

Ohio University



English Department

Survival Guide

(revised 8/04)



English Department

Ohio University

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Survival Guide Ohio University Department of English (Revised 8-04)

This handbook is to provide information on day-to-day activities and to take away the mysteries of the Department's operation. It is accurate at the time of publication, but may not be complete. Annual updates can be expected. Please remember to refer to the *Faculty Handbook*, also.

I. Information about the Operation of the English Department

	Hours of Operation Fall, Winter, Spring	Summer
Department Office	M-F 7:30a-5pm	M-F 7:30a-12n; 12:30-4p
3-2838 (360 Ellis)		
Copy room (309 Ellis)	Accessible with office key 24/7.	
Service Center	M-F 7:30am-12n, 1-4p	M-F 7:30a-12n; 1:00-4p
3-2817 (310 Ellis)		

Who's who in the Department?

● **Chair (Kenneth Daley)**

The Department Chair is the Department's chief administrator and spokesperson. He has final departmental authority on all matters—instructional, personnel, financial, service, and operational.

● **Department Administrator (Geri Lux)**

The Department Administrator supervises the Department's staff and manages its general operating processes, such as putting together the quarterly departmental class schedules, coordinating searches, preparing and monitoring budgets, facilitating instructors' teaching and research activities, and editing the Department's weekly newsletter.

● **Director of Composition (Betty Pytlík, Interim)**

The Director of Composition has responsibility for the Department's composition program. Graduate and undergraduate general teaching concerns regarding composition should be directed to her. She deals with textbook selection, handles student grievances, oversees all writing classes, and assigns instructors to classes. She chairs the Composition Committee and serves on the Graduate Committee.

● **Graduate Studies Director (Josephine Bloomfield)**

The Director of Graduate Studies advises graduate students regarding their academic programs and registrations. She promotes the graduate program and man-

ages the recruitment and admission of graduate students. She chairs the Graduate Committee, which is responsible for scheduling and assigning faculty to graduate classes and for handling graduate curriculum matters, including approving graduate courses.

● **Creative Writing Director (Joan Connor)**

The Director of the Creative Writing Program provides leadership to the faculty and students in that program. Developing a sense of community, calling meetings, making decisions about course offerings, advising students, and interacting with prospective students and parents are but a few of the Director's responsibilities.

● **Undergraduate Studies Director &**

Undergraduate Advising Coordinator (Tom Scanlan)

The Director of Undergraduate Studies chairs the Undergraduate Committee and coordinates undergraduate scholarships. The committee is responsible for overseeing the undergraduate curriculum and the undergraduate major, reviewing and shaping new course approvals, recommending undergraduates for scholarship awards, and selecting the outstanding graduating English major. Since 1995-96, the Undergraduate Committee has undertaken the on-going assessment of the undergraduate program. As the Undergraduate Advising Coordinator he makes the assignment of undergraduate majors to faculty advisors, monitors changes in the Department's major and minor as well as Arts and Sciences requirements for our majors, and makes decisions about course exceptions and substitutions for individual students.

● **Administrative Assistant for Graduate Services (Barbara Gruesser)**

The Administrative Assistant for Graduate Services coordinates all processes related to graduate students, such as maintaining their files, from application to conferring of degrees. She also manages book fairs, textbook orders and grades, contracts, receives teaching evaluations, produces evaluation summary sheets for Group I faculty, assists with promotion and tenure process, sends TA letters of reference to potential employers, and supports the Department's administrative team and the faculty.

● **Administrative Assistant for Fiscal Services (TBA)**

The Administrative Assistant for Fiscal Services is the official meeter/greeter and channels inquiries to appropriate persons. In addition to providing support to the Department's administrative team and to the faculty, she dispenses keys, produces fiscal paperwork, tracks faculty travel allocations, initiates travel reimbursement forms, and manages the paperwork for searches.

● **Office Services Technician (Tracy Worley)**

The Office Services Technician works for two Departments, copying, collating, and stapling instructional materials for English and Classics classes with 20 or more students. She also coordinates the English Department's work basket, sets up meetings, sorts mail, orders office supplies, assists instructors, and provides

support to the Department's administrative team. Teaching evaluations for distribution to students are obtained from the Office Services Technician.

● **IT Services Coordinator (Todd Gardner)**

The IT Services Coordinator assists instructors and staff in Classics, English, and Philosophy with all matters related to computers and media equipment. He manages technology projects within and between the Departments to make the most of limited funds, provides leadership in selection of computer and media equipment, works with instructors to implement the use of technology in the classroom, and sets up and maintains computer equipment. He oversees all technical and clerical services in the English Department computer facilities.

● **Coordinator, Special Programs (Jean Cunningham)**

The Coordinator of Special Programs is responsible for all issues and details related to the annual Spring Literary Festival and various other visiting writer programs, including preparation and maintenance of the budget for these events. As Managing Editor of *Hotel Amerika*, Jean is responsible for business transactions and overseeing production and distribution of the biannual magazine publication.

● **Categories of instructors. . .**

Faculty Groups I, II, III, IV; Graduate Teaching Associates

Group I—full-time, tenure-track, full benefits

Group II—part-time, non-tenure-track, appointed annually as needed, full benefits

Group III—temporary part-time, non-tenure-track, appointed quarterly as needed, no benefits. Group III faculty cannot teach more than five consecutive quarters.

Group IV—full-time, non-tenure-track, appointed annually for no more than three (3) years, full benefits. This category includes employees such as visiting high school teachers and post-docs whose appointments are for one year.

Graduate Teaching Associates—appointed to a Department degree program (M.A. or Ph.D.), with full instructional responsibility for one or more classes per quarter, receive scholarship and academic fee waiver within the limits allowed for completion of the degree.

● **Faculty support.** Everything that happens in 360 Ellis—preparing budgets and contracts, monitoring graduate applications, providing student services, coordinating search processes, scheduling classes, etc.—is faculty support. The main responsibility of the office staff is to support the faculty and maintain the administrative function of the Department.

● **Copies.**

1. Photocopiers are available in Ellis 309 24 hours each day, 7 days per week by using one's office key.
2. Each instructor is assigned 500 copies per section taught; the copy allocation is divided between the two copiers (see 6 below).

3. Prior to using the copier for the first time, you will receive training from the Office Services Technician or from other Department staff.
 4. To access the copier, use the last six digits of your social security number, press the pound sign, and you're set to copy. You are expected to add paper to the copier and clear jams that may occur during your use of the equipment.
 5. Copies made for classes are only supplemental to text(s) or course packs purchased by students. The Department can not provide textbooks for students.
 6. Copies for classes with enrollments of 20 or more are done by the Office Services Technician on the Risograph. Complete a pink work order and leave the project in the Risograph work basket. Give 48 hours notice for these projects, and note that beginnings of quarters, mid-term and final-exam times are especially busy and may require additional "lead" time.
 7. Assistance with both instructional and research copying can be provided to faculty upon request—that's the yellow form outside the Office Services Technician's door.
- **Computer classrooms.** The Department operates two computer classrooms in Ellis 19 and 20. These classrooms accommodate classes for instructors who want to use computer pedagogy full-time in their course(s). Speak to George Hartley or Betty Pytlík if you're interested in teaching in this environment. The equipment in both classrooms consists of 21 Dell workstations running the current Windows OS. The classrooms are also equipped with LCD projectors, scanners and networked HP laser printers. All computers have access to university network resources and Internet connectivity.
- **Department computer lab.** The Department supports one walk-in lab in Ellis 18 consisting of 21 Dell workstations running the current Windows OS, an LCD projector, and a network laser printer. An Apple Power Macintosh G4 tower with Adobe Photoshop, OmniPage OCR and a flatbed scanner are also available in Ellis 18 for graphics work. All computers have access to university network resources and Internet connectivity. Printing materials for English graduate students and work associated with conducting classes in the lab are free. English majors must pay a .05 cents per page fee (see someone in the English department office for a receipt to take to the cashier's office in Chubb Hall). Students/staff not affiliated with the department or English courses do not have printing privileges in Lab 18. This lab can be reserved for conducting classes by signing up on a schedule inside the door no later than the Friday prior to the class meeting time. Instructors should not use the lab for more than half of their class sessions during each term. Instructors needing more computer time for their classes

should enquire about scheduling in classrooms 19 or 20. Lab use times consist of Monday-Thursday 8:00 am-9:00 pm and Friday 8:00 am-3:00 pm. Instructors with questions should contact Todd Gardner in Ellis 30 (<http://www.ellis.ohiou.edu>) 597-2136.

- **Email.** Ohio offers free email accounts to all OU faculty and staff. Contact Communication Network Services at 593-1610 to activate your email account. New employees must complete all Human Resources and Payroll paperwork before email accounts can be activated. The Computer Services Center offers training; the Department staff are also happy to help you get started. Graduate students can go to the Ellis Lab and ask the attendant for help in activating their email accounts.
- **PACE students/HTC apprentices.** Faculty and administrators can apply for PACE students to assist with professional, instructional, or research projects. Applications are annually accepted by the Office of Financial Aid at the beginning of spring quarter. Watch for the announcement. Faculty who participate in the Honors Tutorial College may apply to that apprenticeship program for students to assist with special projects.
- **Printed resources.** The Department subscribes to the *Chronicle of Higher Education*, *College English*, *Conference on College Composition and Communication*, *Writing Program Administrator*, and the *MLA Job List*. See Barb for access to these publications. The job lists remain in Ellis 360.
- **Research support.** Many avenues of support are available for faculty research. The Office of Research and Special Programs, 3-0371, annually distributes a booklet listing many of these opportunities. The Chair can also provide information about various Department, college, and university research support.
- **Supplies.** The following items and forms are available from Department staff: travel preauthorization and reimbursement forms, permission to add (pink slip) forms (see Student Registration, p. 12-13), special grade reports, manila and campus envelopes. In the Service Center, the attendant can provide letterhead, second sheet paper, envelopes, fax face sheets, transparency film, grade books, and miscellaneous office supplies.
- **Telephone/fax.** Everyone in the Department has access to a telephone and fax. The Department fax, located in Ellis 324, cannot be used for students faxing papers to instructors. The fax number is (740) 593-2818. To make business calls, Group I faculty are assigned a long distance access code for U.S. calls. Bills for all Department phones are received monthly. Individuals must review the bill for their account and reimburse the Department for calls not related to OU English Department business. For personal calls, faculty must apply for a separate Bobcat account; the Department Administrator has application forms.
- **Travel support.**

1. Travel pre-authorization forms are due two months before travel is to occur. Depending on the Department's travel budget, the following activities are eligible for travel support:
 - presentation of papers
 - participation on panels
 - travel to research libraries
 - participation on editorial boards
 2. Graduate students who deliver papers at conferences may request travel support from the Department's Roe fund. Funding for conference expenses for graduate students is also available through the Graduate Student Senate, which administers the John Houk Memorial Fund for this purpose. There are quarterly deadlines for applications, but funding is limited and students are encouraged to apply well in advance of travel. Check with the Director of Graduate Studies for details on funding options.
 3. Limited travel support for special purposes may be available from the College of Arts and Sciences, from the Office of Research and Special Programs, or from the Provost's or President's Office. See the Chair if you want help in writing requests for special travel funding. All requests for funding require the Chair's written endorsement.
 4. Once a preauthorization travel form has been submitted and approved, the Department can prepay airfare. Airfare must be purchased with a Department PCard. Please contact the Administrative Assistant for Fiscal Services for assistance.
 5. Immediately after travel is completed, submit to the Administrative Assistant for Fiscal Services a travel reimbursement form and ATTACH RECEIPTS. It is very important and crucial that receipts are turned in with the form. She will prepare a computer-generated form and return it to you for approval and signature. The form will be forwarded to the Chair for his approval. Check with the Administrative Assistant for Fiscal Services regarding other receipts and standard amounts for reimbursement. Personal auto mileage is currently reimbursed at the rate of \$.37.5/mile. Reimbursement normally takes three or four weeks; you'll receive a check directly from Ohio Accounts Payable.
- **Undergraduate student assistants.** During fall, winter, and spring quarters, the Department sometimes has undergraduate student assistants to help staff and faculty on various projects. To use their services, see the Administrative Assistant for Graduate Services.
- **Work basket.** A general work basket is set up on a shelf under the faculty mailboxes. Group I faculty may place copying requests for research or instructional purposes there. One copy of a document will be provided for research and will not be charged against individual instructional copying accounts. As many copies as needed will be provided for instructional purposes;

when instructional copies are made on the photocopier, instructors' access codes will be used. Requests for committee assistance (finding meeting times, distributing memos and reports, scheduling rooms) and requests for assistance with special projects can also be placed in this basket. A yellow request form, located on the door of Ellis 310, should be completed for each task. Only in very rare instances will staff be able to comply with requests with less than two working days' notice. The Department Administrator can tell you if a task is appropriate for the work basket.

II. Information that affects your life as an employee

- **Benefits.** Ohio University benefits include health insurance, tuition waivers for employees and dependents, access to recreational facilities, participation in proactive health programs, and discounts for attendance at arts and sporting events. Information about health and tuition waiver benefits is obtained the office for Human Resources. Information about arts events is available at Memorial Auditorium. Sporting event information is available at the Convocation Center.
- **ID cards.** They're obtained from the HDL Center on Union Street and are used at the library, recreation facilities, sporting events, etc. Follett's University Bookstore, Specialty Books and Little Professor also offer a 10% discount to faculty/staff holders of OU ID's.
- **Mentors.** The Department Chair assigns each new faculty member a mentor from the "veteran" faculty.
- **Parking permits.** Parking hang tags are free for faculty and staff. They're obtained at the Parking Services Office, 100 Factory Street (University Garage). If you're requesting parking privileges for the first time, take a copy of your letter of offer to facilitate the process.
- **Paychecks.** Faculty and TAs are paid the first working day of each month, October through June, unless they opt for a 12-month payment plan; administrators are paid the last working day of each month. See Sari Bailey in the Payroll Office to get an authorization card to opt for a 12-month payment plan. Classified staff are paid bi-weekly. All payroll checks can be direct-deposited to your bank account. Otherwise, paychecks are available from the Administrative Assistant for Graduate Services. See the Department Administrator for a direct deposit form. Ohio University's Credit Union provides a full range of banking services, including automatic utility bill payments and salary withholding for loan payments; call 592-4114 or visit their website www.ouecu.org. Several other banks are available in Athens.
- **Promotion and tenure policies.** The schedule for the promotion and tenure processes is described in the *Faculty Handbook*. To prepare for the submission of the tenure and promotion dossier, ask senior faculty to observe your classes at least twice a year. Around the middle of the fifth year of em-

ployment and in consultation with the Department Chair, faculty should begin the search for an advocate to guide them through the process. Probationary faculty can count on staff support for preparing their dossiers. Maintain a file of your syllabi, class assignments, personal notes from students, and your grade sheets so that they will be ready when you need to prepare your dossier. Also keep letters of thanks for committee work, etc. The Chair will meet with probationary faculty to discuss promotion and tenure.

• **Salaries/contracts.** Group I and II faculty salaries are determined by the Chair, in consultation with the Dean of Arts and Sciences. The Chair bases salary increases on evaluations made by the Budget and Rating Committees in January. Faculty are normally notified about ranking and salary during spring quarter. Group III faculty salaries are set by the university; current rates are \$535/credit hour for instructors with Master's degrees and \$575/credit hour for instructors with doctoral degrees. Contracts are prepared quarterly. Graduate teaching associate stipends are set annually by the Department's Graduate Committee. Contracts for one class per quarter are prepared annually; supplemental contracts for second assignments are prepared quarterly.

• **Sick leave.** If you find it necessary to cancel a class for health-related reasons, arrange with a colleague to cover the class or with a student or colleague to notify the class of your absence. Call the office to notify them of the arrangements you have made. For your convenience, a sick leave form will be placed in your mailbox (applies to Group I, II, and IV only). The form should be completed and returned to the Department Administrator for signature. Full-time nine-month faculty earn 15 days of sick leave per year.

III. Information that affects your life as a teacher

• **Cancellation of classes.** You need to make your own arrangements and tell Department staff the arrangement you've made. If you need the Department staff to cancel classes for you, please let them know as early as possible, and they will place a "cancelled" sign outside the classroom.

• **Class meeting place/time.** If you make arrangements to change the meeting time or place for classes (conferencing, lab work, library work, etc.), leave a note in the Department Administrator's mailbox or e-mail, giving details . . . reason for change, new time, new place, date.

• **Classroom technology form.** When you submit teaching preference times and/or book orders, you will also be asked to complete this form. The information is required by the Ohio Board of Regents.

• **Course description booklets.** Descriptions of undergraduate courses are solicited from instructors in time for preparation of an undergraduate course descriptions booklet before undergraduate advising begins each quarter.

Descriptions of graduate courses are solicited once each year in time for preparation of a graduate course descriptions booklet before fall advising begins. Both booklets are used in advising as well as in recruiting students. They are also distributed to other offices on campus. Students report that they are very useful tools. Course descriptions in these booklets can help achieve adequate enrollment.

• **Course scheduling.** Before the end of fall quarter each year, Group I faculty are asked for their teaching preferences (courses and times) for the following year. These preferences, along with Department needs and priorities, are used to compile an annual Department schedule which is shared with faculty. If minimum enrollment is not attained by the end of the pre-registration period, it will be necessary to reassign faculty to other unstaffed courses already on the schedule. In requesting specific courses, especially special topics courses, faculty should keep this in mind.

Each Group I faculty member is expected to teach at least one composition course annually.

Quarterly schedules are prepared for the Registrar's Office, frequently three quarters in advance, i.e., Winter '04 was prepared Spring '03. A few weeks before each quarter begins, Group III faculty and graduate associates are assigned teaching responsibilities for the following quarter by the Director of Composition.

• **Exams/final projects.** The final exam schedule is printed in each quarter's schedule of classes booklet. The University requires that instructors be available to students during the established exam time, even if they are not administering an exam. Exceptions to a final exam include courses in which a cumulative final project is due, such as a portfolio in a writing class. In such cases, the final projects cannot be due until the time of the final exam. Any variations from this rule (due to conference travel or related professional/scholarly commitment) **must be endorsed by the Chair and approved by the Dean.**

• **Films/videos.** Contact Film/Video Library and Rental in Alden Library, 593-2665, for film/video options.

• **Grades.**

1. Faculty Grade Report Forms will normally be placed in instructors' mailboxes at least three days before the last day of classes.
2. Grades should be turned into the Registrar's office at window 5, room 110 Chubb Hall, 48 business hours after final exams; they **MUST** be submitted by the deadline announced each quarter.
3. Submitting grades late can cause a student to lose a scholarship.
4. Instructions for completing the form are on the right side of the Faculty Grade Report. Here is some additional useful information.
— An instructor should give an "FN" to a student who has **NEVER** attended the class or an "FS" to a student who **STOPPED** attending.

The last known date of attendance is reported next to the “FS.”

Both of these grades count as an “F” on the student’s grade point average until the student formally drops the class. Students who withdraw by the 5th week of classes get a “WP” or “WF” grade. (Not calculated in their GPA)

- A regular “I” (incomplete) may be given to a student who attended the class all (or most) of the quarter, but didn’t finish all assignments. “I” is usually awarded after consultation with a student for illness or a serious family problem which directly interfered with completion of course work.

- Instructors are not required to assign an “I” (especially if the student doesn’t have a legitimate excuse), but if an “I” is given, the student has six weeks into the next quarter enrolled to finish the work, or the “I” defaults to an “F.”

5. Be judicious in the use of Incompletes.
6. The student can request an extension of the Incomplete beyond the six weeks from the instructor, **but such an extension is only good until the last day of that quarter.** Instructors can obtain the extension form from the English Department office; it must be hand-delivered to the Registrar’s Office in time to keep the “I” from defaulting to an “F.”
7. It is illegal to post students’ grades, either by name or Social Security number, or to ask Department staff to release grades to students.

● **Grievances.** See the *Faculty Handbook*. The Director of Composition hears students’ complaints about composition courses and classes taught by Group II and III faculty. If the complainant is still not satisfied, the grievance is heard by the Chair. If this does not satisfy the complainant, the grievance goes to the Department’s Grievance Committee.

● **Independent study.** Students may contact instructors to register for an independent study (English 490 or 590). Accepting such responsibility is completely at the discretion of individual instructors. Graduate students and Group II and III faculty should not agree to do an independent study with a student without discussing the matter with the Department Chair or Director of Composition. Contracts with students for 490/590 are available from the Administrative Assistant for Graduate Services. Grades must be submitted to the Administrative Assistant for Graduate Services.

● **Media equipment.** Most Ellis classrooms are equipped with an overhead projector, a television, and a VCR. Larger classrooms have video projectors. One room has permanently installed slide projectors. Other equipment such as a laptop, CD player, LCD projector, and Elmo projector are available for check out and use in the classroom. When requesting classroom assignments, note any media equipment you expect to use frequently. See the IT Services Coordinator if you’d like to check out additional equipment. Equipment must be requested 24 hours prior to the date you plan to use it.

● **New course proposals.** Proposals for new undergraduate courses require the approval of the Department’s undergraduate committee; proposals for new graduate courses require approval of the Department’s graduate committee. Both undergraduate and graduate course proposals require approval of the College of Arts and Sciences curriculum committee, the Individual Course Committee, the General Education Course Committee, and the University Curriculum Committee. This means course proposals must be prepared 6-12 months before the quarter to be taught. While graduate students cannot propose new university courses, they can propose 153’s and sometimes an experienced PhD candidate can propose a 270 topic, subject to adequate enrollment. Graduate students also, depending on their teaching record and seniority, get to teach 201-203, 305J, 308J, and Humanities 107, 108, and 109; also, if they are in Creative Writing, graduate students may occasionally get to teach an introductory workshop.

● **Office hours.** Members of the faculty are expected to maintain an adequate number of office hours [*Faculty Handbook*, IV.A.7] and to be available by appointment. Office hours are to be posted on the instructor’s door and included in the syllabus. Instructors should also complete an office hours information card (they’re available from the Office Services Technician if you do not receive one in your box) each quarter and return it to the attendant. Graduate associates, Groups II, III, and IV faculty should direct their questions and concerns about office hours to the Director of Composition. The Chair will answer questions from Group I faculty. Please remember that the College (and thus the Department) expects Group I faculty to be accessible to students and for meetings four days a week. In addition to announced office hours, it is expected that faculty will be available at other times, especially during preregistration advising.

● **Record-keeping for grading purposes.** Blank class record books are kept in the Service Center. You are free to use them or to buy your own. At the end of each quarter you will receive an official grade sheet, along with information about when grades are due in Chubb Hall. **Making the final deadline is extremely important; otherwise, student grade reports and academic records are confused and you must prepare individual grade reports for each student in your class. Your failure to submit grades on time usually will mean that a student loses a scholarship.** See “Grades”, pages 9-10. Ohio University asks that you keep any unreturned student papers or projects until the end of the following quarter, unless the following quarter is summer, in which case you keep the materials until the end of the following fall quarter.

● **Special grade reports.** These forms are used when an instructor needs to change a student’s grade. For instance, if a student has been given an “I” for incomplete work, use the form to change her grade when she completes the work. Also, if a student attends your class, but does not show up on the

faculty grade report, you should complete a special grade report and forward it to the Registrar's office in Chubb Hall. When the student completes an add/drop slip with his college, the college then sends the drop/add to the Registrar where it is matched with your special grade report.

- **Student evaluations.** Student evaluation forms are available in the Service Center during the eighth week of each quarter. Evaluations are mandatory for all sections of all the Department's courses and are to be conducted during the last week of class, not during the final exam. Students are to be given ample time to complete the evaluations, and the teacher must not be present. A student should be assigned to place the evaluations in an envelope (provided by the instructor) with the instructor's name and the course call number on it, and to take them to the English office (360 Ellis). Teachers can review their evaluations in the English office after having turned in their grades to Chubb Hall. A copy of the class syllabus must be attached to the evaluations; teachers may also attach a comment sheet and related instructional materials. Evaluations are used by the Department's Budget and Rating Committee to assign merit ratings. Selected evaluations to be used as part of a graduate student job search can be copied at the Department's expense at the time that graduate student needs them.

- **Student registration in the class(es) you teach.** It is likely that you will be assigned to teach a section with maximum enrollment, and that students wishing to add your section will contact you and the Department staff. Here's how this situation is handled: (1) Whether they contact you or the staff in 360 Ellis Hall, students should be instructed to register via TRIPS through the first four hours of classes. By using the SIS screens, the English Department staff will be able to suggest to students which sections have available slots. Students and faculty can also use the Ohio internet website to see which sections have remaining seats. (2) After a class meets for the fourth hour, we activate the "instructor permission required" prerequisite. Only under very unusual or extreme circumstances should students be given permission to add after the fourth hour. (3) In the rare case that you want to add a student after the first four hours of class, you, the instructor, need to come to the office and obtain the pink slip, sign it for the student, and tell the student to take the form to the Registrar's Office in Chubb Hall to register for the class. Consult with the Director of Composition or the Department Administrator if you have questions about this procedure.

- **Textbooks and desk copies.** Book order forms for each quarter will be placed in instructors' mailboxes before the end of the preceding quarter. These need to be returned to the Administrative Assistant for Graduate Services no later than two weeks before the end of the quarter. Instructors should order their desk copies directly from the publisher. The Administrative Assistant for Graduate Services can supply the desk copy form and the

telephone or fax numbers of the book representatives if needed.

- **Undergraduate student advising.** The Coordinator of Undergraduate Advising routinely assigns 10-15 English major advisees to all Group I faculty. These faculty receive a DARS report and any pertinent information for each major before each preregistration period. Preregistration begins approximately the third week of October for the Winter quarter, the first week of February for the Spring quarter, and the third week of April for the Fall quarter. During the preregistration period, faculty are encouraged to post office hours for advising. If possible, the advisees remain with the same advisor for the tenure of their term as English majors unless the student asks to be changed. The procedure requires that faculty be available to give the advising material to students. Materials cannot be left on the advisor's door or with Department staff.

IV. Other useful information

- **Committees.** Committees are usually appointed by the Chair. Some have ex officio members. Committee Chairs can expect staff support for distributing information, establishing meetings, and reserving rooms. Committee Chairs are expected to provide the Department Chair with a brief written summary of committee activities at the conclusion of each quarter. These summaries are available to individual faculty, upon request to committee Chairs. In addition, the committee Chairs provide a written evaluation of each member's participation in committee activities to be placed in the individual's Budget and Rating file.
- **Computer access.** All Ellis classrooms and offices have ethernet access.
- **Conference room.** The conference room is Ellis 113. See the Office Services Technician to reserve it for a meeting.
- **Department Chair selection.** While officially the Dean selects the Chair of the Department, he/she traditionally has asked for the names of two or three candidates from the Department. The Chair of the Department is appointed for a three to five-year term and is evaluated by the faculty and the Dean annually.
- **Department Library.** Ellis 203 houses books and literary collections contributed by various individuals. The room is opened with your office key and available for individual use when classes aren't scheduled in it.
- **Department Meetings.** Department meetings are generally called when policies or events affect the whole Department. All Group I and II faculty members are expected to attend when a meeting is called.
- **Department Newsletter.** The Department publishes a bi-monthly newsletter (usually on Wednesday) containing items of interest such as university

lectures, conferences/calls for papers, grant and writing opportunities, etc. Submissions—personal news, publications, announcements of conferences, awards, for instance—should be in the Department Administrator's hands before the end of the day Monday.

● **Faculty Senate, Administrative Senate, Classified Senate, Graduate Student Senate.**

1. Faculty Senate (www.ohiou.edu/faculty/senate/) calls for nominations annually. Important Faculty Senate committees are promotion and tenure, educational policy, finance, and professional relations. Major decisions are made in these committees. It is important that a Department of our size have representation on the Faculty Senate. The Department usually holds a straw vote before the university election so that the faculty can vote for the winners of the straw vote.

2. Administrative Senate (www.ohiou.edu/admsen/index.html) is comprised of elected university administrators. Elections are held annually. People are elected by the district in which they are employed; there are several at-large positions. The Senate considers all issues related to employment of administrative staff and serves as a one-voice representative for those staff.

3. For Classified Senate (www.ohiou.edu/csen/index.html), members apply to and are elected by Classified Senate; this Senate represents all classified staff.

4. Graduate Student Senate (www.ohiou.edu/~gss/) represents all graduate students at OU; call 593-1899 for additional information.

● **Graduate program admissions.** Applications for admission to the Department's graduate program are received until January 15 each year. As admission files are completed, they are reviewed by the graduate committee to select the new M.A. and Ph.D. students for the following year. Official offers to selected candidates are made by February 15 each year.

● **Graduate student stipends.** M.A. candidates have six years to complete their degrees; candidates are eligible to receive a university stipend from the English Department for two years. Ph.D. candidates are allowed seven years to complete their degrees; candidates are eligible to receive a university stipend from the English Department for five years beyond the M.A.

● **Keys.** All instructors are issued office keys. Office keys can be used to unlock the front door of Ellis Hall (insert key, push button, and pull), classrooms, graduate library, lounge, and the copier room. When employees leave the university or leaves a position in the computer lab, keys must be promptly returned. See the Administrative Assistant for Fiscal Services to obtain or return keys. Department instructors and staff will be charged \$3 for replacement of a lost key.

● **Lounge.** The Ellis lounge is in room 114. It is shared by folks from English, Classics, and Philosophy. It offers comfortable furniture, a microwave, and

a refrigerator for all who work in these Departments. Also, we have a new coffee machine that offers several selections including coffee, hot chocolate, and cappuccino. Do not use the lounge for student conferences or tests. Your office key gives you access.

● **Mail.** Campus and U.S. mail are delivered once a day between 1:30-2 p.m. Out-going mail is deposited in the green bag near the mailboxes. Campus mail and personal stamped mail can be placed in the mailbag. See one of the staff to obtain postage for departmental mail. Federal Express and UPS facilities are available at the OU mail services area at the Ridges (3-1851) and at several campus drop boxes, one of which is located in the arch of Scott Quad. A U.S. post office branch is located in Baker Center.

● **Office Assignments.** All offices are assigned by the Chair and Department Administrator. In general, new visiting high school teachers and TAs admitted to the MA program will find themselves in Ellis 008. TAs admitted to the PhD program and Group II faculty share offices on the third floor of Ellis. Group III faculty share space in Ellis 117. Group I faculty offices are assigned based on seniority.

● **Registration for graduate students.** New graduate students will be advised during orientation about how they should register for fall. During this time you can also register on TRIPS. Registration access codes for TRIPS for new graduate students will be given to you at your advising session. Continuing students are asked to schedule a time for advising with the Graduate Director to discuss the courses they will take for the following quarter. At this time, continuing students will also receive their DARS report and TRIPS access code.

● **Requests to college office.** Requests for anything from Arts and Sciences must be channeled through the Department Chair. The Dean will return to you any requests not endorsed by the Department. Some examples of recently returned requests are for travel, equipment, released time, and leave without pay.

● **Sexual harassment.** Sexual Harassment is NOT flirtation, is NOT funny, IS illegal, and will not be tolerated by the English Department. Information is available through the Office for Institutional Equity, the University Om-buds Office, and the Office of Legal Affairs.

● **Sources of funding for new faculty.** Competitive library funds are available to order books or periodicals in your field. Watch for announcements.

● **Teaching awards.** Each year the College of Arts and Sciences and the English Department honor outstanding teaching associates with monetary awards. The Composition Committee selects awardees. For graduate awards such as the Shively or Trisolini, the Graduate Director should be contacted. There are also awards for the faculty such as University Professorships, the Grasselli award, and the Class of 1950 Award. The Chair can provide information about these awards.

• **Technology support.** See the attached document from the IT Services Coordinator.

• **Website.** The Department of English website is maintained by George Hartley. Please submit any news items and changes to your personal web information to George to be posted on the web.

• **Undergraduate scholarships.** The Department offers undergraduate scholarships for academically qualified students who seek support in their junior or senior years; the Undergraduate Studies Director or Chair can provide information. The Undergraduate Committee reviews student records and makes awards by the end of winter quarter. The Director of the Department Tutorial Program and Undergraduate Committee Chair select recipients for our HTC Award.

• **Frequently contacted offices/people:**

Academic Advancement Center	3-2644
Cynthia King, Director	
Arts and Sciences Administration	3-2850
Leslie Flemming, Dean;	
Claire Kimok, Administrative Asst.	
Caryn Asleson	3-2841
Rose Marie Isgrigg	3-2844
Student Services	3-2845
Athletic Ticket Office	3-1300
Books	
College Book Store	594-3505
Follett's University Bookstore	593-5547
Little Professor Book Center	592-4418
Specialty Books	594-4002
e-mail: sbooks@eureka.net	
Campus Safety	3-1911
Parking	3-1917
Police	3-1911
Center for Innovation in Technology for Learning (CTTL - IT Lab)	3-2702
Center for Teaching Excellence	3-2681
Center for Writing Excellence	7-1857
Classical Languages	3-2742
Bill Owens, Chair	
Cathy Glenn, Administrative Asst.	
Computer Services	3-1608

Communication Network Services

Help Desk

3-1610

*Telephones, ID cards

3-1222

English Department

3-2838

Kenneth Daley, Chair

3-2835

Fax

3-2832

Facilities Management

3-2911

Dave Ballard, Zone Maintenance Specialist

3-2838

*heating/cooling/noise/cleaning

problems in offices/classrooms

Faculty Senate

3-2641

Financial Aid

3-4141

Fine Arts Ticket Office

3-4800

Graduate Studies

7-2599

Graduate Student Services

3-2800

Honors Tutorial College

3-2723

Human Resources

3-1636

Benefits

3-1651

Records Management

3-1650

Information, General University

3-1000

Institutional Equity

3-2620

William Smith, Director

International Student and Faculty Services

3-4330

Legal Affairs Office

3-2626

Libraries

3-2705

Circulation

3-2695

Interlibrary Loan

3-2690

Instructional Media and Tech. Services

3-2666

*instructional equipment

Reserve

3-0335

*including electronic reserve

Mail Service

3-1850

Memorial Auditorium, Templeton-Blackburn

3-1791

Ombuds Office

3-2627

Elizabeth Graham, Ombuds

Payroll

3-1860

President, Office of

3-1804

Roderick J. McDavis, President

Provost, Office of

3-2600

Kathy Krendl, Interim Provost

Registrar's Office

Deb Benton, Registrar

Service Center, Ellis

Grades	3-4199
Research	3-0371
John Bantle, Vice President	
Service Center, Ellis Hall	3-2817
Wellworks	3-2093
*faculty and staff wellness activities/programs	
Writing Center	
Candace Stewart, Director	3-2646

Policy/procedure manuals

Procedures. A large green notebook containing all policies and procedures relevant to the operation of Ohio University. You can also access the manual on the Ohio University Web Site at www.cats.ohiou.edu/~polproc/index.html.

Chairperson's and Director's Handbook. A white one-inch-thick notebook that contains instructions for department/administrative unit operation.

Ohio University Faculty Handbook. A green notebook containing details relative to faculty teaching, research and scholarship, and service responsibilities, faculty participation in university governance, and grievance procedures. It is considered part of your contract. You can also access the *Handbook* on the Ohio University Web Site at www.cats.ohiou.edu/~facsen/handbook.html.

Ohio University Bulletins, 1962-present. Books contain program curricular, and course description information, historical and current.

***Copies of all the above are available in 360 Ellis.**