General Information about Rockefeller College

- Rockefeller College houses two departments: Political Science and Public Administration and Policy, and a Masters of International Affairs program.
- The College’s location in the capital of New York State gives students unique opportunities to observe government and policymaking at the local, state and national levels.
- The College is named an “excellent value” among top public affairs schools.
- The nonprofit, public finance and economics concentrations are fast growing concentrations in the Department of Public Administration and Policy.
- The Department of Political Science offers a comprehensive curriculum covering the fields of American politics, international relations, comparative politics, public law, political theory and public policy.
- US News & World Report ranks the MPA program 19th in the country out of more than 250 Public Affairs Programs.
- Graduates of the MPA program find relevant, rewarding jobs after graduation. Approximately 90% of graduates are hired in their fields within six months of receiving their degrees.
- Graduates of Rockefeller College’s doctoral programs have recently achieved tenure-track employment in a range of institutions, including California State University (San Diego), Middle Tennessee State, LeMoyne College, and Albright College.
- Many graduate internships are paid, giving students opportunities to earn income while pursing their educations.
- The Department of Political Science has approximately 450 undergraduate majors, and the Department of Public Administration and Policy has approximately 110 undergraduate majors.
- Rockefeller College currently has over 11,000 alumni.
- Rockefeller alumni live and work all around the globe. Among the nations having the most Rockefeller alums are Korea, Japan, China, Cyprus, Canada, Germany, Malaysia, Brazil, Italy, and Saudi Arabia.
Participation in Department, College and University Events

Department Faculty Meetings
Regular faculty meetings are scheduled on the first Wednesday of each month during the fall and spring semesters. Public Administration meetings are scheduled from 12:00 to 1:30 and Political Science meets from 3:30 to 5:00. Additional faculty meetings may be scheduled during each semester to discuss special topics such as faculty searches and tenure cases. They are usually scheduled on the same day and time as the regular faculty meetings.

Public Administration holds a pre-term meeting before the week-long MPA event, Welcome Week, prior to the fall semester.

College Faculty Meetings
Once each semester, the college holds a college-wide faculty meeting, with faculty from both departments attending. It is scheduled on a Wednesday afternoon.

University and College Commencement Ceremonies
University Ceremonies are scheduled in December and May. The December ceremony takes place in the SEFCU Arena on the uptown campus. Both undergraduate and graduate students participate in this ceremony on a Sunday afternoon. The May ceremonies take place in various locations across the uptown campus from Friday through Sunday of commencement weekend. The university graduate ceremony is on Saturday morning and the undergraduate ceremony is on Sunday morning.

College Ceremonies are held in the Page Hall Auditorium on the downtown campus. The graduate ceremony is on Saturday late afternoon, and the undergraduate ceremony is on Sunday afternoon. These days and times are subject to change.
Information Technology Services

ITS offers a variety of instructional technologies to support face-to-face, blended and online classroom experiences. Contact ITS online at http://www.albany.edu/its/ and click on “help and support,” For the help desk, call (518) 442-4000.

List of ITS services:
- Blackboard
- Classroom Technology (computer labs and podium)
- Clickers
- Distance Learning at UAlbany
- Ensemble Video
- Information Commons
- Video Conferencing Services
- Web Conferencing Services
- VPN access
- Software for research and teaching
- Research IT storage space
- Website—for a faculty website in addition to the college faculty web page.

Obtaining a SUNYCard

To obtain a SUNYCard, bring an official form of photo identification (e.g. driver’s license or passport) with you to the SUNYCard Office. There is no charge for the first card you receive. The SUNYCard Office is located on the uptown campus, Campus Center, room B-52. Their phone number is (518) 442-5989.

Your SUNYCard is used for access to:
- Your Podium account
- Your Faculty and Staff Dining Plan
- Vending Machines
- Shop24, located near Social Science bus stop (snacks and beverages)
- Bus Services, see Parking Management and Mass Transit
- Library Services
- Swipe access to downtown buildings (after hours), some downtown campus classrooms and to the uptown campus’s contact office
**Blackboard Course Creation**

A Blackboard course is created automatically for ALL scheduled and/or enrolled course sections for each semester.

Login to your Blackboard course to view and update course materials, post and view grades, submit and manage assignments online, collaborate through course email, discussion boards or chat, and much more. Find your Blackboard course(s) through MyUAlbany (Academics tab) or login to Blackboard directly. You can access your Blackboard course using a mobile device.

For additional information, visit their website: http://www.albany.edu/its/svc_blackboard.php

---

**Parking Management and Mass Transit**

**Parking.** Instructors and visitors must register each vehicle that is operated or parked on the University at Albany campuses. Decals may be purchased online through MyUAlbany and cost approximately $25 per year. The Parking Management office is located on the uptown campus, in a trailer in the parking lot near the Chemistry Building. Guest parking passes are available; please ask a college staff member for details.

**The Mass Transit system** offers bus service on all UAlbany and CDTA buses at no charge. All UAlbany buses are equipped with GPS devices in order for passengers to obtain real-time bus information. The UAlbany bus system covers a wide area including the east campus, downtown and uptown campuses, as well as apartment & shopping shuttles. CDTA covers the entire Capital District. Link to bus routes: http://www.albany.edu/pmts/ualbany_bus_route_descriptions.php


**Link to Parking and Purchasing a Parking Decal:** http://www.albany.edu/pmts/Parking.php

**Link to Campus Maps:** http://www.albany.edu/map/
Set Up Voicemail
From your campus phone, dial 2-3305 and enter the generic password. The generic password is 123456. Follow the prompts to record your mailbox name, your personal greeting, and enter a new password. If you will be away, you can set up an alternate greeting by following the prompts. This alternate setting will not allow callers to leave a message.

University Libraries
The University Libraries offer more than 2.5 million print items, 40,000 serial titles, 300 databases and fill more than 20,000 interlibrary loan (ILIAD) requests each year. Link to Library: http://library.albany.edu/.

For more information about faculty services, to connect to the inter-library loan service and to find your subject librarian, visit their website: http://libguides.library.albany.edu/faculty.

The librarian for Political Science and Public Administration is Catherine Dwyer, cdwyer@albany.edu, (518) 442-3549.

Uptown Contact Office
If you teach undergraduate courses on the uptown campus, the college has a meeting place for you and your students (Contact Office), located in the Humanities Building, room B-16. It is equipped with cubicles, computers, and a small conference room. Staff members are available to assist you while you are there. Please feel free to stop by!

If you are teaching undergraduate courses, you should schedule weekly office hours in the contact office and inform the staff person of the times when you will be available to your students for appointments or drop-by visits.
**Using My UAlbany**

My UAlbany is used for many purposes, ranging from entering student grades to reporting your scholarly activity each spring/summer. To go to My UAlbany from the main university webpage, [http://www.albany.edu/](http://www.albany.edu/), and click on the My UAlbany link in the upper right corner of the page. Then click on this link:

![my Employee Log On](image)

Use your net ID and password to login as an employee.

On the **Academics tab**, you can:

- access your class schedules, rosters and grade entry pages. Please note that “uploading grades” is done by the Office of the Registrar, not by instructors.
- access permission numbers for your classes. If you do not see permission numbers, please notify the director of undergraduate or graduate student services.
- access your list of advisees and their AVNs for each semester.
- SIRFs. Junior faculty in Public Administration and Policy, and all faculty in Political Science have paper course evaluations administered by the college each semester. So, the links to university online SIRFs will not be used.
- Each spring, all university faculty complete “Faculty Activity Reports.” Some find it easier to document their accomplishments each month. Link to FAQ page: [http://www.albany.edu/ir/FARFAQ.html](http://www.albany.edu/ir/FARFAQ.html)
- If you are teaching a cross-listed or shared resource course, you can merge them on Blackboard.

On the **Human Resources tab**, you can:

- Report your sick and vacation leave through My Leave Entry. Please note that you must report Leave or No Leave each month.
- Update your office number and phone number using the SUNY HR Self Service link.

On the **Administrative Documents tab**, you can access travel reimbursement forms and travel card applications.

**Note:** For course scheduling and room preferences, contact the Assistant to the Dean and Chairs.
University Corporate Travel Card Program & Policies

The State of New York has a Corporate Travel Card Program to provide employees with a mechanism to pay for travel expenses. The Research Foundation has different rules. Contact the Assistant Dean for details. Note: Medical issues may be accommodated for travel.

**Travel Card Program (T-Card).** Only the cardholder's NYS State funded travel expenses are allowed on their card. You may not use this card to pay for anyone else's expenses.

Each account is generally set with a monthly credit line of $2,500. A new line of credit starts over at the beginning of each billing cycle. Should a need arise for a temporary line of credit increase, a request should be made through the Accounting Office.

**All Original Receipts MUST be saved.** Travel card reconciliations must be submitted detailing all charges. Out of pocket expenses should be submitted on travel vouchers. Also provide boarding passes and a copy of conference program (cover and pages indicating your presentation/participation.

**Travel Card Program and Policies Link:** [http://www.albany.edu/accounting/4296.html](http://www.albany.edu/accounting/4296.html)

**General Guidelines Link:** [http://www.albany.edu/accounting/general_travel_procedures.html](http://www.albany.edu/accounting/general_travel_procedures.html)

**Link to forms:** [http://www.albany.edu/accounting/travel.php](http://www.albany.edu/accounting/travel.php)

**Appropriate travel expenses include:**

**Airfare, Train and Bus** - The Travel Card MUST be used when purchasing airfare. Tickets may be purchased through the State Contracted Travel Agency: Albany/Child Travel-New York, 518-292-9000, or through Concur.

**Vehicle Rental** - If vehicle rental and fuel are less costly than mileage reimbursement, it is recommended that you rent. If you are in an Enterprise, Hertz or National city, you are encouraged to use one of them. If you are not, you may use another provider and use your travel card. The travel card offers insurance for damage to the rental car referred to as Collision Damage Waiver insurance or (CDW). If you do not use the Travel Card when renting from a non-contract supplier, you should purchase insurance.

**Lodging** - You must stay within per diem rates for lodging. The only exception is if the you are staying at is the conference hotel. This must be proven with documentation.

**Meals** - You must stay within per diem rates for meals. Note: you cannot put meals on your card AND claim any portion of a meal per diem reimbursement for the same trip.

**Gasoline** - The Travel Card can be used to purchase gasoline for personal or rental vehicles. Note: You cannot charge gasoline for your personal car AND claim any portion of mileage reimbursement for the same trip.
University Travel Card Reconciliation Procedures

- For any month you have activity on your Citi-Bank Travel Card, the Accounting Office will send you a Citibank Corporate Card (CCC) statement and the University at Albany Travel Card Reconciliation Form. These will be sent out via email within five business days at the end of a billing cycle. The billing cycle for the travel card ends on the 22nd of each month.

- You are responsible for transferring information from the CCC statement onto the Reconciliation Form, attaching all pertinent original receipts and submitting this information to the Accounting Office within 21 days of receiving the CCC statement.

- In cases where a refund is due to the University, you must submit a check payable to University at Albany with the documentation from step 2 above.

- If there are out-of-pocket travel expenses related to the trip(s) on the CCC statement, a NYS travel voucher must be submitted with the original receipts and the corresponding reconciliation form.

- Copies of all documentation submitted to the Accounting Office should be retained by the traveler or within the department.
**Center for Policy Research**

The Center for Policy Research (CPR) offers extensive support for Rockefeller College faculty and students seeking to obtain funding for their research and outreach efforts. CPR provides assistance to faculty and students in identifying potential funding sources, preparation and submission of grant proposals, and post-award management and implementation. The Center’s experienced staff is able to handle administrative matters and financial dealings with the Division for Research, The Research Foundation for The State University of New York, and various government and private sponsors. CPR also administers the Rockefeller College’s Research Incentive Fund, which provides seed and bridge funding to support faculty research.

For more information, please contact:

**Bryan R. Early** - Director, Center for Policy Research and Director, Project on International Security, Commerce, and Economic Statecraft (PISCES)
Associate Professor, Department of Political Science, Milne 300B
BEarly@albany.edu | 518-442-5272

**James M. Levy** - Associate Administrator, Milne 323
JLevy@albany.edu | 518-442-3850

**Lois Brando Pownall** - Lead Administrator, Milne 300D
LPownall@albany.edu | 518-442-3852

**Suzanne Weedon** - Program Manager, Project on Violent Conflict, Milne 323
SLWeedon24@gmail.com | 518-442-3851

---

**University Police Department**

**University Police Phone Number:** (518) 442-3130
**Emergency:** (518) 442-3131
http://police.albany.edu/
Institute for Teaching, Learning, and Academic Leadership (ITLAL):

The Institute for Teaching, Learning and Academic Leadership (ITLAL) serves the UAlbany faculty and teaching staff through programs of instructional, curriculum and faculty development. Their services include:

- Mid-semester surveys for your courses (in class or online)
- Teaching workshops
- Library with teaching handbooks

Library B-69

Phone Number: (518) 442-5521

http://www.itlal.org/

Course Materials

The Bookstore can order textbooks for your courses. Link: https://www.facultyenlight.com/?storeNbr=702

**Campus Bookstore** phone number: (518) 442-5690

You may also order books through Mary Jane Books. Phone number: (518) 465-2238. http://www.maryjanebooks.com/

For photocopies, leave materials (with completed form) in the tray in the mail room (downtown campus). Forms are also in the mail room. Large copy requests (200 + pages) must be sent to Rapid Copy: http://www.albany.edu/rapidecopy/.

Get your department account number from a college staff member.

Office supplies (dry erase markers, erasers, pens, etc.) are available in the cabinet in the copy room on the downtown campus, and in the Contact Office on the uptown campus. Please contact either Joan Marso (uptown) or Christine Marando (downtown) if you need additional supplies.
Registrar’s Office Links

Academic Calendar:
http://www.albany.edu/registrar/academic_calendar.php

Schedule of Classes:
http://www.albany.edu/registrar/schedule-of-classes.php

Final Exam Schedule:
http://www.albany.edu/registrar/final-exam-schedule.php

University Syllabi Requirements:
http://www.albany.edu/generaleducation/syllabi-requirements.php

Address: Campus Center B 52, Phone: (518) 442-5532

Human Resources Links

Address: University Administration Building (UAB) 300
Phone Number: (518) 437-4700
http://www.albany.edu/hr/

Payroll:
Phone Number: (518) 437-3830
http://www.albany.edu/hr/payroll.php

Employee Benefits:
Phone Number: (518) 437-4729
http://www.albany.edu/hr/benefits.php

Research Related Links

Research Foundation:
Phone Number: (518) 437-4550
http://www.albany.edu/osp/index.php

Faculty Research Awards Program: (FRAP)
http://www.albany.edu/research/assets/FRAP_application.pdf
Stay Connected:
Facebook: www.facebook.com/rockefellercoll
Twitter: https://twitter.com/RockefellerColl
LinkedIn: Rockefeller College of Public Affairs & Policy, Alumni and Friends
Website: www.albany.edu/rockefeller
Instagram: https://www.instagram.com/rockefellercollege/
YouTube: https://www.youtube.com/user/uarockefellercollege
Dean’s Office Staff

R. Karl Rethemeyer; Interim Dean and Associate Professor, Public Administration and Policy, 442-5245, kretheme@albany.edu

Anne Hildreth, Associate Dean for Undergraduate Education and Associate Professor, Political Science, 442-3113, ahildreth@albany.edu

Zakhar Berkovich, Director of Undergraduate Student Services, 442-3114, zberkovich@albany.edu

Zakhar is responsible for undergraduate student registration, management of orientation and new student programing. He is also responsible for the assessment process for undergraduate courses, oversight of the college’s undergraduate recognition ceremony and undergraduate contact office.

Peter C. Finn, Assistant to the Dean and Public Service Professor, 442-5254, pfinn@albany.edu

Pete’s responsibilities include external relations, community engagement and nonprofit programs, alumni and development activities, career advisory support, and special projects. He is a member of the Emerging Issues in the Nonprofit Sector Steering Committee and staff coordinator for the Institute for Nonprofit Management and Community Development.

Kelly Hammond, Director of Alumni Relations, 442-3862, khammond@albany.edu

Kelly plans and manages alumni events (including the annual Alumni Dinner and Awards Ceremony), supports alumni networks in Albany, NYC and DC; works to engage alumni in MPA student recruiting, professional development and transitioning into active alumni. She also manages the Alumni in the Classroom program.

Mary Hunt, Director of Communications, 442-5264, mhunt@albany.edu

Mary manages the College’s communications and marketing initiatives (print, web and social media). She leads the College’s public relations efforts to increase external and internal visibility of college programs, faculty, and affiliated centers. She also oversees the production of the College’s bi-annual news magazine.

Adam Kress, Assistant Director of Communications for Online Strategy & New Media, Assistant Director of Semester in Washington, (607) 742-6253, akress@albany.edu

Adam is responsible for maintenance of the College website, including development of web content, faculty web pages and creating web forms. He also provides support for the College’s Semester in Washington Program.

Sheena Loughlin, Director of Graduate Student Services, 442-3248, sloughlin2@albany.edu

Sheena is responsibilities for academic counseling, monitoring students’ progress, assisting faculty advisors in resolving student issues and graduate student registration (including independent studies). She organizes graduate student orientations and recognition ceremonies. She also coordinates the assistantship and scholarship processes.

Christine Marando, Office Assistant, 442-5244, cmarando@albany.edu

Christine provides administrative support on the downtown campus. She is responsible for scheduling meetings, work order requests, room reservations for meetings and events (but not for classes), mail distribution, photocopies, copy machine maintenance, distributing paychecks and ordering office supplies.

Joan Marso, Contact Office Assistant, 442-3112, jmarso@albany.edu

Joan provides administrative support at the uptown contact office. She is responsible for office hour schedules, maintaining the office space and equipment, ordering supplies for the contact office, and maintaining undergraduate student advisement files.
Dean’s Office Staff, Continued

Barbara Mathews, Assistant to the Dean and Chairs, 591-8767, bmathews@albany.edu
Barbara supports the dean, department chairs and faculty. She is responsible for course scheduling, tracking faculty teaching loads and buyouts, managing faculty search processes, and preparing tenure and promotion packets. She manages the College’s procurement card (for purchasing materials) and the College’s net card (for job candidate and guest travel). She supports the dean and chairs with assessment activities. She also serves as the College’s designated representative for telecommunications and NOLIJ/IAS/PeopleSoft access.

Jaclyn Napoleon, Director of Graduate Recruitment and Admissions, 442-5247, jnapolean@albany.edu
Jaclyn manages the recruitment and admissions process for the graduate programs. She works to increase the number of graduate applications to the College and the yield percentage of applicants.

Yalitza Negron, Director of Internships and Career Services, 442-5242, ynegron@albany.edu
Yalitza is responsible for cultivating relationships with employers and organizations, coordinating the internship process, and assisting students with resume preparation, interviewing skills, and job search strategies.

Joan Nellhaus, Assistant Dean, 442-5426, jnellhaus@albany.edu
Joan oversees the processes for charging travel and reimbursement. She is responsible for financial management, budgeting, accounting, contract and grant administration, scholarship and fellowship fund awards, human resource management, information technology management, equipment management and facilities.

James Steiner, Coordinator for Homeland Security Concentration, Public Service Professor, 442-5378, jsteiner@albany.edu
Jim is responsible for the administration of Public Administration’s homeland security programs. He provides career and academic advice to undergraduate and graduate students. He also teaches courses on Homeland Security intelligence.

Ben M. Stickan, Director of Development, bstickan@albany.edu
Ben is responsible for solicitation strategies to secure major gifts for the College and University from alumni and friends. He develops relationships with alumni, donors, and friends, identifies new prospective donors, ensures donors are properly stewarded, and coordinates special projects and events in support of fundraising efforts.

Renee Wallingford, Assistant to the Dean, 442-5246, rwallingford@albany.edu
Renee provides administrative support for special projects on behalf of the dean. She is responsible for the management of the Rockefeller College Advisory Board, the College’s commencement ceremonies and other College sponsored events.

Dyana Warnock, Coordinator, Graduate Admissions & Student Services, 442-5249, dwarnock@albany.edu
Dyana is responsible for assisting with recruitment, admissions and student services activities for graduate programs, including communication and outreach to admitted students. She manages applications for MIA and SUNY-wide BA/MPA programs. She also organizes events for prospective and accepted students (including MPA Welcome Week).