



**Graduate Student Handbook of
WORKPLACE POLICIES**

Department of Earth and
Planetary Sciences (EAPS)

Dartmouth College
Hanover
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Introduction

This document is intended to introduce incoming graduate students to Dartmouth College's Department of Earth and Planetary Sciences (hereinafter "EAPS" or "the Department") and to provide guidance and policies for all EAPS graduate students to make best use of Department resources.

Information about academic degree requirements for EAPS graduate students is provided in the [EAPS Academic Policy Handbook](#), the [Dartmouth Organization, Regulations and Courses \(ORC\)](#), and on the [Department of Earth and Planetary Sciences Canvas](#) page.

All graduate students enrolled in EAPS are covered by and represented through the Collective Bargaining Agreement (CBA) between Dartmouth College and the Graduate Organized Laborers of Dartmouth, UE Local 261 (GOLD-UE). Relevant information can be found in the Dartmouth [Graduate Student Handbook](#) issued by the Guarini School of Graduate and Advance Studies (hereinafter the Guarini School) and the [Collective Bargaining Agreement \(CBA\)](#).

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1) EAPS Departmental Mission

The Department of Earth and Planetary Sciences' mission is to achieve balanced success in undergraduate education, graduate-level training and scholarship of the highest quality in chosen areas of specialization in earth, planetary, and environmental geosciences, and competitive grantsmanship in support of research. The hard work and dedication of graduate students are essential to achieving all aspects of this mission.

2) Quality of the Working Environment

- a) **Dartmouth is a Safe Workplace:** Dartmouth College is firmly committed to maintaining an educational and working environment in which sexual and gender-based harassment, sexual assault, and other forms of sexual misconduct are not tolerated, and in which persons reporting sexual misconduct are provided support and avenues of redress. Further information can be found on the Dartmouth Title IX Office website - [Sexual Respect and Title IX](#) and Article 10 of the [CBA](#).
- b) **Dartmouth is an Inclusive Workplace:** Dartmouth College is firmly committed to maintaining an inclusive and diverse educational and working environment. Further information can be found on the [Diversity and Inclusion](#) website and in Article 12 of the [CBA](#).
- c) **Dartmouth is a Drug Free Workplace:** Dartmouth College prohibits the unlawful possession, manufacture, distribution, or dispensing of illicit drugs and alcohol by its employees on College property or as part of its activities. Further information can be found on the Dartmouth Policy Portal - [Drug Free Campus and Workplace](#).
- d) **Tobacco-Free Policy:** Dartmouth College is firmly committed to regulating and minimizing the effects of smoking in the workplace in accordance with State of New Hampshire legislation. Further information can be found on Dartmouth's Policy Portal - [Tobacco-Free Policy](#).

3) Graduate Student Representation

In all matters described in this document and the EAPS Academic Policy Handbook, all students are encouraged to voice their ideas or questions primarily to the individual advisor and thesis committee. In addition, graduate students can voice their perspectives collectively in the following ways:

- a) **Graduate Organized Laborers of Dartmouth:** All graduate students enrolled in Dartmouth degree programs who are employed to provide

teaching and research services are covered by and represented through the Collective Bargaining Agreement (CBA) between Dartmouth College and the Graduate Organized Laborers of Dartmouth, UE Local 261 (GOLD-UE), for matters concerning the terms and conditions of employment at Dartmouth. Further information can be found on the [Dartmouth Labor Relations](#) website.

- b) **Graduate Student Council (GSC)**: One student from each of the graduate departments at Dartmouth College is elected by their peers to a council which meets regularly with the Dean of the Guarini School. The primary purpose of this group is to present the Dean with ideas for the improvement of graduate education and graduate life in general, and to serve as a sounding-board for the Dean on matters of evolving College policies. Additional information can be found on the [Dartmouth Graduate Student Council](#) website.
- c) **EAPS Departmental Representation**: The EAPS graduate student serving as the GSC representative, plus up to two other EAPS graduate students selected by their peers, serve together as representatives to the Department faculty. These individuals may attend Department faculty meetings and serve generally as the contacts between the Department graduate student community and the faculty. Students should select their representatives at the beginning of each Fall term, and subsequently meet with them at least once each term to review concerns regarding graduate life, and to share serious concerns which will be relayed to the faculty in a timely and constructive way.

4) Grievance Procedures

- a) For bargaining union members of GOLD-UE, resolution of grievances related to the application or interpretation of the GOLD-UE contract will be resolved as described in Article 5 of the CBA.
- b) Allegations of personal or professional misconduct, as described in the [Guarini Graduate Student Policies - Code of Conduct - Nonacademic Regulations](#) should be reported to the Guarini School Office and will be addressed according to the [Guarini School Graduate Student Grievance Procedures](#). Individuals who have experienced, witnessed, or would otherwise like to report a [Sexual Respect and Title IX](#) incident can reach out to the [Office of Equal Opportunity, Accessibility, and Title IX \(EOATIX\)](#) directly or speak with any confidential or non-confidential reporting resource listed on their [Resources](#) page. Allegations of academic misconduct, as described in the [Academic Honor Policy for Graduate and Professional Students under the Guarini School of Graduate and Advanced Studies](#) can be reported via the [Academic Honor Policy Violation Reporting Form](#).

- c) Resolution of grievances not discussed above will be a graduated process, beginning with the student's advisor or thesis committee. Thus, likely procedural steps for the aggrieved student are as follows:
- i) If appropriate, an aggrieved student should speak directly to the person who allegedly bears responsibility for the complaint with the intent of achieving satisfactory resolution.
 - ii) If action (i) proves inappropriate or unsatisfactory, an aggrieved student should consult their graduate advisor and members of their thesis committee on the matter. The student can also consult the Graduate Liaison, Graduate Program Coordinator, and/or Department Chair.
 - iii) If action (ii) proves unsatisfactory, a student can contact the Department Graduate Liaison, Graduate Program Coordinator, or Department Chair and request that an ad hoc Departmental Grievance Committee address the issue. This committee should include faculty and graduate students.
 - iv) If actions (i-iii) prove unsatisfactory, the student should contact the Assistant Dean of the Guarini School to arrange mediation. For further details on this process, please refer to the Guarini School Graduate Student Grievance Procedure referenced above (Section 4, a).

5) Work Expectations

- a) **Work Expectations for Teaching Assistants and Research Assistants:** Information about work expectations, workload adjustments, and working hours can be found in Article 18 of the [CBA](#).
- b) **Departmental Duties:** In addition to teaching and/or research duties, students will be assigned duties as described in the [Graduate Duty Handbook](#). These duties are rotated each term.
- c) **Approved Driver Program:** Graduate students may be required to drive a college vehicle as an 'Approved Driver'. Information to become an Approved Driver can be found on the Transportation Services' [Driver Safety Program](#) website. TAs on the STRETCH are required to be Approved Drivers and know how to drive a van towing a trailer. Please contact the Stretch Program Coordinator for information on the trailer towing training program.
- d) **Professional Conduct & Ethics:** All graduate students are expected to hold themselves to the highest standards of professional conduct. Toward this

end, all first-year graduate students are required to participate in a College-wide training program covering the basics of professional ethics. This training has been incorporated into EAPS 201, and all students are expected to attend the required ethics sessions in EAPS 201.

College policy concerning a consensual relationship between a graduate student and any student or employee they supervise or evaluate can be viewed online: [Consensual Relationships and Conflict of Interest](#).

The Department has a set of “Community Expectations” written by the EAPS faculty. See Section 13.

6) Research-Related Expenses and Reimbursements

- a) **Support for Research-Related Expenses**: There are several sources of funds to support graduate student research: grants garnered by professors and/or students, Guarini Travel funds, and departmental funds. Research-related expenses may include a myriad of costs associated with conducting, presenting, and publishing graduate research. If a student has any questions about whether an expense is legitimately related to research, they should ask their advisor.

First and foremost, the Department relies on external sources of funds (grants to professors and students) to support research. Departmental funds should be viewed primarily as backup if grant applications fail, or as seed money when not enough work has yet been done to justify writing a grant. **If funds are not available from a student’s advisor or other source**, the following departmental funds are available for research-related expenses:

M.S. Thesis Research:	\$2,000.00
Ph.D. Thesis Research:	\$3,000.00

The following guidelines apply to this funding:

i) The Department expects that students will apply to outside funding sources before asking the EAPS Department for research support.

- **Guarini Conference [Travel Award](#)**: In addition to grants from funding agencies and professional societies, the Guarini School has limited funds specifically for graduate students to attend a professional conference or participate in a professional development workshop. This fund may contribute up to \$1000 per student (available one time per degree) and can be used for transportation, conference registration fees, and hotel expenses (excluding meals). For more information, visit [Guarini Travel Awards](#).

- ii) An estimate of the full budget for thesis research, with brief justification, must be submitted to the advisor at the time the research project is formally proposed. This includes proposals for research pursued in partial satisfaction of requirements for the M.S. or Ph.D. degrees. The budget should contain all expected research expenses, including costs for the use of departmental and/or external instruments (consult with your advisor to develop this budget).
- iii) Requests to the Department for M.S. or Ph.D. thesis research funds must be approved by the advisor first. With the advisor's approval, a student must email the Department Administrator, copying the advisor, with a request for the funds. The Department Administrator will provide a chart string for the student to use and will track the funds spent.
- b) **Reimbursement Requests:** Reimbursement requests have to be submitted within 15 days of the incurred costs using the [EAPS Expense Google Form](#).
- All reimbursement requests must include original, itemized receipts.
 - Reimbursement requests that do not meet these requirements will be returned for completion or denied.
- c) **General Reimbursement Policies:** The College will only reimburse expenses incurred in connection with College business that are appropriately documented by the employee, student, or visitor.
- Reimbursement will be made based on actual and reasonable expenses incurred for necessary business expenses or approved per diem amounts.
 - The basic policy governing travel and business expenses is that an individual should neither gain nor lose funds while traveling or conducting College business.
 - Reimbursable expenses must have a valid business purpose.
 - Assuming a reasonable level of comfort and convenience for the traveler, every effort should be made to keep College expenses to a minimum.

7) Travel Arrangements and International Travel Registry

Dartmouth College has an agreement with Altour to help with travel arrangements with preferred travel providers. Contact information can be found [here](#).

To facilitate the delivery of support services in the event of an emergency, you must register any ***International*** Dartmouth Travel in the [Global Dartmouth Travel](#)

[Registry](#). Registration in the Travel Registry is required for all Dartmouth Travelers traveling to international locations. Dartmouth Travelers include all Dartmouth community members (students, faculty, staff, alumni, volunteers, and others who are participating in Dartmouth programs) participating in Dartmouth Travel. Read Dartmouth's [Travel Safety Policy](#) for more information.

8) Computers

The Department encourages faculty members to provide computers for their advisees, if needed. If the faculty member is unable to provide a computer and the student does not own an adequate computer for the work, graduate students can loan a computer from the Department pool. If no pool computer is available, the Department will purchase a computer from the [Dartmouth Computer Store](#). Should a student require a higher-end computer, they must discuss additional funding sources for the computer purchase with their advisor. Personal and College funds may not be combined for computer purchases. All computer loans and purchases must be coordinated with Ed Meyer.

- a) **Procedures for College-Purchased Computers Upon Graduation:** As per college policy, any computer purchased with Dartmouth funds – either purchased by a faculty member for a student or purchased for the Department computer pool – is the property of Dartmouth College. Upon a student's graduation, the advisor may choose to place the computer in the Department pool, or gift or sell the computer to the student.
- b) **Gifting or Selling Computers:** Gifting or selling of a college-owned computer will be conducted in accordance with [Dartmouth's Computer Transfer Policy](#).
 - The sale price or gift value of the computer will be determined by the Dartmouth Computer Store, based on recent eBay sales. Gifted or sold computers may have personal tax implications. Gifts or sales of computers to non-US citizens may also have additional reporting requirements and may be subject to export restrictions. The [Dartmouth College Equipment/Asset Transfer Request Form](#) must be completed for international sales.
 - College policy requires that all data and college software be wiped from computers being sold or gifted. Removal of software and data must be done by the Dartmouth Computer Store. The store will reinstall the basic operating system and return the computer to the student. A fee of \$80 will be charged to the student or gifting faculty member for this service.
 - If a faculty member decides to gift a computer to a graduate student that was originally purchased with departmental (computer pool) funds, the faculty member must reimburse the Department for the value of the computer at the time of the equipment transfer.

- Proceeds from the sale of computers originally purchased with departmental (computer pool) funds will be returned to the Department computer fund.
- If a computer is needed to complete work after graduation, but will not be gifted or sold to a student, the student's advisor must request a Sponsored Account for the student by contacting the Department Administrator. The computer must be returned to the advisor or Department pool after the student's appointment expires.

9) Support for Courses Outside Dartmouth

The faculty recognize that there are many professionally rewarding and research-relevant short courses and full-term courses offered elsewhere that can complement Department course offerings. The faculty are willing, on a case-by-case basis, to provide financial support of up to \$1,000 associated with enrollment and travel in faculty-approved off-campus courses. The remainder of the costs must be covered by the advisor and/or additional funding sources. A student's request for such support must include a written justification for the amount, including a description of the course, and at least one letter of support from the student's primary advisor and/or members of the student's research committee. The Department will only provide funding for one course outside Dartmouth per student per degree.

10) Remote Enrollment (Off Campus $\geq$ 4 Weeks)

A student undertaking a full-term course (or other pursuit) outside Dartmouth that will lead to them being off campus cumulatively for four calendar weeks or more during a term must apply to the Guarini School for a leave of absence. At least 30 days before they leave, they need to complete a [Request for remote enrollment form](#).

If a student needs to take a term off (either for personal reasons, including internships or fellowships, or medical reasons), they should visit [Provisional Guarini School Time Away Policy and Process](#).

11) Applying for Grants

When applying for grant funding (e.g., from the Geological Society of America, a private foundation, or a fellowship opportunity), grad students must contact the Research Grant Manager and the Department Administrator for guidance well in advance of the deadline. Grant applications typically require review and approval by Dartmouth College and the Office of Sponsored Projects. Further information can be found at [Internal Review and Deadline Policy](#).

12) Departmental Facilities

- a) **Scientific Equipment and Laboratory Facilities:** All scientific equipment in departmental laboratories is available for use by research students and staff, provided the use is clearly research-related and the user is familiar with the proper operation of the equipment and has attended and completed all required [Lab Safety Trainings](#). Any student interested in having access to Department facilities or a piece of scientific equipment should obtain permission and guidance on proper use before attempting to use it from Joshua Landis. Continued access to any or all of facilities by an individual is contingent upon their thoughtful and courteous use of the facilities. Failing to meet these requirements could result in revoked privileges; persistent failure to meet these requirements could result in dismissal from the graduate program.

Additional information on the capabilities and availability of various scientific facilities can be reviewed on the [Department website](#).

- b) **Shared Computer Facilities:** MacIntosh and PC computers are available in room 217 Fairchild. These computers may be used by all members of the Department for commonly shared computing needs, including access to College compute clusters, electronic mail, and departmental file servers. Data and other files can be saved to Geo, the departmental server. Contact Ed Meyer with any questions related to the computers in 217 Fairchild.
- c) **Telephones:** landlines are available within the department for calls placed within the US.
- d) **Copier/Scanner/Fax:** the copier in Room 216 is available to everyone in the Department. The device can scan and fax as well. In the event of operational or maintenance issues, please contact Ed Meyer.
- e) **Kitchen:** for general convenience, a refrigerator/freezer, toaster oven, microwave, tea kettle, and two coffee machines are in Room 216. Please exercise common courtesy when using the kitchen and equipment. Food stored in the refrigerator should be labeled with a name and date. Anything not labeled will be discarded regardless of expiration date. In general, all are responsible for keeping the kitchen clean and orderly, including the sink, counter tops, and all the equipment.
- f) **Vans:** Department vans are available for use for research purposes, field trips and student-organized shopping trips. Shopping trips should be organized by graduate students and all graduate students should be notified of upcoming trips to facilitate participation in these trips. All students are able to schedule the use of a van as long as the reservation is made 48 hours in advance, the destination is within the Upper Valley, and a [Dartmouth](#)

[College Approved Driver](#) is driving. Complete the [EAPS Department Van Use Request Form](#) to reserve a van. Contact the Administrative Assistant and Ed Meyer for all van-related questions/issues.

13) Community Expectations

The Department has a set of “Community Expectations” written by the EAPS faculty. These expectations are available on the Department website [Community Expectations | Department of Earth and Planetary Sciences](#) and pertain to all EAPS faculty, staff and students. Graduate students are expected to read and abide by these expectations.

In addition, the Department requests that the following policies be strictly upheld:

- a) **Please exercise a sense of professional decorum, common courtesy, and common sense** in day-to-day use of the Department facilities and resources. Music (incl. instruments, radios, streaming services, etc.) should only be played in personal offices with doors closed and the volume turned low. Bicycles and/or pets may be kept in one’s office only if they do not interfere with anybody’s well-being (such as allergies, fear of dogs, etc.) or ability to work (e.g., excessive barking, etc.).
- b) **Sleeping overnight in the Department is in violation of rules and policies** set by College insurers. Campus police patrol the building at night and will request that those present leave unless legitimate work is being undertaken.

14) Departmental Seminars

All graduate students are expected to contribute to the intellectual life of the Department. Such contributions include participation in departmental seminars, as follows:

- a) **Departmental Research Seminars:** Typically, once a week during the academic year, the EAPS faculty host seminars during which visitors or Dartmouth faculty present aspects of their current, ongoing research. All graduate students are required to attend these seminars as part of their professional training.
- b) **Geolunch:** Graduate students are responsible for [organizing](#) and hosting “Geolunch” – an hour-long weekly seminar that typically occurs during Tuesday lunchtime. Geolunch seminars are given primarily by EAPS faculty, research scientists and graduate students, but associated faculty, visitors and

undergraduate students may also present. Each graduate student, while in residence, is expected to present a Geolunch seminar once a year unless they are already presenting a departmental presentation (i.e., the M.S. thesis defense, Ph.D. summer research defense, and Ph.D. thesis defense).

15) The Morse Fund

Generous alumni have established the Morse Fund in honor of Grace & Roger Morse, two former, long-serving and beloved members of Department administrative staff. The Fund is designed to support the study of Earth and Planetary Sciences. Specifically, the fund will be used for purposes proposed by undergraduate and graduate students, subject to College policy and approval by the Department Chair, to support and improve the educational experience and learning environment available to the students (i.e., local field trip, equipment for computer lab, items or events that foster social and intellectual interactions, etc.). A committee of three students, each elected by one of three constituencies on their own initiative, undergraduate declared majors and minors, M.S. candidates, and Ph.D. candidates, will decide on the use of the Morse Fund each year. Additional information about the Morse fund can be viewed online.

16) Student-Run Field Trips

Graduate students occasionally (once every several years) organize multi-day field trips to domestic and/or international destinations and seek departmental support. To receive support, a field trip must be approved by the faculty at large, and approval is provided only if the following can be demonstrated in a well-crafted 3-5-page proposal prepared by the graduate students:

- a) Meritorious scientific content, including a well-designed field guide;
- b) A well-designed, comprehensive and reasonable budget;
- c) An invitation to all members of the Department (undergraduate and graduate students as well as faculty);
- d) A schedule and limited duration in consideration of the departmental mission;
- e) A post-trip, oral presentation reporting on the field trip to the Department during a Geolunch as soon as is convenient.

When a proposed graduate field trip receives faculty approval, the Department will typically cover expenses associated with acquisition of maps, preparation and printing of field guides, lodging, approved forms of ground transportation, and up to 60% of group-travel airfare booked with Altour. The Department may cover other costs on a case-by-case basis but does not cover food expenses.

17) Logistical Information

- a) **Housing:** Housing in Hanover and near Dartmouth is limited, so early action in finding and securing suitable accommodation is recommended to all. Further information can be found on the [Guarini Housing](#) website.
- College-owned housing may be available on a first-come/first-served basis. Further information can be found on the Dartmouth [Real Estate Office](#) website.
- b) **Public Transportation:** Dartmouth College offers many public transportation options. Further information can be found on the [Transportation Services](#) website. [Greyhound](#) offers bus service between White River Junction (WRJ) and various destinations. [Dartmouth Coach](#) (no College affiliation) operates several trips each day from Hanover (stop located in front of the Baker Berry Library), to Boston (South Station and Logan International Airport), stopping in Lebanon and New London, and daily service to New York City. [Amtrak](#) provides daily passenger service from WRJ to Washington, D.C., Philadelphia, and New York. The [Lebanon Airport](#) has service to and from Boston via Cape Air. Taxi service is available, however, ride-share services such as Lyft and Uber are sparse in the area.
- c) **Parking:** Parking spots in central locations around campus are limited, and regulations are strictly enforced. There is ample parking in large communal lots within a 15-minute walk from the Department. Parking anywhere on campus requires registration of one's vehicle with the College. Further information can be found on the [Transportation Services](#) website.

18) Compensation and Benefits

Information about the current graduate stipend and benefits including Employee Assistance, Childcare, Child Care Stipends, Parental Leave, Medical Benefits, Retirement, Leaves of Absence, and Time Off can be found in Articles 19-26 of the [CBA](#).

19) International Graduate Students

- a) [Office of Visa and Immigration Services \(OVIS\)](#) is the first place to go for services and programs for international students, faculty, and scholars who study and work at the College. Additional information for international graduate students can be found in Article 17 of the CBA.
- b) **International Student Programs:** The [Office of Pluralism & Leadership \(OPAL\)](#) is an umbrella organization for programs designed to help

international students adjust to life in the US. Such programs include orientation sessions, an International Friendship Family Program, an International Student Mentor Program, an English Conversation Group, among other experiences.

- c) **Multilingual Support:** [The Writing Program](#) and [Guarini](#) offer multilingual support to graduate students. [The Rassias Center](#) offers speed learning classes for different languages.
- d) **Employment Outside the Department of Earth and Planetary Sciences:** International graduate students with F-1 nonimmigrant status are limited by federal regulations to no more than 20 hours of on-campus employment per week. For Ph.D. students, the stipend is considered, for immigration purposes, to be employment and is subject to the 20-hour limitation. This means that international Ph.D. students are not eligible for additional on-campus work during academic terms.

20) In the Event of an Injury

In the event of serious injury, call 911. Report the injury to the Department Administrator and the Guarini School as soon as possible.

21) Off-boarding

Upon graduation or leaving the department, please make sure to:

1. Clean out your office space and remove all personal belongings.
2. Schedule a walk-through of your office space with Robyn Harris.
3. Schedule a walk-through of your lab space with Joshua Landis. Make sure your lab space is clean and that no materials, samples, or equipment are left behind. All lab notebooks should be left with your PI, and all data should be [archived](#).
4. If the laptop you have been using is Dartmouth-owned, let Robyn Harris know (see Workplace handbook).
5. Return any keys, access cards, or other Dartmouth-issued items to Robyn Harris.