exploring careers and in pursuing summer jobs, internships, full-time employment and/or graduate study.

CSC services include job listings, information on a variety of employers, an on-campus interviewing program, and a credentials service for letters of recommendation. The office sponsors several events, including a Graduate/Professional School Day, Gumbo Gathering Fall Career Festival, Government and Human Services Fair, the Mardi Gras Invitational Career Fair, and a summer fun job fair. To check out all they offer, visit the website at [careers.tulane.edu](http://careers.tulane.edu)

### **D. Direct Deposit**

A faculty member's monthly wages can be automatically deposited into the checking and/or savings account of his/her choice on the last business day of each month. A deposit advice, which provides details of the current month's wage and deposit information, will be distributed by the Payroll Office. Application forms may be obtained at the Payroll Office or on the web at <http://www.tulane.edu/~payroll/forms.htm>.

### **E. Technology Infrastructure Services**

Technology Infrastructure Services (TIS) serves as the general-purpose computing facility for teaching, research studies, and administrative data processing for the University community.

TIS provides students and faculty on the uptown campus and at the Medical Center with information technology resources which enhance the learning experience and increase the depth and extent to which faculty and students can explore subjects. Students and faculty have available an extensive library of software in mathematics, statistics, engineering, cartography, social sciences, and business, as well as major programming languages.

TIS operates microcomputer and terminal facilities throughout campus. In addition, department and schools operate similar facilities. These facilities all contain software for on-site use. The use of this software and other information technology resources is governed by the EDUCOM code on software and intellectual rights.

"Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledge, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

Current Tulane computing and networking policies are available at [www.tulane.edu/~tcsdoc/academic/policy/policy.html](http://www.tulane.edu/~tcsdoc/academic/policy/policy.html)

## **F. Educational Resources and Counseling**

Educational Resources and Counseling (ERC) offers students the services of a counseling center, tutoring center, and office of disability services--all under one roof.

ERC psychologists, social workers, counselors, and supervised graduate students in professional training provide short-term psychological counseling, educational counseling (e.g., time management, study strategies), therapy and support groups, workshops, and career testing. Instructors who are concerned about a student can consult with an ERC professional.

Undecided students are encouraged to take ERC's career tests to help clarify future goals and direction. Freshmen and sophomores are particularly encouraged to consider taking the tests for help in deciding on a career or college major.

The ERC Tutoring Center provides free individual tutoring to students enrolled in about 25 different courses, primarily math, science and foreign languages. The Writing Workshop, run by graduate students from the English department, helps undergraduates with papers from any course taught in the English language.

The Office of Disability Services (ODS) is also located at ERC. Each semester, students with disabilities must obtain an official accommodation letter from ODS, which instructors should ask to see before granting classroom accommodations. Letters and test reports from doctors or other professionals are not an acceptable substitute for the ODS letter. Questions and concerns about disability issues should be directed to the Coordinator of Disability Services at ERC.

ERC services are free of charge to Tulane students, except for a small fee for career testing. For additional information, please visit the ERC webpage at: <http://www.tulane.edu/~erc/>.

## **G. Food Services**

A variety of dining outlets are available on campus. These include the Market Place and the Rathskeller at the University Center, which offer an assortment of foods from fast to full-course meals including breakfast, lunch, and dinner. The Rathskeller offers beer and wine. Adjacent to the University Center in the Pocket Park is P.J.'s Coffee House and The Drawing Board, a snack bar, is located on the ground floor of the School of Architecture. Another coffee house, Rue De La Course, is located on the first floor of the Willow Residence Hall. The student board plan at Bruff Commons is available to faculty on a per meal basis or faculty may purchase the \$5.50 Lunch Meal Deal (punch card). Additional lunch counters include the TU Deli, located in Mayer Residence Hall, the Reily Recreation Center snack bar.

On the downtown campus there is a cafeteria serving breakfast and lunch in the Medical Center's Hutchinson Building. A schedule of hours for all of these facilities is normally sent out at the beginning of the fall semester. In addition to the food service outlets described herein, there is an all-encompassing catering service which is available for meetings and other occasions. Arrangements should be made with the catering manager.

## **H. Housing**

Tulane has limited housing facilities that may be available to faculty members at moderate rental rates. These include Charles Rosen House, an apartment building on the uptown campus; and Deming Hall, an apartment building for personnel of the Medical Center. Application forms and further information may be obtained from the Department of Housing and Residence Life, 27 McAlister Drive, New Orleans, LA 70118, (504) 865-5724.

### **The Bertie M. and John W. Deming Pavilion**

This apartment building is situated one block from the Medical Center. It offers accommodations for single men and women and for married students who are medical students, graduate students, interns, residents, or faculty members associated with the Medical Center. Other University faculty, staff or students may be accommodated if space is available. All units are furnished, including mini blinds, carpets and lamps, and the entire building is centrally heated and air-conditioned. Furnishings do not include kitchen utensils or linen. Utilities are included. Coin-operated washers and dryers are provided.

### **Charles Rosen House**

This structure contains 175 apartments, in one-, two-, and three-bedroom units. The building is centrally heated and air-conditioned. Each apartment is furnished with refrigerator, range, and venetian blinds. The rental includes all utilities except telephone. Data connections are provided.

Coin-operated laundry equipment, vending machines, and storage areas for bicycles are available. A play area containing playground equipment and facilities for older children is adjacent to the building. While this facility is designed primarily for graduate and married students, some apartments are available to full-time faculty members. Individual

assignments are made in order of application. Because of the number of applications, there may be a waiting period before a unit is available, depending upon the time of application and the type of accommodation desired.

Units are rented on a lease basis. This facility is viewed as a means of helping new faculty to settle in New Orleans and not as a place of permanent residence, and so a maximum limit of one year has been placed on occupancy.

## **I. Human Resources**

Human Resources has two locations to assist Faculty Members--one on the uptown campus and one at the Medical Center. Human Resources has responsibility for administration of the employee benefit plans, recruitment of staff employees, maintaining the staff compensation, and employee records. Human Resources also monitors compliance with federal, state, and local regulations.

## **J. Center for International Students and Scholars**

The Center for International Students and Scholars seeks to ensure that international students, staff and faculty have a meaningful professional, educational, cultural and social experience while at Tulane. The staff of the Center is eager to provide assistance to international faculty in the areas of immigration and personal counseling, as well as in the search for suitable housing. The Center also offers English classes and cultural outings for faculty spouses and provides information about area schools for their children.

## **K. Post Office**

### **1. U.S. Mail**

The University operates a contract Post Office in Bruff Commons on the uptown campus. The services offered are the same as those of any branch post office. All kinds of mail and parcel post are handled, money orders are issued, and private boxes may be rented. As outgoing mail is picked up at the University Post Office twice a day, important communications may sometimes be expedited by being taken to Bruff Commons rather than depositing them in a mailbox on or near campus. Hours are Monday - Friday, 8:30 a.m.-4:30 p.m. The postage stamp vending machine in Bruff Commons is open 24 hours.

### **2. Campus Mail**

All mail on the uptown campus, including interdepartmental "Campus Mail," is processed through the campus mail room adjacent to the contract Post Office with pick-ups in offices and special mail boxes located throughout campus. Distribution is made also to the Medical Center, Hebert Center, and National Primate Research Center.

In addition, a courier travels between the uptown campus and the Medical Center. Communications requiring expedited handling may be left for the courier at the Accounting Office or the Office of the Dean, School of Medicine.

## **L. Purchasing**

University policy provides that the Purchasing Department is the only department authorized to obligate the University for supplies, certain services, and equipment.

This authority is expressly delegated to certain other departments, such as the libraries, where the operation is of such nature that specialized purchases can be made more efficiently and economically within the department so authorized.

Purchases made from funds deposited with the University, regardless of their source, i.e., research grants, gifts, etc., are subject to Purchasing Department procedures and policies.

The Purchasing Department is a service office intended to develop effective sources of supplies for materials and services needed for the operation of the University. It is not their function to substitute their judgment for that of the faculty regarding what material or service is required. It is their responsibility to see that the most economical source is selected for each purchase, everything considered, and that deliveries are received, terms are met, and invoices are processed promptly.

The Grants and Contracts Department has the responsibility for reviewing restricted funds requisitions for availability of funds in the particular budget to be charged before the Purchasing Department can process an order.

For assistance of the Purchasing Department in making personal transactions see "Purchases through Purchasing Department."

## **M. Speakers and Meetings**

University premises and facilities are reserved for the use of student, faculty, staff, and alumni organizations recognized by the University, for meetings and events appropriate to the University's basic educational objectives.

With the exception that candidates for the Office of President or Vice-President of the United States who may appear in person to make political addresses, requests from religious, political, and commercial groups will be considered only if they are sponsored by recognized University organizations.

The President of the University delegates to the Vice President for Student Affairs a general control over University events outside of the classroom. All official college and University events, meetings, activities, outdoor parties, whether academic, cultural, or social, held on the campus, in academic buildings, in residence halls, University Center, Alumni House, auditoriums and anywhere in the city of New Orleans, are to be registered with the Reservations Office at the University Center as soon as planned, but no less than a week before the date upon which the event is to occur.

When a conflict in time or place arises, the Vice President for Student Affairs is empowered to resolve the conflict, if such action seems to be in the best interest of the University.

It is expected that requests for speakers will be made at the time meeting space is requested. Requests for speakers will be received only from officially recognized University groups, are to be made in writing, and will be referred by the Reservations Office to the Vice President for Student Affairs, who will act in consultation with a joint student-faculty committee concerned with the use of the University facilities. In case of disagreement between the Vice President for Student Affairs and the subcommittee about the appropriateness of a suggested speaker, the full Senate Committee on Student Affairs should hear the case and make appropriate recommendations.

Further details on policy and procedure pertaining to these and related matters, such as distribution of literature and sale and distribution of tickets, may be obtained at the Office of the Vice President for Student Affairs.

## **N. Security Department and Relations with New Orleans Police**

The Board of Administrators has approved the following policy statement on relations with police.

Tulane University employs in its Department of Public Safety individuals with experience and special training in police affairs. Each officer of the Department is commissioned through the Louisiana Department of Public Safety.

The Department of Public Safety is under the full operational control of Tulane University. The Director of the Department is responsible for all of its operations, reporting to the University's Senior Vice President for Operations and CFO.

The Director of the Tulane Department of Public Safety is authorized and directed to maintain continuing liaison with the New Orleans Police Department and to keep the NOPD fully informed regarding (a) the general state of security affairs on the Tulane premises and (b) specific instances of violation or suspected violation of municipal, state or federal laws on or adjacent to Tulane's premises.

Tulane University will use the resources of the Department of Public Safety in dealing with threats to the safety and security of persons and property on Tulane premises. Whenever, in the judgment of the Director of the Department, there exists a threat considered to be beyond the capability of the Department to handle with its own resources, the Director is authorized and directed to request the assistance of the New Orleans Police Department after consultation, if time and circumstances permit, with the President of the University, or his/her designee.

In stating a policy of Tulane's use of its own resources to the maximum extent possible, a corollary policy must also be stated. Under no circumstances are the properties and premises of the University a sanctuary for any illegal activity.

While, under ordinary circumstances, the Tulane Department of Public Safety will be expected to handle problems of order and safety to persons and property, the NOPD is in no way precluded from entering Tulane's premises at any reasonable time; for example, in pursuit of a suspect of an illegal act or for investigation, search, or seizure in connection with illegal activity or suspected illegal activity.

Should the New Orleans Police Department or other agencies of local, state, or federal government have reason to pursue investigation of possible illegal activity on Tulane's premises, either on its own initiative or at the request of the Director of the Tulane Department of Public Safety, it will be Tulane's policy to provide all such cooperation as may be needed. Indeed, each member of the University community will be expected to cooperate with the established agencies of the larger community of which Tulane is a part in the enforcement of law, just as each member of the University community should be prepared to observe and assist in enforcing the rule and regulations of the University itself.

All employees and visitors are prohibited from possessing a firearm on the Tulane University campus and the property and grounds thereof. This policy is subject to the following exception:

1. Law enforcement personnel commissioned by federal state and/or local authorities;
2. firearms necessary for training associated with ROTC programs;
3. firearms kept in faculty and staff residences (other than Rosen House, Aron Residences, Hawthorne Hall, and campus residence halls). Tenants in faculty and staff residences are requested to register all firearms with the Department of Public Safety.

Firearms inadvertently brought to campus must be deposited at the Department of Public Safety for safekeeping. All firearms so deposited shall be unloaded at the time of deposit.

## **O. University Printing and Copy Centers**

The University Printing and Copy Center provide duplicating services for the various departments and offices of the University. It will handle personal jobs for faculty members as its regular work load permits.

The Center offers two basic types of duplication -- offset printing and copying -- and the usual general services complementary to these processes, such as typesetting, layout, folding, scoring, perforating, assembling, binding, cutting, trimming, and punching. A variety of type styles, covers, texts, and papers are stocked in the shop, and special materials can be secured from local distributors.

Some examples in the printing range that this shop can perform are letterheads, envelopes, cards, invitations, forms, brochures, soft-bound books, letters, and posters.

Centers are located in Zemurray Hall and the University Center on the uptown campus and in the Tidewater building at the Health Sciences Center.. Refer to Appendix, p.3, for the statement on guidelines for duplication of copyrighted material.

## **PART VIII. RECREATIONAL AND CULTURAL OPPORTUNITIES**

### **A. Campus Recreation and Athletics**

#### **Department of Campus Recreation**

The Department of Campus Recreation offers a complete recreation program in which all faculty/staff may participate. Activities include intramural sports, club sports, instructional, fitness, and wellness programs, as well as children/family programs and summer day camp. Faculty and their families may also join the Reily Student Recreation Center.

The Reily Student Recreation Center is available to all faculty/staff and their immediate family by purchasing a yearly membership. The Reily Center was opened in January, 1989, and features a 50 meter by 25 yard indoor pool, an outdoor "social pool" and sun deck, six racquetball courts, two squash courts, basketball, volleyball and badminton courts, 1/9 mile indoor jogging track, 7,000 square foot weight room, multi-purpose rooms, juice/bar pro shop, and non-credit instructional classes. For further information on the facility and programs available, stop by the Reily Center located on McAlister extension or call the membership office at 865-5431.

#### **1. Club Sports**

Faculty members are eligible to participate in all club sports sponsored by the Department of Campus Recreation. For more information contact the Assistant Director for Club Sports at the Reily Center, X5170.

#### **2. Intramurals**

The Intramural Sports Program consists of more than 40 activities conducted throughout the academic year and summer session. Events are open to members of the Reily Student Recreation Center. Those persons not affiliated with any organized group, but wishing to participate, should contact the Program Office. For specific information and deadline dates, contact the Assistant Director of Intramurals in the Program Office of the Reily Student Recreation Center, X5170.

### **B. Musical Organizations and Programs**

Campus musical presentations provide entertainment in a variety of forms and offer opportunity for faculty participation.

Of special interest is the Tulane Summer Lyric Theatre, which combines professional, University, and community resources in productions under the direction of the Department of Music. Faculty and student recitals in Dixon Hall are believed to constitute the oldest cultural activity in the city in point of continuous annual performance.

A Music at Midday program is presented each Wednesday in the Rogers Memorial Chapel. Spectri Sonori concerts emphasize contemporary music. The Friends of Music series presents the most outstanding chamber music in New Orleans. There are also series presenting classical guitar and piano recitals.

There are several music ensembles including a chamber choir, orchestra, choir, concert band and jazz bands. A pep band entertains at athletic events. The University also has a gospel choir and Green Envy (small choir) under student direction. Campus Nite offers an annual musical comedy under student direction.

### **C. Theatre**

The Department of Theatre and Dance offers numerous productions of varied fare during the course of the academic year, ranging from the classics and contemporary selections, to the annual Newcomb Dance Concert. In addition, The Shakespeare Festival at Tulane offers professional productions during the summer. Also active in the summer is the department's children's theatre company, the Patchwork Players and the New Orleans Jazz Dance Festival among other special projects.

### **D. Tulane University Campus Programming (TUCP)**

TUCP is the largest programming organization on the Tulane Campus. It encompasses eight committees and five executive positions staffed by more than 150 Tulane student volunteers. Each year the organization provides the entire Tulane community with a wide range of informative and entertainment events.

### **E. Tulane University Women's Association**

TUWA, organized as the Tulane University Tea Committee in 1910, has evolved into an organization which includes faculty and staff wives and female faculty and staff. Invitations are sent each fall for membership and the Fall Coffee. The organization has approximately 500 members and sponsors a variety of programs throughout the year. It gives its members the opportunity to know and work with University people both at Tulane and in the community.

Information about TUWA may be obtained at the President's office or at any of the deans' offices.

### **F. The University Center**

The University Center, and all of its services are open to the Tulane Community and the general public. The services include Barnes and Noble Bookstore, Marriott Food Court, Whitney National Full-Service Bank, Hibernia and Bank One Mini-Banks, Copy Center, Computer Lab, Ticket Master Outlet, Tulane Travel Office and the Barbershop.