



# Important Resources for Employees

GOUCHER | college  
Inspiring Global Changemakers





# STAYING SAFE ON CAMPUS

## OFFICE OF CAMPUS SAFETY

**Website:** [www.goucher.edu/campus-safety](http://www.goucher.edu/campus-safety)

The Office of Campus Safety is located on the ground floor of Heubeck Hall.

**Office Hours:** Open 24 hours a day, 7 days a week

**Contact:** 410-337-6111

**Campus Safety App (GopherHelp):** Download and install CampusShield from your cell phone's app store, then search for Goucher College.

The Office of Campus Safety works hard to provide security services that are as responsive as they are unintrusive, that emphasize the importance of community in preventing and responding to problems, and that devote as much time to reaching out to the community as to patrolling it.

**Blue Light Phones:** There are 16 [blue light phones](#) as well as emergency phones located in campus elevators. The phones are set up to communicate directly to the Office of Campus Safety. If you observe a potential safety hazard, require assistance, notice suspicious activity, feel unsafe, or need a walking escort, you can reach the Office of Campus Safety directly through any blue light phone on campus. Just press the button, and you will be instantly connected to the Office of Campus Safety.

## TITLE IX AND THE CLERY ACT

**Website:** [www.goucher.edu/title-ix](http://www.goucher.edu/title-ix)

According to Goucher policy, employees are obligated to report sexual misconduct and crimes. This policy is also intended to make all college employees aware of their reporting obligations ([www.goucher.edu/policies/title-ix-and-clery-reporting-obligations](http://www.goucher.edu/policies/title-ix-and-clery-reporting-obligations)) under Title IX and the Clery Act. The office of Title IX is responsible for this policy. Questions may also be directed to the director of Campus Safety.

## CAMPUS EMERGENCY PROCEDURES AND E2CAMPUS EMERGENCY NOTIFICATION SYSTEM

**Website:**

[www.goucher.edu/campus-safety/emergency-procedures](http://www.goucher.edu/campus-safety/emergency-procedures)

**The Campus Emergency Procedures Guide** is available in Human Resources or at the Office of Campus Safety for all Goucher faculty, staff, and students, and it is available online to download and print.

**The Emergency Action Plan** is for the protection and safety of all members of the Goucher College community, including students, faculty, staff, and campus visitors. During any emergency, proper action saves lives and helps prevent injuries. The plan applies to fires, explosions, floods, toxic material releases, civil disturbances, and any other emergency on campus. For your safety and the safety of others on campus, please familiarize yourself with this plan. Students, faculty, and staff are encouraged to sign up for [e2campus](#) to receive text messages in the event of a campus emergency, closing, or delay.

# POLICIES, PROCEDURES & HANDBOOKS

## GOUCHER COLLEGE POLICIES

**Website:** [www.goucher.edu/policies](http://www.goucher.edu/policies)

The college's policies can be found on this page. For information on how these policies are developed and updated, please refer to the Policy on Policies. Questions about these policies can be directed to the responsible official indicated within these policies. All other questions or inquiries can be sent to [policies@goucher.edu](mailto:policies@goucher.edu).

## CAMPUS HANDBOOK

**Website:** [www.goucher.edu/campus-handbook](http://www.goucher.edu/campus-handbook)

The college reserves the right to change or revise policies, regulations, and procedures contained in this handbook or on the college website without notice. It is the responsibility of each employee to keep apprised of all changes. This handbook is not to be regarded as a contract.







# WORKING, LIVING & ENGAGING ON CAMPUS

## CAMPUS MAP

**Website:** [www.goucher.edu/documents/Goucher-Campus-Map.pdf](http://www.goucher.edu/documents/Goucher-Campus-Map.pdf)

Our 287-acre wooded campus provides a restful retreat just outside a bustling city, and our new First-Year Village puts the latest research on higher education success into practice. Goucher is designed to help students and employees thrive.

## THE ONECARD SYSTEM

**Website:** [www.goucher.edu/procurement-services/onecard-system](http://www.goucher.edu/procurement-services/onecard-system)

The OneCard is an electronic “key” for access to campus buildings, a debit card for on-campus spending, and a Goucher library card for both students and employees.

## DINING

**Website:** <https://www.goucher.edu/experience/where-you-eat>

The food service provider on Goucher’s campus is Bon Appétit Management Company. They offer meal plans that are flexible, versatile, and able to satisfy all the dietary needs of the Goucher campus community. Mary Fisher Dining Center is located in Mary Fisher Hall.

**Community-Supported Agriculture (CSA) program and neighboring farmer’s markets:** Since 2010, Goucher College has served as a drop-off site for One Straw Farm ([CSA](#)) produce and for Sunnyside Farm CSA chicken and eggs.

## THE ATHENAEUM & LIBRARY

**Website:** [www.goucher.edu/library/about-the-library/visiting-the-library](http://www.goucher.edu/library/about-the-library/visiting-the-library)

The Sanford J. Ungar Athenaeum is a high-tech library, a public forum, a café, an art gallery, a radio station—and many other spaces—all in one. The library’s mission is to provide comprehensive resources and services in support of the research, teaching, and learning needs of the Goucher College community. You can also attend events and exhibitions in both these areas.

## ONLINE BOOKSTORE

**Website:** <https://goucher.ecampus.com/>

There is no physical bookstore on Goucher’s campus. If you order a book online from the Goucher College Bookstore, please allow enough time for shipping.

## GOUCHER COLLEGE STORE

**Website:** [www.gouchercollegestore.com](http://www.gouchercollegestore.com)

Located on the first floor of the Athenaeum opposite Alice’s Café, the College Store sells supplies, munchies, and swag for the Goucher community.



## PARKING AT GOUCHER

**Website:** <https://www.goucher.edu/policies/vehicle-registration-policy/parking-rules>

Goucher parking policies are listed on the Goucher website, including where to park, what types of vehicles are allowed on campus, and rules for first-year students and guests.

## THE POST OFFICE

**Website:** [www.goucher.edu/postoffice](http://www.goucher.edu/postoffice)

The Goucher College Post Office is a contract substation of the United States Postal Service (USPS). The Post Office is open year-round except for campus-wide closures. Check the Post Office website for counter service and mail pick-up times.

## ATHLETICS

**Website:** [www.goucher.edu/athletics](http://www.goucher.edu/athletics)

Goucher aims to provide an environment where all student athletes are challenged and inspired to achieve their full potential. We strive to earn the reputation of a transformative and competitive athletic program in Maryland and the Mid-Atlantic region. Employees are encouraged to support the Goucher teams by attending sports events. Located at Decker Sports and Recreation Center, Goucher has a six-lane synthetic outdoor track; a 107,000-square-foot turf field with lights; three grass practice fields and one stadium field for soccer, field hockey, and lacrosse; eight tennis courts; two gymnasiums; a six-lane swimming pool; a cardio fitness center; a strength and conditioning center; an aerobics room; one racquetball and one squash court; paths and trails for running, walking, and riding; and a 10-hole Frisbee golf course.

## FITNESS CENTER

Whether you want to participate in a group fitness class, do independent resistance training, take a walk with a friend, or check out local fitness opportunities, this is your go-to spot! We even have a Pilates Center: [www.goucher.edu/pilates-center](http://www.goucher.edu/pilates-center).



# EMPLOYEE RESOURCES ON CAMPUS

## HUMAN RESOURCES

**Website:** [www.goucher.edu/human-resources](http://www.goucher.edu/human-resources)

The Office of Human Resources strives to advance the overall mission of Goucher College by initiating programs and services that attract, retain, support, and motivate a diverse and highly qualified faculty, administration, and staff. Core competencies include recruitment and staffing, employee relations and organizational development, compensation and benefits, risk management, and regulatory compliance.

## WORKDAY

**Website:** [www.myworkday.com/goucher/d/home.html](http://www.myworkday.com/goucher/d/home.html)

Workday is a unified self-service employee system combined with Human Resources, Finance, and Payroll. Employees can manage personal information and leave requests, view payroll and absence balances, and more. For more information visit the Goucher Workday information site to find related training videos, job aids, FAQs, a glossary, and support.

## INFORMATION TECHNOLOGY

**Website:** [www.goucher.edu/information-technology](http://www.goucher.edu/information-technology)

The IT Help Desk supports Goucher students, faculty, and staff with questions and issues related to campus hardware, software, web applications, account access, email, and phones. Type in a keyword search on their website to find user-friendly tips, step-by-step instructions, links to detailed guides, and other resources. For technology assistance, submit an email request to [HelpDesk@goucher.edu](mailto:HelpDesk@goucher.edu), or contact the Help Desk via text or phone at 410-337-6322.

## FACILITIES MANAGEMENT SERVICES

**Website:** [www.goucher.edu/facilities-management-services](http://www.goucher.edu/facilities-management-services)

Facilities Management Services (FMS) is dedicated to working with the campus to provide a safe, comfortable, attractive, sustainable, and functional environment conducive to teaching, learning, research, and community service. The major departments of FMS include events and conference services; planning, design, and construction; environmental services; operations and maintenance; and campus grounds. If you need to submit a work request, you can call 410-337-6166 or use the online [service request form](#).





## EVENTS SCHEDULING & FACILITY RENTALS

**Website:** [www.goucher.edu/events-and-conference-services](http://www.goucher.edu/events-and-conference-services)

Goucher has a full-time events and conference services staff ready to help you plan your meeting, conference, or seminar.

They offer a range of spaces, including Kraushaar Auditorium, lecture theaters, and meeting rooms. You can book these online: [goucher.emscloudservice.com](http://goucher.emscloudservice.com).

Goucher events and ticket information can be found on the [Events Calendar](#).



## RELIGIOUS AND SPIRITUAL LIFE

**Website:** [www.goucher.edu/spirituallife](http://www.goucher.edu/spirituallife)

**Chaplain Office Hours:** Monday-Friday, 9 a.m. to 5 p.m. (ET); students can schedule through Navigate.

The chaplain is available to connect with students, faculty, and staff in person and virtually. Hillel is also available to connect with students, offering a variety of sessions (often through Facebook), and Goucher Christian Fellowship is available to talk with and support students as well.



## GOUCHER EMPLOYEE ASSISTANCE PROGRAM (EAP)

**Website:** Inside Goucher EAP

**Call:** 1-800-327-2251

**Portal:** [portal.bhsonline.com](http://portal.bhsonline.com)

**Password:** GOUCHER

Goucher's Employee Assistance Program, BHS, provides full-time, half-time, and part-time faculty and full-time and part-time staff, and their household members, with free, 24/7, confidential, and in-the-moment counseling support. BHS also provides resources related to legal and financial consultations, convenience care services, eldercare referral services, discounts, and performance management services for supervisors.



## EQUITY AND INCLUSIVE EXCELLENCE (EIE)

Goucher College is dedicated to social justice, equity, and multiculturalism as fundamental components of our mission and ethos

<https://www.goucher.edu/explore/who-we-are/mission>. Through our community principles <https://www.goucher.edu/explore/who-we-are/community-principles> we aim to demonstrate this commitment at every level of our organization. Stay up to date with our College-wide EIE initiatives by visiting [www.goucher.edu/eie](http://www.goucher.edu/eie).

If you are interested in supporting EIE work at Goucher, have questions about equity and inclusion initiatives, or would like to partner with the Division of Equity and Inclusive Excellence, please email [inclusion@goucher.edu](mailto:inclusion@goucher.edu).



# COMMUNICATIONS & CALENDARS

## THE OFFICE OF COMMUNICATIONS

**Website:** [www.goucher.edu/office-of-communications](http://www.goucher.edu/office-of-communications)

If you are looking to communicate something to someone on or off campus, the Office of Communications can help with posters, social media and websites, publications, and more.

Some of the key communication vehicles include:

- Goucher.edu
- In the Loop
- SharePoint
- Community Conversations for staff, faculty, and students
- Goucher newsletters

## THE OFFICE OF HUMAN RESOURCES

The Office of Human Resources keeps employees informed using a variety of communication such as:

**Human Resources Updates:** monthly email featuring new hires, promotions, training.

**Wellness Newsletter:** biannual email featuring resources on emotional, social, physical, and financial well-being.

## AWARDS AND CELEBRATIONS

**Staff Excellence Awards:** [www.goucher.edu/staffexcellence](http://www.goucher.edu/staffexcellence)

**Convocation:** [www.goucher.edu/commencement/convocation](http://www.goucher.edu/commencement/convocation)

**Commencement:** [www.goucher.edu/commencement/](http://www.goucher.edu/commencement/)

**Baccalaureate:** [www.goucher.edu/baccalaureate](http://www.goucher.edu/baccalaureate)

## FACULTY AND STAFF WEBPAGE

**Website:** [www.goucher.edu/faculty-and-staff](http://www.goucher.edu/faculty-and-staff)

This page includes a compilation of available online resources, including tools, support services, news, events, and more.

**Offices & Centers:** [www.goucher.edu/offices-and-centers](http://www.goucher.edu/offices-and-centers)

**Academic Programs:** [www.goucher.edu/undergrad](http://www.goucher.edu/undergrad)

**SharePoint:** <https://goucher.sharepoint.com/>

## CALENDARS

**Academic Calendar & Important Dates:**  
[www.goucher.edu/registrar/academic-calendar](http://www.goucher.edu/registrar/academic-calendar)

**Events Calendar:** <https://events.goucher.edu>

**Holiday Schedule:**  
[www.goucher.edu/human-resources/holiday-schedule](http://www.goucher.edu/human-resources/holiday-schedule)



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