

Feng

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

**Academic Senate 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](http://www.senate.ucla.edu), or you can see Feng in Room 168 for assistance.

**Academic Senate Research Travel to Conferences:** Maximum of one trip per year (roundtrip airfare only), with a maximum allocation of \$700 for domestic travel and \$1,350 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](http://www.senate.ucla.edu). After approval, submit airline ticket or stub for reimbursement to Feng Huang in Room 168. Please also make sure to visit the Senate's website for additional rules and restrictions.

**Department Research Travel to Conferences, "2<sup>nd</sup> Conference Support":** Faculty that have applied for an Academic Senate Travel Grant are eligible for a 2<sup>nd</sup> travel grant available through the Department. Faculty must be able to demonstrate that they have applied (successfully or unsuccessfully) for the Academic Senate Travel Grant before reaching out to the Chair and department administrator for 2<sup>nd</sup> Conference Support. If the applicant has one international and one domestic conference, the costlier international trip should be on the Senate Grant and the department will cover the domestic trip. Additionally, international level funding can only be allocated once every other year.

As of 2016-2017 our current funding levels for active, senate faculty are \$600 for domestic travel and \$1200 for international travel. Emeritus funding is \$400 for domestic travel and \$800 for international travel.

The 2<sup>nd</sup> Conference Support program is only available when funding permits and has a fixed cap. Funds are allocated on a first-come, first-served basis.

**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 Jeanette Gilkison ([nettie@english.ucla.edu](mailto:nettie@english.ucla.edu)). For changes to an email address, please also inform Bronson Tran ([bronson@english.ucla.edu](mailto:bronson@english.ucla.edu)). Graduate students should also inform Mike Lambert ([mlambert@english.ucla.edu](mailto:mlambert@english.ucla.edu)) and update their address on URSA.

Jeanette

**AUDIO-VISUAL MATERIALS AND EQUIPMENT, MEDIA LIBRARY:**

**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.

**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 the Library Catalog ([catalog.library.ucla.edu](http://catalog.library.ucla.edu)).

[UCPATH](#)

**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. To contact the main campus Benefits Advisors, employees with last names A-I should contact Camille Carr (310-794-0847; [ccarr@chr.ucla.edu](mailto:ccarr@chr.ucla.edu)), employees with last names J-K should contact Joe Sanchez (310-794-0828; [jsanchez@chr.ucla.edu](mailto:jsanchez@chr.ucla.edu)), and employees with last names L-Z should contact Robert Larriva (310-794-0837; [rlarriva@chr.ucla.edu](mailto:rlarriva@chr.ucla.edu)).

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 or 825-4173.

Abigail

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

Steven

**Campus Safety:** If you are on campus between dusk and 1:00 a.m., 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 Boulevard to the south and Sunset Boulevard to the north, Veteran to the west and Hilgard to the east. 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 6:00 p.m. to 11:00 p.m. on two fixed routes. More info about these two programs here: <http://kb.ucla.edu/articles/evening-escorts>.

Abigail or  
Feng

**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. ITCs are available by appointment through CDH at ext. 6-1414. In addition, ITCs 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 in as soon as possible.

**Cleaning:** Cleaning is done in the evenings 3 times per week and consists of emptying trash and picking up debris from the floor. Offices are scheduled to be dusted and vacuumed every 2 weeks. All cleaning is overseen by Facilities Management.

Abigail

**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 recommendations regarding the English Reading Room book purchases.

Adrian or  
Bronson

**Computer Help:** For computer hardware and software problems or questions, contact Adrian at ext. 5-3896 ([alozano@humnet.ucla.edu](mailto:alozano@humnet.ucla.edu)) or Bronson at ext. 6-2163 ([bronson@english.ucla.edu](mailto:bronson@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 [bronson@english.ucla.edu](mailto:bronson@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  
Steven

**Computer Upgrade Program for Faculty:**

Upon a Senate faculty member's arrival at UCLA, he or she 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 Steven for details.

Jeanette Dept.  
Office Staff

**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 Jeanette Gilkison at: 5-4173, or at: [Nettie@english.ucla.edu](mailto:Nettie@english.ucla.edu). Room 250 is to be used for committee meetings, colloquia, orals, or makeup exams. These rooms cannot be used for classes. Please contact anyone in the department office at: 5-4173 to reserve Room 250. Please leave these rooms clean and orderly.

Rick

**Copying:** Main office staff will set up a code that will activate the machines. 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.

Jeanette

**Course Rosters and Grade Sheets:** Log in to [www.my.ucla.edu](http://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.

Steven or  
Feng

**Corporate Credit Card:** For eligible faculty administrators, 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 Steven's signature. Steven's office is in Room 170. Submit the approved application to the UCLA Travel Center, attention Mindy Dietrich, 130 Wilshire Center, Mailcode: 143348.

Steven

**Directory Editor:** Steven is the department's primary editor for the CTS Directory (UCLA Campus Directory). Adding names/emails to this directory is an important requirement for staff to access certain functions and for faculty to access their course roster. Back-up editors are Bronson.

Bronson, Mike,  
Janel/Stephanie

**Email Distribution Lists:** The department maintains several email distribution lists, which are managed by Bronson (faculty/staff lists), Mike (graduate students list), and Janel or Stephanie (undergraduate students list).

Steven

**Emergency Procedures:** The UCLA Emergency Hotline number is 1-800-900-UCLA (8252). If you need immediate help, dial 911 from any phone on campus or on your personal cell phone. The evacuation area for the Humanities Building is across the street on the east side of the building in front of Schoenberg Hall. Steven 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 by which instructors can reserve books or articles for use by students. Individual instruction is available for students who want help with their research, and instructors can contact the ERR Librarian to request course-related library instruction. There is a photocopier and a book scanner 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 Steven

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

**FAX Machine:** The FAX machine is located in the department office in Room 149, and accessible during regular business hours. 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  
Stephanie

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

**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>. Steven is Backup Please see him in Room 170 if you wish to arrange a meeting with the Housing office.

Abigail or  
Julie

**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 Abigail, or which TAs can obtain from Julie.

Brianna

**Keys:** Please see Brianna for the building key and the key that will open your office and the mailroom. Brianna 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.

Abigail

**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 Abigail 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 Steven.



**Library Cards:** See Identification Cards above.

Jeanette

**Mail and Mailboxes:** Mail is received, distributed and collected once in the afternoon 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.

Feng

**Mini-Grants:** Funds are available for undergraduate courses to be used for media, field trips, honoraria and instructional software and administered by Feng Huang. Application forms are available in the department office, and faculty can apply for up to \$650 per year. Reimbursements are processed by Feng Huang. For Writing Programs courses, please call 206-1145 (or 61145). Faculty can also apply directly online (<http://www.oid.ucla.edu/grants/minigrants/>), but please be sure to inform Feng of your application, so that we can track the transfer of funds.

Jeanette

**Parking:** Monthly fees can be arranged through automatic payroll deduction. The daily rate is \$12.00. See Jeanette for enrollment forms.

Janel, Stephanie,  
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 may contact Mike for PTE numbers with written instructor approval. PTE numbers can be accessed through the "Courses" page on <http://my.ucla.edu>.

Abigail

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

Feng or Rick

**Reimbursements:** Please see Feng or Rick for guidelines before making any purchases for reimbursement. Travel packages from discount sites like Expedia are usually more difficult to reimburse; we advise that faculty not use them as they do not provide itemized receipts as required. Submit your original receipts for purchases and travel to Feng for this Fiscal Year only; anything older cannot be processed. 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, are considered extravagant for personal use, 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 Feng before making the purchase.

Julie

**Use of Readers:** Each quarter during the third week of classes, courses eligible for Readers will be sent a Reader Allocation letter from Julie. 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 listserv, 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 Julie 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 Julie 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 for additional comments on their performance.

Abigail

**Sabbatical Leaves (Tenure Track Faculty):** Contact Abigail 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. Please do not leave any item portable item of value (jewelry, laptop, wallet, purse, etc...) in your office for extended periods, even if the office is locked.

Rick

**Scanning:** Digital scanning is available through the two networked-copiers in the copier room and can be used to scan both pictures and text and send by email as .pdf files. Contact Rick or Irene for more information.

**Smoking:** As of April 2013, UCLA is a smoke and tobacco free campus. The use of cigarettes, cigars, chewing tobacco, all other tobacco products, and electronic cigarettes is prohibited on UCLA's campus and sites owned or fully leased by the university.

Adrian

**Software:** Center for Digital Humanities (CDH) purchases software licenses for business purposes, including MS Windows, MS Office, and 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.

Janel or Steven

**Summer Sessions:** Inquiries will be sent each October soliciting interested faculty. 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 30<sup>th</sup> of the summer in which the instructor is teaching. Increases in pay that are effective July 1<sup>st</sup> 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 in which 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 also be retained for one quarter, and must be shredded during disposition. Please see Jeanette for assistance.

Abigail, Julie  
or Steven

**Surepay (Automatic Deposit):** Faculty members are to see Abigail, TAs are to see Julie, and Staff are to see Steven.

Chris Mott

**Teaching Assistants:** Chris Mott, our English TA Coordinator, is available at: [mott@humnet.ulca.edu](mailto:mott@humnet.ulca.edu).

By the second week of fall and winter quarters and before the sixth week of spring quarter, all eligible graduate students receive a preference sheet listing the courses available for them to teach the following quarter. TAs rank those courses according to their teaching interests and strategy for professional preparation.

Following the policies established in the TA Guidelines (recognized by the TA union as the labor agreement between the department and TAs), the TA Coordinator assigns graduate students to courses based on their preferences, departmental need, professor veto, and course experience. To reduce the anxiety of teaching for the first time, the Coordinator gives highest priority to first-time TAs (usually fall quarter of a graduate student's second year in the program), guaranteeing that they will be assigned to a course no lower than third on their list—usually they are assigned to their first choice. Otherwise, TAs are assigned in order of departmental need: first the 10 series and English 4. If the list of potential TAs for a course (other than English 4) exceeds the number needed (say seven graduate students list 10A as their first teaching choice, but we only need 4), the Coordinator will send the list to the faculty member leading the course. That faculty member is guaranteed the right to veto graduate students s/he would prefer not to work with. That list will also be reduced by experience: graduate students are rank ordered for each class in reverse order of the number of times they have taught it (i.e., a TA who hasn't taught the course previously is first in line).

#### **FACULTY RESPONSIBILITIES (excerpted from TA Guidelines)**

Well before the quarter they will be working with TAs, faculty receive the following information:

##### **•Workload**

Teaching assistantships are half-time employment. Thus, TAs are not required to work more than an average of twenty hours per week during the three months of employment. (This includes time attending lectures, preparing for sections, holding sections, holding office hours, and grading assignments.) If a TA ever finds that a course consistently requires more time than that, s/he should notify the instructor of record (IR). If the TA and the instructor are unable to reach a satisfactory solution, then the TA should consult with the TA Coordinator.

Department policy controls TA workload for the following courses:

English 10A, B, C: 40 students and two discussion sections per TA. The Professor will determine whether the students will be required to submit either two papers, a midterm and final exam, or three papers and a final exam.

English 80, 85, 90: 40 students and two discussion sections per TA. Course requirements commonly include a midterm, essay and final exam, or two essays and a final exam.

IRs will not overenroll sections. If the IR wishes to enroll more students in the course than TA workload can bear, then the IR will be responsible for holding additional sections and grading the extra work.

IRs are encouraged to require the first substantial assignment no later than the sixth week so that all of the grading is not concentrated at the end of the quarter. IRs should be involved in establishing grade norms (through norming sessions) and in equalizing the workload among TAs. They should also be available to grade a limited number of papers or examinations for TAs with high enrollments.

- **Lectures**

To avoid undermining TAs' authority and to enhance TAs' effectiveness, IRs should use an early lecture to explain the role and authority of the TAs.

- **Exams**

TAs may be called upon to provide the IR with advice regarding the nature of exams and other assignments, and they are entitled to read and comment on exams in advance; however, it is never their responsibility to compose the exams themselves.

- **Other Meetings**

TAs may expect a meeting with the IR before instruction begins, and they are required to attend any meeting the IR schedules throughout the quarter....TAs should be advised early as to the course outline, standards and regulations, attendance policies, and so on so that they may plan their quarter.

- **Faculty evaluation of TAs.**

The IR is expected to attend at least one section led by each TA in the course and afterwards to discuss his or her observations with the TA. This procedure helps the TA to improve, and it also provides the basis for the evaluation the IR writes at quarter's end. Those evaluations will remain in the TA's teaching file to aid in the assessment of the TA for teaching awards and, ultimately, for successful job applications.

Abigail

**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.

Rick

**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://ucla.verbacollect.com>. Please see Jeanette for assistance.

Julie

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

Feng

**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 Feng 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  
Stephanie

**Undergraduate Affairs:** See Janel in Room 158, or Stephanie in Room 160. Some guidelines are as follows:

### **Academic Dishonesty**

If you have a student who has plagiarized or otherwise violated standards of academic integrity, the Dean of Students Office is the best source of information for how to handle the situation. This site also provides classroom and syllabus guidelines for protecting academic integrity at UCLA, how to confront a student about suspected academic dishonesty, and the procedures for officially reporting a case of academic dishonesty: <http://www.studentgroups.ucla.edu/dos/faculty/>

The UCLA Student Code of Conduct can be accessed here:

<http://www.studentgroups.ucla.edu/dos/assets/documents/scc12.pdf>

### **Arbitration**

The UCLA Office of Ombuds Services is an independent, neutral, and confidential place where students, faculty, staff and administrators can go for assistance in resolving conflicts, disputes, or complaints on a formal basis. You may find their services helpful on occasions when students wish to dispute their grades and you cannot successfully resolve the issues on your own. <http://www.ombuds.ucla.edu/>

### **Capstone Seminars**

The department has adopted a “Capstone Program” certification where at least 60% of majors complete a capstone experience to fulfill their seminar requirement (rather than a “Capstone Major” which would require 100% of our seminars to be offered as capstones). To meet this goal we now offer four capstone formats:

1. Senior Honors Thesis
2. Directed Individual Research or Senior Project
3. Participation in Undergraduate Student Initiated Education (USIE)
4. Capstone Seminar (with Paper or Project)

There are three criteria for a capstone seminar:

1. It must require a culminating project or paper;
2. It must require some kind of oral presentation;
3. The culminating project will be archived for three years (by the dept).

Students are expected to demonstrate the following learning outcomes for the capstone experience:

- proficiency within a broad-based knowledge/skill set (research methods; critical thinking; analytical writing).
- familiarity with basic material for project; such material could include data from a variety of sources (academic archives, new media resources, etc).
- familiarity with relevant scholarly debates and current debates in the relevant field.
- ability to conceive and execute an independent project.
- skills in seminar or workshop format, oral and written communication, and defense of scholarship.

### **Classification of Courses for Satisfaction of Historical and Breadth Requirements**

Each quarter all of the undergraduate English courses being offered are classified and listed on the department website by which requirement (s) the course may be allowed to satisfy for that term: Historical (pre-1500, 1500-1700, 1700-1850, or 1850-present) or Breadth (Gender, Race, Ethnicity, Disability, and Sexuality Studies [GREDS], Imperial, Transnational, and Postcolonial Studies [ITP], Genre Studies, Interdisciplinary Studies, and Critical Theory [GICT], or Creative Writing [CW]). Faculty are requested to indicate which requirement(s) they believe their course(es) will be qualified to satisfy based on a minimum threshold of 75% subject matter before each quarter's schedule of classes appears on-line.

### **College Honors**

Students in College Honors may occasionally ask faculty for permission to enroll in a 1-unit contract course for honors credit, as an adjunct to the primary course in which the student is enrolled. Students may also ask faculty if a primary course they are teaching counts for College Honors credit. Information regarding faculty responsibility for and grading of College Honors contract courses is located here at the College Honors website: <http://honors.ucla.edu/contracts.html>

In addition, a general list of campus courses that carry College Honors credit, including those offered by the English department, is available here: <http://www.college.ucla.edu/hcc/>

### **Distressed/At Risk Students**

You may come in contact with a student who displays concerning behavior or appears to be dealing with issues outside of the classroom that are negatively impacting his or her academic performance. When a student is at-risk or in crisis, responding to the students' needs and providing appropriate referrals can prevent an escalation of the situation and help keep the student and our campus community safe. If you observe behavior that is concerning, please take action to get help for the student. You may contact Janel or Stephanie to help determine the most appropriate campus office for referral, depending on the circumstances.

For a quick overview of helpful campus resources for these kinds of situations, please consult the "Faculty and Staff 911

Guide": <http://www.studentincrisis.ucla.edu/docs/911Guide.pdf>

For a fuller discussion of the campus resources available to students at risk, please refer to the website of the UCLA Consultation and Response

Team: <http://www.studentincrisis.ucla.edu/>

This website discusses and distinguishes the roles that various campus resource offices play in assisting students at UCLA, including the UCLA Consultation and Response Team, the Student Care Manager, UCLA Counseling and Psychological Services, the Office of the Dean of Students, and the UC Police Department. A summary list of campus resource websites and phone numbers is also available.

### Official Notices

The Office of the Dean of Students publishes "Official Notices" in the *Daily Bruin* at various times during the year. Such notices are important, and all students are held responsible for the information in them. All such published notices on a wide variety of campus policies (on topics from auditing classes to mobile phones & pagers to examinations, and much more) are listed and available for review at the Registrar's Office Schedule of Classes Official Notices

website: <http://www.registrar.ucla.edu/soc/notices.htm>

visiting@english.ucla.edu

**Visiting Scholars:** The Visiting scholar program information can be found here:

<http://www.english.ucla.edu/all-faculty/visiting-scholar-program>

If you have a personal relationship with an international scholar and you wish to invite them to UCLA, please immediately contact Bronson Tran ([visiting@english.ucla.edu](mailto:visiting@english.ucla.edu)) and also refer the scholar to him so that he can begin the process to apply for the proper visa, and also prepare the visiting researcher appointment dossier.

Mike

**Visiting Graduate Student Researchers:** The department does not accept applications from international graduate students at non-U.S. institutions to conduct research at UCLA as Visiting Graduate Researchers (VGRs). Please direct any inquiries from such students to Mike Lambert.

The only exception to this policy is for graduate students who apply through the UC Education Abroad Program and who are currently enrolled at universities with which the University of California has an established reciprocity agreement.