

ACADEMIC SENATE RESEARCH/TRAVEL FUNDS (Academic Senate Members Only):

Nicole **Research grants to support faculty research:** Applications are accepted during the Winter quarter. Announcements are sent to each faculty member; guidelines and applications are available at www.senate.ucla.edu, or you can see Nicole in Room 168 for assistance.

Nicole **Research Travel to Conferences:** Maximum of one trip per year (airfare, accommodations, and registration fees), with a maximum allocation of \$1,200 for domestic travel and \$1,700 for international travel. Applications must be received by the Senate Committee at least 10 days before the commencement of domestic and 30 days before the commencement of foreign travel. To apply, go to www.senate.ucla.edu. After approval, submit airline ticket or stub for reimbursement to Nicole Liang in Room 168.

Nicole **Opportunity Fund and the Intercampus Exchange Program:** Supports intercampus exchange of faculty and advanced graduate students for study and research on other UC campuses. Applications are made by letter to the Chair.

Various **Address Change:** Please inform Janet (janetb@english.ucla.edu) and Jeanette (nettie@english.ucla.edu). For changes to an email address, please also inform Bronson Tran (btran@english.ucla.edu). Graduate students should also inform Mike Lambert (mlambert@english.ucla.edu) and update their address on URSA.

Q **UCLA Corporate Card:** If you incur travel or entertainment expenses during the conduct of your business, you are eligible to obtain a UCLA Corporate Card. Log on to: <http://www.travel.ucla.edu/new/PDFs/RevisedCCApp.pdf>, print out and complete the application, and obtain Q Na's signature. Q's office is in Room 170. Submit the approved application to the UCLA Travel Center, attention Mindy Dietrich, 130 Wilshire Center, Mailcode: 143348.

AUDIO-VISUAL MATERIALS AND EQUIPMENT, MEDIA LIBRARY:

Jeanette **Audio Visual:** Request an AV equipped classroom 4 to 6 months in advance from the Undergraduate Office in Room 160 for any use of AV equipment, such as overhead projectors, microphones, slide projectors, VHS tape playbacks, etc. Otherwise, submit your request to Jeanette Gilkison in the department office in Room 149 at least 5 working days before needed. Cancellations must be requested 1 working day before equipment is scheduled. If deadlines are not met, the department will be charged a fine of at least \$30, which will be recharged to the individual.

Jeanette **Media Library:** See the most up-to-date listing of available videos, films or tapes in the Media Library in 46 Powell Library or through Orion.

Janet

Benefits: There is a 30-day window of opportunity from the date of appointment to be able to sign up for benefits. NOTE: There is also this same 30 day window to add new dependents from the date of marriage or birth. See Janet in Room 191.

Dept. Office
Staff

Building Complaints: Report problems such as lack of heat, lights out, water on floor, etc. to the department office staff at ext. 5-4173.

Janet

Bylaws: Departmental policies regarding academic appointment/advancement voting rights can be found at <http://www.english.ucla.edu/facinfo/votingrights.html>.

Campus Safety: If you are on campus between dusk and 1AM, please note that there is a free Evening Escort program sponsored by the UC Police Department, and operated by the Campus Safety Office (CSO). At least 15 minutes before you have to leave your building, you can call 310-794-WALK (9255), or 4-WALK from any campus phone. CSO will send a safety officer to escort you to your destination. The CSO will walk anywhere between Wilshire to the south and Sunset to the north, Veteran to the west and Hilgard to the east. So, this covers all of UCLA, the dorms, the parking lots, and Westwood Village. So, if you will be walking out at night, call CSO and have someone escort you. And there's a free evening van service that runs from 6PM to 11PM on two fixed routes. More info about these two programs here: <http://kb.ucla.edu/articles/evening-escorts>

Checks: Payroll checks are automatically deposited on the 1st of each month. Reimbursement checks are processed in a minimum of 2 weeks and are deposited in the same manner as paychecks.

Class Web Pages: The Center for Digital Humanities provides Instructional Technology Consultants (ITCs) to help faculty create and manage class web pages. The current ITC for the English department is Jason Gendler (jasonitc@humnet.ucla.edu). ITC's are also available by appointment through CDH at ext. 6-1414. In addition, ITC's are located in 1041 Public Policy Building at ext. 5-4864, Monday-Friday, 10:00 a.m. to 4:00 p.m.

The course websites have been created, and we are accepting course syllabi and content for posting on the websites. Note that syllabi will be made publicly viewable unless designated as "private." All material will be processed and posted in the order in which it was received. With that in mind, to ensure that your course materials will be posted and ready for student access in these first days of the quarter, please try to get your course material to me as soon as possible.

Cleaning: Cleaning is done in the evenings and consists of emptying trash and picking up debris from the floor on a daily basis. Offices are dusted and vacuumed on a weekly basis.

Committees: Committee assignments are made by the Chair each October.

Executive Committee: Makes decisions regarding routine departmental affairs and all temporary faculty.

Search Committees: Make recommendations regarding new permanent faculty.

Graduate Committee: Reviews graduate student applications; makes decisions on graduate admissions and awards (fellowships, travel/research stipends) for continuing and incoming students; and reviews graduate curriculum.

Computer Committee: Makes recommendations regarding computer and software equipment, and policies pertaining to their use.

Library Committee: Makes decisions regarding the English Reading Room book purchases.

Clinton or
Bronson

Computer Help: For computer hardware and software problems or questions, contact Clinton at ext. 5-9386 (Clinton@humnet.ucla.edu) or Bronson at ext. 6-2163 (Btran@english.ucla.edu).

Bronson

Computer Loaners: The department has portable PC's and a portable Mac for short-term use in the classroom by faculty and TA's. We also have an LCD projector and video camera available. If you are interested in borrowing any of this equipment for a limited period of time, please email Bronson at btran@english.ucla.edu with the desired dates, the needed purpose and where the equipment will be used. Since we will attempt to accommodate many needs with this equipment, it is not available for long-term use, nor may it be taken off campus during class sessions.

Bronson or Q

Faculty Computer Upgrade Program:

Upon a Senate faculty member's arrival to UCLA, you will be provided with a new computer through the Humanities computer upgrade program, which is managed by the Center for Digital Humanities. Additionally, the Division may provide you with some additional funds towards the cost of software or other computing equipment you may wish to purchase. This equipment remains the property of the University of California but you are entitled to its exclusive use during your tenure here. Senate faculty members will receive computer upgrades every 4 years. When you receive a computer upgrade, CDH will ask you to return the older machines. Please contact Bronson or Q for details.

Janet or Dept.
Office Staff

Faculty Common Room 193 and Conference Room 250: Room 193 is to be used for faculty meetings, faculty/student meetings, or as a venue for colloquia, visiting lecturers or job talks. This room may be made available to student groups after 4:00 p.m. Reservations can only be made by contacting Janet at: 5-4377, or at: janetb@english.ucla.edu. Room 250 is to be used for committee meetings, colloquia, orals, or makeup exams. These rooms cannot be used for classes or review sessions. Please contact anyone in the department office at: 5-4173 to reserve Room 250. Please leave these rooms clean and orderly.

Rick or Nora

Copying: Main office staff will set up a code that will activate the machine. Charges for copying are \$.08/copy. A credit of 500 copies is given for teaching assistants for each course. Faculty can use their code for coursework; they will be credited if they complete the log with course information.

Course Rosters and Grade Sheets: Log in to www.my.ucla.edu with your Bruin On-Line ID and Password. If you do not have a Bruin On-Line account, you will find instructions there on how to obtain one. If you have forgotten your password, please contact the BOL Helpdesk to have it reset. They can be reached at 310-267-HELP or by going to

<https://logon.ucla.edu/passreset.php> Please print out a copy of your grade sheet for Jeanette Gilkison.

Janel

Course Schedule: The course schedule is drafted each year in February (for the following Academic Year) by the Undergraduate Vice Chair. The Undergraduate Office assigns rooms and times.

Janet

Emergency Procedures: The UCLA Emergency Hotline number is 1-800-900-UCLA (8252). Use this number, not 911, for bulletins during campus emergencies. The evacuation area for the Humanities Building is across the street on the east side of the building in front of Schoenberg Hall. Janet Bishop is the Emergency Coordinator for our department.

Lynda

English Reading Room (ERR): The English Reading Room (in Humanities 235) houses a non-circulating collection of books and journals in English and American literature and literary criticism, and a collection of contemporary poetry. Wireless internet access is available for patrons who bring in their laptops. There is a class reserve service where instructors can place books or articles for use by students. Individual instruction is available for students who want help with their research. There is a photocopier in the library, and a glass conference room that can be reserved for meetings of small classes. Academic year hours, unless otherwise posted, are:

Monday through Thursday from 9:00 a.m. to 7:00 p.m.

Friday from 9:00 a.m. to 5:00 p.m.

Rick or Q

Facilities Requests: For general facilities trouble calls (locked doors, broken lights, etc...) please inform Rick or Jeanette in the Main Office, or Q.

FAX Machine: The FAX machine is located in the department office in Room 149. The fax number is: 310-267-4339. The charge for use is \$1.00 per outgoing page. Please do not give this number out to students. No assignments or applications are to be sent to this FAX number. Be sure to sign the log book when submitting faxes. Department office staff can assist with any questions.

First Aid: Supplies can be obtained in the department office in Room 149.

Grades: All course grades are submitted electronically. You may receive Grade Change, Removal of Incomplete, etc. forms from Jeanette in the department office. Mike Lambert handles the removal of incomplete grades for Graduate Students. Return all copies of completed undergraduate forms to Jeanette. For 195s, 7s, 8s or 9s, department policy requires that a final copy of the student work must be on file in the undergraduate office. Please inform students that NO grades will be given out by Department staff.

Mike or Danielle

Graduate Affairs: See Mike in Room 162, or Danielle in Room 160.

Janet

Housing Information: The campus housing office is located at 945 Weyburn Terrace, #116, and at ext. 3-1300. Daily updated listings are available for apartments for rent,

subleases, rooms, rooms/apartments to share, etc. Online housing listings are available for a monthly fee. You may also find them at: <http://www.housing.ucla.edu>. Please see Janet if you wish to arrange a meeting with the Housing office.

Eli or Nora

Identification Cards: Identification cards (BruinCards) also function as your library card. Cards can be obtained through the BruinCard Office at Room 123 Kerckhoff Hall between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday. The extension is 5-2336. It is best to bring proof of employment which faculty can obtain from Eli, or which TAs can obtain from Nora.

Nora or Janet

Keys: Please see Nora for the building key and the key that will open your office and the mailroom. Janet will issue the key that opens the Faculty Common Room 193. The replacement fee for lost or misplaced keys is \$7.00 for each office/mailroom key and Faculty Common Room key. The replacement fee for a lost or misplaced building key is \$35.00.

Eli

Leave Without Pay: If you choose not to pay for your benefits when you are on leave, you must cancel your benefits for the time you are away. See Eli for assistance. If you do cancel your benefits, it is important to request reinstatement as soon as you return from leave. Parking must also be cancelled, otherwise you will be retroactively charged upon your return for parking during the time of your leave. A leave without pay will also affect your service credit for retirement calculations. If you have the option of transferring funds through UCLA to take your leave (e.g. Fulbright fellowship), this may be the better option. If you are unsure, please speak with Q.

Library Cards: See Identification Cards above.

Jeanette

Mail and Mailboxes: Mail is received, distributed and collected once in the morning from the department office. Faculty are to use their Academic Senate Grant identification on research related mail. NOTE: Federal Express & UPS mailings must be charged to grants or reimbursed to the department. See Jeanette for assistance.

Nicole

Mini-Grants: Funds are available for undergraduate courses to be used for media, field trips, honoraria and instructional software and administered by Nicole Liang. Application forms are available in the department office. Reimbursements are processed by Nicole Liang. For Writing Programs courses, please call 206-1145 (or 61145).

Jeanette

Parking: Monthly fees can be arranged through automatic payroll deduction. The daily rate is \$11.00. See Jeanette for enrollment forms.

Janel or Mike

Permission to Enroll: You may issue a permission to enroll (PTE) number to each student to override class limit/major restrictions. Graduate students should see Mike. PTE numbers can be accessed through the "Courses" page on <http://my.ucla.edu>.

Eli

Promotion / Merit Increases (Tenure Track Faculty): You will be notified in March if you are eligible for advancement for the following year. Eli will send out detailed instructions on how to prepare a dossier for a promotion or merit increase after receiving your written request for consideration.

Rick or Nora

Purchasing: Please see Rick or Nora.

Nicole or Rick

Reimbursements: Please see Nicole or Rick for guidelines before making any purchases for reimbursement. Submit your original receipts for purchases and travel to Nicole. Please do not use your own funds to pay for any services, as UC Policy restricts reimbursement for services. Also, please do not purchase any items that cost over \$500, or anything that may be considered “furnishings” such as pillows, lamps, furniture, etc, as UC Policy expressly restricts these purchases. If you have any questions, please be sure to talk to Nicole before making the purchase.

Nora or Q

Use of Readers: Each quarter during the third week of classes, courses eligible for Readers will be sent a Reader Allocation letter from Q. Reader eligible courses are those with an enrollment of at least 30 students without a TA, with the exception of English 4, seminars, creative writing courses and graduate courses. If the budget is insufficient to meet your needs, you may make a written request to the Chair for additional funding. Be sure that your request includes the number of additional hours needed, along with a thorough justification based upon the number of papers assigned, the timing of these papers in the course, whether or not your Reader is attending your course, and any other details to make your case. Please be sure to keep track of your Reader’s hours since you must sign the time sheets acknowledging time actually worked (including course attendance). Any overdraft may be deducted from future allocations.

If you need advice in the selection of a Reader, you may ask other faculty who have taught the course. If you need to find a Reader for a particular course, you can provide that information to the Graduate Office, who will post your search for a Reader in an email to the graduate student listserve, and to the Chair's office. Reader positions will also be posted on the campus website as required by the SAGE contract.

Rules and Guidelines for the Reading Program

Rules for Selection of Readers:

- Only currently enrolled UCLA students can be employed as Readers. Once chosen, the students should see Nora to be placed on the Payroll.
- In selecting a Reader, priority must normally be given to English Department graduate students, although undergraduate majors are also eligible if (1) they have completed at least 120 units; (2) have an English GPA of at least 3.20; and (3) they are reading for a course they have themselves previously taken, having received a grade of "B" in that course.

Rules for Utilization of Readers:

- Readers are appointed on an hourly basis to assist with the reading and grading of students' papers and exams under the guidance and supervision of faculty members.

- Readers must have earned at least a "B" grade in the course for which they are reading, and are not to be used as teaching assistants or graduate student researchers.
- Readers must not be used as quiz-section or discussion-section instructors, or in any way be involved in the "teaching process" beyond the reading, annotating, and discussion of quizzes, examinations and papers.
- Readers are not to make up course examinations, nor are they to assign course grades. Readers are expected to respect the confidential nature of the student records to which, during the period of their employment, they have access.
- Readers are expected to disqualify themselves from reading the work of personal acquaintances, and under no conditions will a Reader, graduate or undergraduate, be permitted to read the work of graduate students.
- Both faculty and Readers should keep Nora current on accounts. Reader claims in excess of the budgeted amount for a course may not be honored by the Department.

General Guidelines:

- Since Readers are usually not qualified to read highly specialized term papers, they should ideally be asked to read only quizzes and examinations, or papers of a general nature written on a limited number of assigned topics.
- In addition to reading highly specialized term papers, faculty are expected to read at least a portion of all examinations; normally at least one question through an entire set of exams or quizzes.
- The intention to utilize a Reader in a given course, along with the identity of that Reader, should be announced to the class early in the quarter.
- Readers are expected to make frequent, constructive, impersonal comments on all papers, examinations, and quizzes which are to be returned to students.
- Following the return of quizzes and examination papers, Readers will normally hold office hours for students who wish additional comments on their performance.

Eli

Sabbatical Leaves (Tenure Track Faculty): Contact Eli for the eligibility chart, or for more information.

Security: Keep windows and doors securely locked when you are away from the office. Also, do not prop doors open on weekends or evenings.

Rick

Scanning: A Digital Sender is available in the department office and can be used to scan both pictures and text and sent by email as .pdf files. Contact Rick or Irene for more information.

Smoking: The Humanities Building is a "No Smoking" building. This means that smoking is not allowed in offices, classrooms, or within 25 feet from public areas of the building.

Clinton **Software:** Center Digital Humanities (CDH) purchases software licenses for business purposes, including MS Windows, MS Office, Adobe Acrobat Pro. A user may use up to 2 copies for business purposes (for example, a copy on their office computer and a copy on their laptop). Please see Bronson for help.

Janet **Summer Sessions:** Inquiries will be sent each October soliciting interested faculty and TAs. The stipend is calculated based on a percentage (8.5%) of the lowest academic annual salary, exclusive of administrative stipends, above-scale payments, staff appointments, or other compensation, in effect June 30th of the summer in which the instructor is teaching. Increases in pay that are effective July 1st or after are not included. No graduate courses are offered. Summer teaching is limited to no more than one course per faculty.

Rick **Supplies:** See Rick in the department office to order supplies.

Jeanette **Student Papers:** Student papers should be returned directly to the student by faculty and need not be held longer than one quarter after the course is taught. In cases where the faculty member will be leaving the University immediately after the course ends, papers can be given to the Undergraduate Office for return to students. However, space is very limited, so this service should only be used in the above situation. Blue books and papers with grades must be shredded. Please see Jeanette for assistance.

Eli, Nora or Q **Surepay (Automatic Deposit):** Faculty members are to see Eli, TAs are to see Nora, and Staff are to see Q.

Chris Mott **Teaching Assistants:** TA's are generally assigned to large lower division courses. TA's are chosen by the TA Selection Committee and Chris, TA Coordinator, makes the actual course assignments. Chris Mott is available at: mott@humnet.ucla.edu.

Janet **Teaching Evaluations:** The Chair's Office distributes teaching evaluations each quarter, as all courses must be evaluated. Please follow the instructions on the envelope and have the evaluations returned by a student (do not seal envelope) to the department office by the last day of classes. Late evaluations or those completed outside of the classroom will not be accepted.

Nora **Telephone:** The department covers the cost of all local calls. Long distance calls that are research-related must be recharged to grants. All other long distance calls must be reimbursed. Telephone charges that exceed the cost of one single line instrument must also be reimbursed.

Jeanette **Textbooks:** Textbooks are ordered on-line at <http://www.ecampus.humnet.ucla.edu/itc/textbookreq.htm>. The Login ID is: english, and the password is: faculty93. It is the responsibility of the instructors to order desk copies for themselves, as well as for their TAs or Readers. Please see Jeanette for assistance.

Nora

Timesheets: Employees working on an hourly basis must complete timesheets and have them approved by their supervisor. Timesheets must be submitted to Nora on or before the deadline for each pay period.

Nicole

Travel: Official travel must be authorized and must follow University travel regulations. After exhausting all other sources of travel funding, application can be made to the Chair for Friends of English or other special funding to cover airfare. All original receipts must be submitted to Nicole within 10 days. University funds cannot be used for travel that is not ultimately chargeable to the University. The University does not reimburse Collision Damage Waiver, Personal Accident and Personal Effects Insurance on rental cars.

Janel or
Danielle

Undergraduate Affairs: See Janel in Room 158, or Danielle in Room 160.