Department Chair:  Steve Waksman, x3161, room 205, swaksman@smith.edu

Associate Chair for the Coordination of Performance:  Judith Gordon, x3156, room 202, jgordon@smith.edu.

Office Personnel

Linda Shaughnessy    x3152, 3150, room 102  lshaughn@smith.edu
Academic Assistant: academic support, budgets/payments/purchasing, building and equipment maintenance, records management, etc.

Jaz Tupelo Dand    x3167, room 101  kdand@smith.edu
Scheduler, Events Coordinator: Sage Hall scheduling, posters, programs, equipment/instrument management/coordination/moving, Concert Crew manager, etc.

Building and Music Department Office Hours

Sage Hall
Regular Hours: Monday-Friday 8:30am–10:00 pm; Saturday Sunday 10:00am-10:00pm
Break and Interterm Hours: vary
Summer Hours: Monday-Friday 8:00am-4:00pm; closed Saturday Sunday

Music Department Office
Regular Hours: Monday-Friday 8:30am-4:30pm; closed Saturday Sunday
Break and Interterm Hours: vary
Summer Hours: Monday-Friday 8:00am-4:00pm; closed Saturday Sunday

Music Department Web Site

The Music Department website, www.smith.edu/music, offers information about the department including the Sage Hall schedule. Please note (and bookmark) the section Forms and Resources; there are many useful guides and forms there.

Mailboxes

Faculty, adjunct faculty, staff, etc. have mailboxes in the Green Room. Teachers should check their boxes regularly for U.S. mail, campus mail, and information from the Music Office.
Mail

The College does not want personal mail, even mail with postage on it, put into the mail trays.

If you are mailing something pertaining to Smith business and on which the mail room will need to put postage, you need to fill out a postage form in duplicate with the appropriate account numbers and attach both copies to your item(s). If all you are mailing is one or two letter-sized envelopes you do not need to fill out the form.

The form is on-line at: Smith Home Page: Offices: Mail Services: Forms or http://smith.edu/MAILSERVICES/docs/USPS%20Postage%20Order%20Form%207-2-13.pdf . Please remember to fill it out in duplicate. Forms are also available in the Music Office in the rack near the water cooler or on the mail table in the Green Room.

Copying, Scanning, Faxing, Printing

The Music Dept. has a Multifunction Device (MFD) in the copy machine room. Faculty, Adjuncts, and Staff are authorized to use the machine’s services for Smith College purposes and can get the password for the machine from the office staff. Under no circumstances should students be given the password. If a student is sent to make some copies for a teacher, an office staff person can enter the password for her.

The MFD can scan, send and receive faxes, and print out jobs that are sent electronically to it through the network. Instructions on how to connect your computer to it via the network are available in the copy room and at http://www.smith.edu/tara/printing/mfd_printing.html. It is capable of printing double-sided, an option you can choose on your computer before you send the job, and can efficiently handle print jobs of more than a few pages.

Custodians

There is a regular building custodian on duty in Sage Hall Monday through Friday, 3:30-11:00 pm. This custodian deals with cleaning and tasks such as stocking chalk and toilet paper, and replacing light bulbs.

All other custodial needs are handled by the Events custodial crew. This includes moving equipment and instruments for any purpose.

To get custodial assistance of any kind, please submit a work order on-line via the Teamworks software found at https://smith.teamworkslive.com/loginpage.aspx?returnurl=home.aspx, using your regular Novell username and password. Linda can help you with this.
Requesting Payment/ Reimbursement

To request payment of stipends or honoraria for performing, faculty and adjuncts must fill out a purple Appearance and Reimbursement Authorization form, available in the office, and submit it to the department chair for approval well in advance of the event concerned. To request payment for other reasons, such as holding an evaluative recital or an audition, the same form should be submitted as soon as possible after the work is done.

If the person you wish to pay is not a U. S. citizen you must let Linda know as soon as possible – prior to your visitor entering the US - and contact Caitlin Szymkowicz for information on what kind of visa and paperwork are needed.

To request a reimbursement, faculty and adjuncts need to fill out a reimbursement form and submit it with original receipts to Linda Shaughnessy. If the size of the receipt is not 8.5” x 11”, it should be taped onto a piece of paper that size before submitting.

**Smith College must have a W9 form on file** in order to pay any non-employee persons, companies, or organizations. If you are requesting a payment for one of these people or vendors, please have them fill out and submit a W9 form to the Music Office if they have not already done so. W9 forms can be found on the Smith College Controller’s Office web site.

Adjunct teachers with questions regarding their pay checks should contact Linda Jacque in Payroll, x4401, ljacque@smith.edu.

New Employees

Within three days of starting work at Smith College, employees must fill out paperwork at the Human Resources department on Belmont Avenue. Specific forms of ID are required when submitting the I9 form; please check www.uscis.gov/files/form/i-9.pdf for details of types of identification to bring with you.

One Card

Faculty and adjunct faculty members are entitled to a Smith photo ID, known as a “One Card.” This ID enables one to use the athletic facilities and borrow items from the libraries. One Cards are available Tuesday through Friday, 1:30-3:30, from the One Card office in Stoddard Hall, room 24C on the second floor, or by appointment (x3082). You may need to bring your appointment letter. The One Card website is: http://www.smith.edu/its/facilities/onecard_office.htm.

BannerWeb Account and Smith Mail

Faculty and adjuncts need to have Smith email and BannerWeb accounts. You may check the Smith web site (www.smith.edu) or call ITS at 585-4487 for instructions on setting this up. You will use BannerWeb to check your electronic paycheck, enter grades, check class lists, etc.
You can access BannerWeb through the Smith Portal. The link to the Portal is found by going to the Smith home page, www.smith.edu, clicking on “News and Events” in the center of the page, and clicking on “Smith Portal” in the upper right hand corner. Sign in with your regular Smith user name and password.

Parking

Faculty and adjuncts may purchase a parking permit for $50/year; however, the Campus Police office will give adjuncts a free parking pass for the duration of a semester. Proof of eligibility may be required, either a Smith College ID or letter of appointment, before the pass will be issued. The Campus Police office is on West Street in the Facilities Management building.

A parking permit allows parking in the white-lined spaces in all Smith lots and in the parking garage on West Street, a short walk from Sage Hall.

Parking without a permit is allowed in permitted spaces on weekends and after 5:00 pm on weekdays.

There are metered parking spaces along Green Street.