Iona College

Adjunct Faculty
Guidebook
2012

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IONA COLLEGE

Adjunct Faculty Guidebook
2012

www.iona.edu

Iona College • 715 North Avenure • New Rochelle, NY 10801

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Welcome to Iona College

Congratulations on your new or continuing appointment as a member of the Iona College adjunct faculty.

This *Adjunct Faculty Guidebook* has been prepared to assist you in your acclimation to Iona College and to help make your work easier and more efficient. As a member of the adjunct faculty, you play an important role in the fulfillment of Iona's mission: the education and development of Iona's students. Your work supplements that of the full-time faculty and allows Iona the opportunity to assemble a faculty with a very broad range of academic interests and professional experience. Iona values the expertise that you bring and hopes that your experience as a member of the Iona College faculty proves to be professionally rewarding for you.

Based upon your professional qualifications and, where appropriate, ranking at another institution of higher education, academic titles such as lecturer, adjunct assistant professor, adjunct associate professor and adjunct professor will be awarded. Adjunct faculty may be promoted in rank upon the recommendation of the departmental head to the dean, subject to the approval of the Provost/Senior Vice President for Academic Affairs. Adjunct faculty are ineligible for tenure, for participation in the College fringe benefit program, or for voting rights within academic departments or programs.

Your respective Dean's office, departmental chairperson, and the adjunct representative are accessible to address any questions or concerns that are not covered by this guidebook.

Iona College

Mission Statement

Iona College is a caring academic community, inspired by the legacy of Blessed Edmund Rice and the Christian Brothers, which embodies opportunity, justice, and the liberating power of education. Iona College's purpose is to foster intellectual inquiry, community engagement, and an appreciation for diversity. In the tradition of American Catholic Higher Education, Iona College commits its energies and resources to the development of graduates recognized for their ethics, creativity, and problem solving abilities; their independent and adaptable thinking; their joy in lifelong learning; and their enduring integration of mind, body, and spirit.

(Adopted May 2, 2012)

Academic Calendar

The academic calendar is administered by the Office of the Registrar. The calendar designates holidays, alternate day schedules, final exam dates, and special sessions for each of the student populations in attendance.

Populations are designated as:

- Undergraduate Day & Evening Semester Programs

- Undergraduate Trimester Professional Studies Program

- Graduate Arts & Science Semester Programs

- Hagan MBA Trimester Programs

On the web you can find the only official and current calendar for the College. The academic calendar is available on the Iona College website under: Student Financial Services, Registrar.

http://www.iona.edu/admin/sfs/register/index.cfm

Campus Life

Iona College is an active campus with a variety of services and activities for all members of the College community. Information about campus activities can be found on the Iona College webpage.

http://www.iona.edu/campuslife.cfm

Academic Support Services

Academic Support at Iona College comprises a number of programs that work in union to help students become independent self-learners. Services are available to both students and faculty.

Academic Support Programs:
- Samuel Rudin Academic Resource Center
- College Assistance Programs
- Pre-Collegiate Grant Programs

All members of the community may receive assistance, tutoring, and skill assessment through Academic Support Services. For more information on Iona College's Academic Support Services, please call (914) 633-2226 or visit;
http://www.iona.edu/academic/support/

Bookstore

Textbooks and other school supplies are available in the College bookstore located in the LaPenta Student Union. Adjuncts should always consult with their department chairs before ordering

textbooks for their courses. Orders can be placed in the bookstore in person or by phone at 914-633-2356. Orders can also be placed by FAX: 632-7609; by e-mail to the Store Manager, Richard Tonns: bksiona@bncollege.com; or by website: http://iona.bncollege.com//.

All transactions are to be carried out through the bookstore. It is standard procedure for all textbook publishers to furnish desk copies of their publications to all teachers of the course in which the textbook is used. The acquisition of desk copies of textbooks used in class is the responsibility of the teacher of the course; the bookstore is not authorized to issue copies of textbooks to any faculty member.

The procedure for acquiring a desk copy is to write to the publisher of the textbook, informing the publisher of the adoption of the text and requesting that a free desk copy be forwarded.

Libraries, CELTIC Annex

The Ryan Library and the Helen T. Arrigoni Library/Technology Center on the New Rochelle Campus and the Library at the Rockland Graduate Center provide collections, services, and study space to support teaching, learning, and research at Iona.

Library collections include books, periodicals, electronic databases, microforms, audiovisuals, and other materials selected to support the College's curriculum and research. Collections in most disciplines are located in Ryan Library; those in Mass Communication, Computer Science, and Education are housed in the Helen T. Arrigoni Library/Technology Center. In acquiring titles for the collections, the librarians collaborate closely with the

faculty, using selection criteria in the *Iona College Libraries' Collection Development Policy* for guidance.

Faculty recommendations are submitted via an online form on the library website or on order cards available from department chairs and library liaisons. Orders should include complete publication information and be approved by the chair. It is recommended that materials requested for a specific course be ordered a semester in advance of the date needed.

The sites in New Rochelle have approximately 125 computer workstations which have access to the libraries' online catalog, electronic databases, and the internet. All workstations in Arrigoni and many in Ryan also offer College-supported software applications. Ryan and Arrigoni libraries have a variety of study spaces, and Ryan has a technology classroom which may be reserved for class use via an online reservation form. This room is equipped with a projection system, student workstations and podium. In addition, the Ryan Lecture Hall has a podium and projection system. The Rockland site is equipped for study and computer work.

The Center for the Enhancement of Learning and Teaching at Iona College (CELTIC) connected to Ryan Library, is an office and space dedicated to technology support for all faculty. CELTIC conducts tutorials for faculty members in PeopleSoft, blackboard, word processing applications, and other computer related topics. Workshops are provided during the semester, and private tutoring is also available.

For further information, please visit:

http://www.iona.edu/library/

Computing Services

Information Technology is an integral part of the educational processes of the College. It is the goal of the Information Technology Division to assist all those who are engaged in the educational and research activities of the College. It assists those faculty interested in achieving various levels of computer literacy. It also provides the resources and technical support for computer-related and computer-based curricula. The Information Technology Division carries out these functions by making available computing equipment, audio-visual equipment, applications software, publications and documentation, and educational assistance for developing the skills necessary to use them via CELTIC. Computers owned by Iona College are to be used for educational purposes and Iona College business. All students and employees are expected to adhere to the college's computing use policy which can be found on the College's website at www.iona.edu/infotech.

Computer accounts are created for faculty members after their employment status is verified by Human Resources and is maintained while they are employed by Iona College. A network ID is needed to access all computers in the public computing labs and the library as well as office computers.

Human Resources will enter you into the PeopleSoft database when all your paperwork has been submitted. New employee accounts are automatically generated overnight, when you become

a new active employee and you have been entered into the PeopleSoft database. The next business day after you become an active employee, your employee ID and account information will be available at the Help Desk located in Ryan Library

You must present your drivers' license in person to receive your account information. If you do not pick up your account information within 5 business days, the information will be mailed to your home address. Please note, it is important to set up the 'forgotten password' feature in PeopleSoft and logon to the netpass system and setup your security profile for your network account. The Help Desk will not be able to reset passwords for you.

There are 65 classrooms containing state-of-the-art projection systems and workstations. A variety of software packages are currently available in the computing lab facilities including Microsoft Office Professional, statistical analysis, graphics, programming languages and compilers, communications and discipline-related software.

CELTIC has been established to provide Iona faculty with resources, training, programs, events and grants designed to inspire, support and enhance teaching effectiveness and student learning. CELTIC provides a comprehensive faculty development program focused on the essence and practice of effective teaching and encourages a productive partnership with technology integration, training and support, while keeping learning and teaching objectives at the forefront of the program's activities. Faculty access their class schedules and rosters and enter grades online via the Internet using PeopleSoft, the College's administrative software system. Detailed

instructions for accessing this information are available in CELTIC.

Technical assistance with hardware and software is provided to faculty via the Ryan Help Desk located in the Ryan Library. Computing and library-related information is available in person at the Ryan Help Desk, or by telephone at (914) 633-2635. Faculty members may reserve computing facilities for online class demonstrations via the Ryan Help Desk. Consultation services are also available to faculty at the Ryan Help Desk or in CELTIC.

Document Services

Document Services, a part of the Information Technology Division, consists of graphics and duplicating services. Adjunct faculty members are provided with a pin code to access the duplicating machines located on the ground floor of McSpedon Hall. However, materials may be left, in advance, and picked up at a later date (usually 2-3 days later). Acquisition of pin codes and forms for copy requests can be obtained at the Duplicating Center.

Hagan faculty can use the photocopy machine in the Hagan mailroom for most purposes. For larger jobs, please leave the materials in Document Services in the basement of McSpedon, or request a pin code for the convenience copiers from your chairperson.

If you will be using the convenience copiers located on the ground floor of McSpedon Hall, you should email Adrianna DiLello at adilello@iona.edu and request a copier pin code. This request must come from your Iona email account.

Mail, Office Space and Telephone Services

Mail Services is located in the ground floor of Doorley Hall. Interoffice mail and pick-up services are maintained daily, and all outgoing mailings of official business must be received in the mailroom before 4:00 p.m.

Mail for Adjunct Faculty in the School of Arts & Science is usually distributed to the department of the subject taught. Business school adjuncts will receive their mail in the Hagan mail room on the main floor of that building. Mail may also be held in the Mail Room with a formal request and picked up during open hours. The Campus Mail office also provides basic mail service, including overnight and special delivery services as needed.

Office Space is available to faculty dependent upon the department and hours of operation. All adjunct faculty should plan to speak with the department chair to discuss how and where office hours and phone contact will be kept, as it is the expectation of the College that every faculty member will be available in some form to students with questions and concerns.

If your department has assigned you office space, your department chair should contact Telephone Services to arrange for the setup of your telephone number and voicemail box. Instructions on how to personalize your voice mailbox are located in the back of the Iona telephone directory. Additional telephone directories are available from Telephone Services on the floor of McSpedon Hall. Remission of federal excise tax is dependent upon the restriction of the use of telephones to the business of the institution. No personal calls may be made on office telephones. The switchboard is open Monday-Friday,

8:00 a.m. to 5:00 p.m. After the switchboard is closed, emergency calls for the New Rochelle Campus are to be directed to the Campus Security Annex at 633-2560.

ID Cards and Campus Parking

Once you are entered into the PeopleSoft system by Human Resources, you will be assigned an employee ID number. You are then able to visit Campus Safety & Security whose office is located in the LaPenta Student Union to obtain your College ID Card and Parking Pass. Please be sure to bring information regarding your vehicle in order to receive your parking pass (Make, Model, Color, Year and License Plate Number). Parking on campus is restricted to those having permits. Special parking areas (marked yellow) have been reserved for administrators, faculty and staff. Employees are asked to adhere to all regulations established by the Director of Campus Safety & Security.

Conference Rooms and Facilities

Conference rooms are located throughout the campus and may be scheduled for a variety of uses. Please check with the Office of Facilities Management as to the method for reserving these rooms.

Faculty members wishing to sponsor an event involving the use of College facilities are required to contact the office of Facilities Management using the online room reserve form, or contacting the respective area of reservation.

http://www.iona.edu/facilities/spaceReservei ndex.cfm/

Faculty members are expected to complete the appropriate form, and to comply with all college regulations, particularly those regarding fire safety, traffic control, security and parking.

Phone Directory

Switchboard Operator	914-633-2000
Rockland Graduate Center	845-620-1350
Campus Security Annex	914-633-2560
(24 Hour Service)	

In case of EMERGENCY   914-633-2560 or 911

Administrative Offices

President	914-633-2203
Provost	914-633-2602
Hagan School of Business	914-633-2256
Dean's Office	
School of Arts & Science	914-633-2207
Dean's Office	
Athletics	914-633-2654
Department/Director	
Bookstore	914-633-2356
CELTIC	914-633-2146
Faculty Resource Center	
Document Services	914-633-4888
Data Center	
Help Desk	914-633-2635
IT support	
Human Resources	914-633-2496
Mailroom	914-633-2513
Payroll	914-633-2495
Registrar	914-633-2508
Scheduling	
Rudin Student Resource Center	914-633-2217
Ryan Library	914-633-2343

Academic Offices

Accounting 914-633-2267
Hagan Hall, Rm 305
Biology 914-633-2235
Cornelia Hall
Chemistry 914-633-2237
Cornelia Hall
Computer Science 914-633-2578
Murphy Center
Criminal Justice 914-633-2228
Driscoll Hall
Economics 914-633-2216
Spellman Hall, 2nd Fl
Education 914-633-2210
80/82 President Street
English 914-633-2401
32 Hubert Place
Finance 914-633-2129
85 Beechmont Ave
Fine and Performing Arts 914-633-2628
Iona Center for the Arts
Foreign Languages 914-633-2425
6 President Street
History 914-633-2433
10 President Street
Information Systems 914-637-7726
Hagan Hall, Rm 304
International Studies 914-633-2698
45 Beechmont Drive, 2nd Fl
Jewish-Catholic Studies 914-637-2744
Spellman Hall, 2nd Fl
Language Lab 914-633-4019
Doorley Hall
Management 914-633-2262
Hagan Hall, Rm 05
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Marketing	914-637-2751
74 President Street	
Marriage and Family Therapy	914-633-2418
45 St Paul Place	
Mass Communication	914-633-2229
Murphy Center	
Mathematics	914-633-2400
Spellman Hall, 2nd Fl	
Peace and Justice Studies	914-633-2630
Spellman Hall, 2nd Fl	
Philosophy	914-633-2394
Spellman Hall, 2nd Fl	
Physics	914-633-2236
Cornelia Hall	
Political Science	914-633-2431
45 Beechmont Drive, 2nd Fl	
Pre-Law	914-633-2431
45 Beechmont Drive, 2nd Fl	
Psychology	914-637-7788
Doorley Hall	
Religious Studies	914-633-2570
Spellman Hall, 2nd Fl	
Scientific Tech. & Literacy	914-633-2537
Cornelia Hall	
Social Work	914-633-2471
45 Beechmont Drive	
Sociology	914-633-2457
McSpedon Hall, 2nd Fl	
Speech Comm. Studies	914-633-2168
18 President St	
Spirituality Institute	914-633-2168
18 President St	
Study Abroad	914-633-2168
85 Beechmont Ave	

College Policy for Instruction

All College faculty, administration and staff are accountable for College policy as stipulated in the materials distributed by the Human Resources Department and as articulated in the College catalog. The information noted in this section has been drawn from these documents.

Teaching/Scheduling

The primary responsibility of the faculty is to prepare and teach courses, bringing to bear research which is current and in depth, utilizing the best of teaching and learning techniques to motivate and lead the students. The College assigns for each course a certain number of contact hours, in accordance with the requirements of the State of New York, and faculty are expected to meet with classes for the full time stipulated. Iona hires individuals for faculty positions with the purpose of providing learners with good classroom experiences.

Class times are scheduled by the Registrar under the supervision of the Dean's office. Class meetings and times are calculated in response to the criteria set forth by the State of New York. Contact hours and time must be met in order to fulfill the conditions of course and program approval as administered by the College and the State of New York.

All courses automatically have a Blackboard site that should be used for the course. Contact CELTIC for any questions and teaching support.

http://www.iona.edu/infotech/celtic/

Admission to Class

All properly registered students will appear on the class roster of an individual class. Instructors have access to current class rosters through the PeopleSoft system. Students who seek to be admitted to class after the first meeting has been held must obtain the instructor's permission to do so. There is a 'Late Course Admission' form that may be obtained in the Dean's office. Once the instructor has signed this form, the Dean's office will authorize the late addition and the student may then proceed to the Registrar to add the class.

Students who do not appear on the current official roster of a class **may not sit in or be a part of class**. Faculty are responsible for accessing the current course roster throughout the semester to ensure that those in the class have been accounted for as present or absent. Students who are not properly registered must be sent to the Registrar's office immediately.

Assignments/Exams/Grading

At the first class meeting of each term faculty shall notify their students in writing, by means of the course syllabus, of the requirements of the course and the method and criteria that will be used in determining the grade. Each course syllabus shall be filed with the departmental chair and with the Dean's office.

Iona College uses final exams and each course is expected to give a written final exam. Exceptions are permitted at the discretion of the Dean and on the

recommendation of the departmental chair. Final exams are given on a schedule as arranged by the Registrar. **Final exams must be held during the arranged schedule and may not be given during class time**. Faculty are expected to proctor their own exams.

Due to scheduling of multiple final exams, students may have more than two final exams on a given day. No student is required to take more than two final exams on any one day. If a student notifies a faculty member that he or she has more than two exams on a day during finals, the faculty member is expected to assist the student with arranging to take one or more finals on an alternate day and time.

Grading policy is detailed in the College catalog under Academic Information, Grading. Administrative grades of Incomplete, Withdrawal and Failure for Attendance may only be awarded after approval by the Dean's office. These grades require a form be submitted and signed and then processed through the Registrar's office. Deadlines exist for administrative grades; please refer to the Registrar's calendar for these dates.

http://www.iona.edu/admin/sfs/register/index.cfm

Grade Reporting

Faculty are responsible for the on-line entry, through the PeopleSoft system, of all grades for courses taught. Grade rosters for each course are posted by the Registrar's office at the end of each term. Training and support for all PeopleSoft applications is available to all faculty through the CELTIC office at ext 2626.

Faculty who teach courses in which Freshmen and student-athletes are enrolled will also be required to submit an electronic "Progress Report". These grades, in addition to end of term grades, are due on a scheduled day as arranged and posted by the Registrar's office.

Faculty are also encouraged under FERPA to uphold certain privacy measures on the disclosure of personally identifiable information from the students' education records. For further information, please visit:

http://www.iona.edu/admin/sfs/register/ferpa/

Cheating and Plagiarism/Academic Dishonesty

Academic dishonesty subverts both the purpose of the College and the experience students derive from being at Iona. These offenses harm the offender and the students who act honestly and with integrity. Therefore, the College impartially imposes sanctions for these offenses and details policy for the same in the College catalog. All faculty are expected to detail a policy for such offenses on the syllabus of each class taught.

College Policy*: "At the beginning of each semester, professors shall state their policy with regard to intellectual dishonesty on the syllabi and course requirement forms they distribute. This policy shall include the penalty to be imposed when cheating or plagiarism is discovered; penalties may include failure for a given assignment or failure in the course. *Students who are given a failing grade as a result of cheating, plagiarism or academic dishonesty*

are not permitted to withdraw from the class. Faculty members will report all incidents of cheating and plagiarism to the dean. After the first offense the student will be required to complete an instructional program on intellectual dishonesty. After the second offense, the student will no longer qualify for a degree with honors, and the student may be suspended from the college. In any allegation of intellectual dishonesty, every effort will be made to ensure justice; in all cases, educational assistance rather than adversarial proceedings will be sought."

Faculty members are responsible for the maintenance of discipline in their classes at all times. This responsibility includes the enforcement of College regulations relating to student behavior in class and behavior related to the Student College Code of Conduct.

Serious violations of discipline and behavior should be reported to the Dean of the School and to the office of the Vice Provost for Student Development. It is appropriate and helpful for a faculty member to keep records of behavior, in the event that the matter is reviewed by other offices.

http://www.iona.edu/studentlife/divisionSD/index.cfm

Attendance

Iona College has a stated attendance policy. Please refer to the College catalog, Academic Policies, for specific information. All faculty are required to take attendance and submit attendance records on PeopleSoft weekly, as required by State and Federal agencies. Contact hours and times are designated by

the State of New York and must be observed without exception unless otherwise approved by the Dean's office.

The number of absences from class may be used as a criterion for grading. A student who misses 20% of class meetings may risk course failure, and will be warned of this through the PeopleSoft system. Additionally, faculty are not required to provide a substitute test or quiz should a student fail to attend a class when such are given.

It is the policy of Iona College that students should not experience adverse or prejudicial effects as a result of their religious beliefs or practices. If a student notifies an instructor in writing within fifteen days of the beginning of a term that he or she will be absent from class due to participation in an established religious observance, there will be no penalty for absence. Attendance policy shall be stipulated in some form, with clarity, as a part of the course syllabus.

College Policy*: "Students are expected to accept personal responsibility for absences, and are responsible for fulfilling all requirements and completing all assignments made in each course. … Instructors are not required to provide a substitute test or quiz if students are absent from the class session during which the test or quiz is given. … A student who has been absent from 20 percent or more of the scheduled class sessions (including examinations) will be dismissed from the class and assigned the failing grade 'FA' unless the reasons for absences or the quality of the student's work justifies an exemption from the rule."

Course and Teacher Evaluation (CTE)

Students have the opportunity to anonymously evaluate each faculty member of the College at the end of each term for each course taught. This information is collated and reviewed by the department chair and Dean's office and is made available to the faculty member once tallied.

The department chair, or a senior member of the department, generally visits the classroom of an adjunct faculty member at least once each year. With a view toward improving the teaching/learning experience for students and instructors, visits are followed by a conference between the adjunct faculty member and the visitor, and written observations are shared with the faculty member.

In the Hagan School of Business: Course evaluation forms are distributed at the end of each term. Faculty must distribute these forms at the next appropriate class meeting after receiving them. In order to maintain anonymity and encourage candor, a member of the Hagan office staff visits each class toward the end of each semester or trimester to administer the evaluation. Faculty will be notified about a week in advance and will be asked to leave the classroom while evaluation forms are distributed to students for completion and then collected by the staff member. For evening or weekend courses evaluations may be collected by the faculty member and returned to the Dean's office in a sealed envelope.

In the School of Arts & Science: Iona College now uses an on-line CTE system. This system is administered by an outside company and all of the data is collected confidentially. No student

name or information will be linked to any feedback received by the instructor. The information collected will be compiled in aggregate form by the agency and distributed back to the Iona administration and faculty, with select information made available to students who complete the CTE. Your feedback in this process is an essential part of improving our course offerings and instructional effectiveness. We want and value your point of view. [You will receive several emails at your Iona email account about how and when the CTE will be administered with instructions how to proceed.]

Cancellation of Class/College Closings

It is the policy of Iona College not to cancel regularly scheduled classes. Should a faculty member know days in advance that a class must be cancelled, arrangements to cover the class must be made with the department chair.

When a faculty member becomes ill or is unable to attend class, the faculty member must contact the College for official notification and so notification may be posted at the classroom. **Calls during the hours of 8:30 a.m. and 5 p.m**. **should be made to the Registrar and Dean's offices.** Calls outside of these hours should be made to the Campus Security office, available 24 hours a day, with instructions to post notification outside of the classroom.

College Closings for any reason are posted to the Iona College website as soon as decisions are made. Information about College closings may also be obtained by calling the Iona College switchboard, where messages are updated regularly.

* **Quoted sections are excerpts; full explanations of official College policy may be found in the College Catalog:**

http://www.iona.edu/admin/sfs/register/catalogs/

Frequently Asked Questions

Where May I Park?
Parking is available at several places on campus. Adjunct faculty may park in any location that is not otherwise specifically assigned. Street parking is available; however, please observe posted restrictions.

Where Do I Pick Up Mail?
The department Chair will receive all mail. Check with your department chair to see if you will have a mailbox or if your mail will be held for you. Business school adjuncts will receive their mail in the Hagan mail room on the main floor of that building.

Are There a Minimum Number of Enrolled Students Required for a Class to Run?
Yes. This number changes as the needs of the School warrant. Contact your department Chair if you have seven (7) or fewer students enrolled in a class.

How Do I Obtain a Class Roster?
A Roster can be obtained through the PeopleSoft system. You will need an ID and Password, each of which may be obtained at the IT Helpdesk in Ryan Library. Assistance with the PeopleSoft system may be obtained through CELTIC.

Does Iona Collect Attendance Records?
Yes. Students must accept full responsibility for absences and for fulfilling all requirements and assignments made in each course. Faculty must submit weekly attendance records, as required by

federal law, through the PeopleSoft system directly to the Registrar's office.

 The attendance policy may be found in the college catalog.
http://www.iona.edu/admin/sfs/register/catalogs/

How and When Do I Submit Grades?
Faculty submit grades on-line through the PeopleSoft system not later than the date which is posted on the Academic calendar, which may be found on the Registrar's page of the Iona College website.

Do I Have Access to Athletic and Cultural Events of the College?
Yes. All faculty may participate in or attend any College function, many of which require no ticket or fee. When a fee or ticket is required, many events allow faculty to obtain one free entry when tickets or seats are not already sold out.

How Frequently Do I Get Paid?
Faculty are paid once monthly during each term, on the third Thursday of the month. .

Who Can I Contact to Consult About Salary and Benefits?
All information related to this subject is handled directly by the office of Human Resources. Specific information about this may be obtained by contacting the Human Resources Department at 914-633-2496. Information may also be found on their web page at **www.iona.edu/hr/.**

Administrative Buildings & Services

Amend Hall:
1st Floor – College Assistance Program Offices, Classrooms
2nd Floor – Rudin Academic Resource Center, Classrooms

Cornelia Hall: Dedicated Academic Science building
Ground – All Science Department Offices, Classrooms
1st Floor – Classrooms, Science labs

Doorley Hall:
Ground – Psychology Department
1st Floor –Classrooms
2nd Floor –Classrooms

Driscoll Hall:
1st Floor –Criminal Justice Departments
2nd Floor –Mission Integration

Hagan Hall: Houses the Hagan School of Business.
Ground- Classrooms, Labs, Lounges
1st Floor – Hagan Dean's Office, Trading Floor
2nd Floor – Conference Room, Classrooms
3rd Floor – Labs, Departmental Offices

Hynes Athletic Center: Houses all Athletic offices for both inter and intramural student teams, as well as most all of their play and practice facilities. This

space also offers a gym and professional facilities to Iona employees and students.

McSpedon Hall: Houses the primary administrative offices of the College.
Ground – IT Offices, Duplicating Office, Classrooms
1st Floor – Admissions, Offices of the President and Provost
2nd Floor – Registrar, Student Financial Services, Payroll, Human Resources, Sociology Department, Business Services

Murphy Center:
Ground – Classrooms
1st Floor – Arts & Science Dean's Office, Joyce Auditorium
2nd Floor – Classrooms, Computer Science Department
3rd Floor – Classrooms, Mass Communication Department
Arrigoni Library and Technology Center, Murphy auditorium

Robert V. LaPenta Student Union:
Ground- Computer labs, Radio station, Lounges
1st Floor – Bookstore, Cafeteria
2nd Floor – Campus Security, Student Development, Residential Life, Campus Ministries, Meeting Rooms

Spellman Hall:
Ground – Cafeteria
1st Floor – Faculty Lounge, Faculty Reception room, Speech Clinic, Classrooms, Multipurpose/Lounge room, 24 Hour Security Annex
2nd Floor – Philosophy and Religious Studies Departments, Student Counseling Services, the

Spirituality Institute, Math department

Academic Departments: All other academic departments not named above are located in buildings that are located on or immediately around the main campus, i.e., President, Beechmont and Hubert Streets. Please see the campus map for more information.

Disclaimer: *This document is intended solely as an information resource for Adjunct Faculty. All Faculty are advised to consult the appropriate Iona College Employee Handbook or Human Resources for a complete presentation of all College policies.*

Campus Map Legend

LEGEND

1. Driscoll Hall
2. Arrigoni Center
3. Egan Hall
4. Arrigoni Library & Technology Center
5. Murphy Center
6. Christopher J. Murphy Auditorium
7. Loftus Hall
8. Conese Hall
9. South Hall
10. Arts Center
11. Memorial Park
12. Ryan Library
13. Amend Hall/Rudin Tutoring Center
14. Spellman Hall
15. Robert V. LaPenta Student Union
16. McSpedon Hall
17. Cornelia Hall
18. Doorley Hall
19. East Hall
20. Blessed Edmund Rice Chapel
21. College Communications House
22. Joyce Advancement House
23. DeSantis Alumni House
24. Montgomery House
25. Facilities House
26. Rice Hall
27. Rice Oval
28. Hagan Hall
29. Hynes Athletics Center
30. Mazzella Field
31. Management House
32. Education House

33. Marketing House
34. Speech Communications Department Speech & Language Hearing Clinic
35. History House
36. Modern Foreign Languages House
37. English House
38. Apartments at Eastchester
39. Wellness Center
40. Social Work, Political Science and Honors House
41. President's House
42. Finance House

Parking Lots

A. Summit Avenue Lot
B. Murphy Lot
C. McSpedon Guest Lot
D. Columba Lot
E. LaPenta Lot
F. Garage
G. Montgomery Lot

■ Residence Hall

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Iona College Campus Map

New Rochelle, NY

IONA COLLEGE

LEGEND

1. Driscoll Hall
2. Arrigoni Center
3. Egan Hall
4. Arrigoni Library & Technology Center
5. Murphy Center
6. Christopher J. Murphy Auditorium
7. Loftus Hall
8. Conese Hall
9. South Hall
10. Arts Center
11. Memorial Park
12. Ryan Library
13. Amend Hall/Rudin Tutoring Center
14. Spellman Hall
15. Robert V. LaPenta Student Union
16. McSpedon Hall
17. Cornelia Hall
18. Doorley Hall
19. East Hall
20. Blessed Edmund Rice Chapel
21. College Communications House
22. Joyce Advancement House
23. DeSantis Alumni House
24. Montgomery House
25. Facilities House
26. Rice Hall
27. Rice Oval
28. Hagan Hall
29. Hynes Athletics Center
30. Mazzella Field
31. Management House
32. Education House

33. Marketing House
34. Speech Communications Department Speech & Language Hearing Clinic
35. History House
36. Modern Foreign Languages House
37. English House
38. Apartments at Eastchester
39. Wellness Center
40. Social Work, Political Science and Honors House
41. President's House
42. Finance House

Parking Lots
A. Summit Avenue Lot
B. Murphy Lot
C. McSpedon Guest Lot
D. Columbus Lot
E. LaPenta Lot
F. Garage
G. Montgomery Lot

■ Residence Hall

New York City 15 Miles

(08/12)