

Allegheny College PERSONNEL POLICIES & BENEFITS HANDBOOK	100 POLICY NUMBER
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Subject: INTRODUCTION	

100 Introduction

This Handbook is for the purpose of providing general information to employees of Allegheny College. Inherent in Allegheny’s mission to provide excellence in education is the expectation of excellence in job performance. The administrative leadership of Allegheny College stands ready to assist all employees in achieving their highest potential.

In an effort to familiarize new employees with our community, this Handbook provides information about benefits and services. In addition, this Handbook outlines policies, procedures and performance expectations for employees so consistent treatment may be enjoyed by all. Employees are encouraged to take the time to become familiar with these programs and services, and to use this Handbook as one of the many resources available to you.

This Handbook covers the basic parts of many programs and benefit plans. It is written with as few legal and technical terms as possible. Every effort has been made to provide current and correct information. It is not intended to substitute for the full text of any program or plan. In the event of discrepancy between this Handbook and any benefit plan document, the plan provisions will govern. Full text of plans are available in the Office of Human Resources for your review at any time.

The Office of Human Resources is responsible for the interpretation of the policies in this Handbook. Any questions concerning these policies should be directed to the Director of Human Resources.

As with any document of this complexity, modifications will be necessary to clarify intent and to respond to growth and change. Requests for modification will generally originate in the Office of Human Resources, be reviewed by the Executive Vice President and be approved by the President and the Administrative Executive Committee (AEC). Following approval, the Handbook will be updated and distributed to employees. An on-line version of the Employee Handbook can also be accessed through the Human Resources page on the Allegheny College Web site.

This Handbook does not constitute either an expressed or implied contract of employment and should not be construed as evidencing any binding obligation of Allegheny College or as conferring any rights or compensation upon any employee.

Unless otherwise specified in a letter of appointment, your employment with Allegheny College is an “at will” relationship. That means your employment is for no specific length of time. Rather, you may discontinue your employment with Allegheny at any time for any or no reason, and the College retains the same right to discontinue the employment relationship with or without reason and at any time. Nothing in this Handbook creates or is intended to create a promise or representation of continued employment.

Because of the dynamic, continually changing nature of the College and of the legal and regulatory environments, the College necessarily reserves the right to change provisions in this handbook at any time.

100.1 Allegheny College Mission Statement

Allegheny's undergraduate residential education prepares young adults for successful, meaningful lives by promoting students' intellectual, moral, and social development and encouraging personal and civic responsibility. Allegheny's faculty and staff combine high academic standards and a commitment to the exchange of knowledge with a supportive approach to learning. Graduates are equipped to think critically and creatively, write clearly, speak persuasively, and meet challenges in a diverse, interconnected world.

100.2 History

Allegheny College was founded in 1815, and Timothy Alden, a Harvard graduate, was named its first president. Initially, classes were held in Meadville's log courthouse and in Alden's home. Within half a dozen years, however, Alden had succeeded in attracting sufficient funds to begin building a campus, having traveled throughout the eastern states seeking support for a planned library and classroom building. John Adams headed the subscription list of donors from New England.

The most significant donations were the fine private libraries of Dr. William Bentley, Judge James Winthrop, and Isaiah Thomas. The 1823 library catalogue lists some 8,000 titles, a number of them unique today, making this collection one of the finest held by any of the early colleges.

The need to properly house the library led to the construction of Bentley Hall in the 1820s, today a leading example of federalist architecture. Designed by Alden, this structure still crowns the hill on which the campus is located.

If you are interested in learning more about College history, you might find the following publications of interest. All are available in Pelletier Library.

1. Ernest Ashton Smith, Allegheny--A Century of Education 1815-1915 (1916)
2. Jonathan E. Helmreich, Allegheny College: A Tour of the Historic Campus. Sound recording Compact Disk (2000) [Circulation CD-ROM 378.748 A Wzh. or Faculty Shelf]
3. Jonathan E. Helmreich, Eternal Hope: The Life of Timothy Alden, Jr. (2001). [922 AL22 h or Faculty Shelf]
4. Laughter on the Hill: A Treasury of Allegheny College Humor, compiled and edited by Nels Juleus (1979) [817 J941 L]
5. Richard E. Hutcheson (Ed.), Something about a college; Commemorative Essays for the 150th Anniversary of Allegheny College. (1965) [378.748 AEa]

100.3 Allegheny Distinctions

Visitors to Allegheny College's northwestern Pennsylvania campus are impressed with its beautiful, historic setting, but its academic programs are where the College shines brightest. Allegheny has a long history of producing scientists, artists, educators, and entrepreneurs of the highest caliber, providing that

the truly successful liberal arts and sciences education prepares students for their careers. Small classes and an array of experiential learning opportunities ensure that students and faculty work as colleagues on research and community-development educational projects, and in some cases, the “communities” are as far away as China’s Hebei Province! Allegheny promotes civic education and hones the leadership qualities students need to become engaged citizens and leaders in their professions and communities.

General

- Established in 1815, Allegheny is among the oldest 1% of colleges and universities in the country.
- The College is profiled as one of the “40 Colleges that Change Lives” in Loren Pope’s legendary book of the same name.
- Allegheny is also recognized in Erlene Wilson’s *100 Best Colleges for African-American Students*.
- Three distinctive Allegheny programs have been recognized in *The Templeton Guide: Colleges that Encourage Character Development*: the Student Honor Code, the Office of Religious Life and the Center for Economic and Environmental Development (CEED).

Academic Excellence

- Allegheny placed in the top 2% of all colleges surveyed for level of academic challenge, as ranked by its seniors, in the National Survey of Student Engagement (NSSE).
- Allegheny placed in the top 10% of all colleges surveyed for level of academic challenge and student/faculty interaction, as ranked by its first-year and senior students, in NSSE.
- Allegheny is featured in both Peterson’s *Top Colleges for Science* and Peterson’s *Education for the Earth: The College Guide for Careers in the Environment*.
- Four Allegheny professors (an unprecedented number) were selected to serve as Fulbright Scholars in 2001/2002.
- The College requires three preparatory seminars (two first-year and one sophomore) that focus on written and oral communication and academic/career advising.

Hands-On Learning

- Allegheny requires all students to complete a comprehensive senior research project. All seniors are provided with their own study and research spaces, including spaces in laboratories where appropriate.
- The Allegheny College Center for Experiential Learning (ACCEL) offers students opportunities for internships, study abroad, experiential learning terms and summers, community service opportunities and career opportunities.
- The Center for Economic and Environmental Development (CEED) works with community leaders on regional economic and environmental decisions to bring a new vitality to northwestern Pennsylvania. CEED also promotes active learning opportunities for students, tying its projects into the curriculum.
- Student/faculty research collaboration is the norm at Allegheny, with students regularly making presentations at both undergraduate and professional level conferences. (Current and past issues of *People & Places*, available at www.allegheny.edu/news1/, provide good examples.)
- The Allegheny College Center for Experiential Learning (ACCEL) was recognized as an exemplary program by the National Association of Student Personnel Administrators (NASPA), the leading association for the student affairs profession.
- Allegheny College is one of ten institutions of higher education to participate in Project Pericles, a national project committed to instilling in students an active and abiding sense of social responsibility and civic concern.

Active Environment

- More than 111 student organizations and activities ensure an active and involved community.
- More than 60% of the student body volunteer in the community each year, resulting in more than 25,000 hours of annual community service.
- Yahoo! Internet Life recently recognized Allegheny as one of the top 85 “most wired” colleges in the nation for the College’s advancements in information technology.

Life After Allegheny

- Allegheny graduates experience acceptance rates of double the national average at medical/dental and law schools.
- Allegheny ranks in the top 7% of liberal arts colleges in the number of students who go on to earn Ph.D.s.
- Allegheny ranks in the top 4% of liberal arts colleges in producing U.S. business leaders.
- Our alumni are anxious to help fellow alumni find employment, locate a place to live in a new city, make connections and find meaningful service opportunities.
- Averaging over the last five years, 96% of the Allegheny graduates actively seeking employment have found it within eight months of graduation.
- Some of Allegheny’s prominent alumni are profiled on:
www.allegheny.edu/alumni/profiles/html and www.allegheny.edu/news1/leading/

100.4 Allegheny Organization

Allegheny College is organized into five divisions: Academic Affairs, Finance and Planning, Development, Student Affairs, and Admissions. Each division is headed by a Vice President, Dean, or Director. These officers report to the President of the College. An organizational chart of the College is attached as Appendix A to this Handbook.