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# 1. GENERAL OFFICE OPERATIONS

## A. *Sending a Fax*

MARSHALL MARESCA – 471-4991

The English Department's Fax Machine is located in the middle room of the main complex of offices, PAR 108. Instructions are posted above the machine. If you need assistance, see Marshall or whoever might be watching the front desk at the time.

The Fax Machine is available to all English Department Faculty and Staff for university business only. Please do not send personal faxes or ask the receptionist to send or receive faxes related to anything other than university business. We cannot accept FAXed assignments from students.

English Department Fax Number: (512) **471-4909**

## B. *Receiving and Sending Mail*

JUSTIN LEACH – 471-1663

Our address when dealing with the United States Postal Service is:

**Your Name**  
**The University of Texas at Austin**  
**Department of English**  
**One University Station, B5000**  
**Austin, TX 78712-1164**

When dealing with UPS, our contracted courier, use:

**Your Name**  
**The University of Texas at Austin**  
**Department of English**  
**Parlin Hall 108**

## **Austin, TX 78712-1164**

There are three categories of mail: US Mail, Campus Mail, and Private Courier mail (ex. UPS).

### **Receiving Mail:**

- **US Mail** is delivered to PAR 108 once a day by noon.
- **Campus Mail** is delivered once a day at 8:00 a.m.
- **Courier:** UPS, Fed Ex, etc. do not have a specified delivery time.

### **Outgoing Mail:**

Justin distributes both categories of incoming Campus and U.S. mail twice daily. He takes out-going mail to the campus distribution bin in the West Mall Building every afternoon at 2:45.

THE OUTGOING MAILBOX is in PAR 108 by the entrance.

### **Location of IN Mailboxes:**

Faculty boxes are in alphabetical order in PAR 202. Mail goes in the box beneath the name. Visiting professors have boxes on the far right of the wall.

Graduate student boxes are in CAL 228, 229, 230, but if a faculty member would like something placed in a graduate student's mailbox, s/he may give it to the person at the front desk, someone in the Graduate Office, or if it is labeled properly place it in the general Graduate Student box in PAR 108 (in the closet with the sliding doors).

Staff boxes are also in PAR 108 (in the closet with the sliding doors).

### **Sending mail:**

UNIVERSITY RELATED US MAIL: Place contents in English Department envelopes or attach a mailing label with the Department's return address. There is no need for postage as long as the material is University business.

*(Out-going US Mail is restricted to university business. Campus postal workers will not pick up personal mail. Therefore, do not leave personal correspondence, bills, etc. in the PAR 108 out-going box.)*

UNIVERSITY RELATED CAMPUS MAIL: Campus mail is an internal mail system that delivers to every office on the UT *Campus*. Destinations are distinguished by a five-digit mail code. Campus codes are listed in the UT telephone directory in a section called CAMPUS MAIL CODES: <http://directory.utexas.edu/phonebook/mailcodes.html> The English Department mail code is B5000.

To use Campus Mail, place contents in campus envelope with your return address and the campus destination with CAMPUS CODE clearly marked. Be sure all previous addresses are crossed out. Campus Mail envelopes can be found in PAR 108 in the sliding door closet, just below the staff mail boxes.

**Forwarding:** If you are on leave or out of the country for a semester or more, contact Justin. Give him your forwarding address along with dates of your departure and return. He will forward your first-class and campus mail twice a month.

**Packages:** To send a package, take your package to Justin in PAR 212.

**Stamps:** The English Department does not purchase or resell postage stamps.

Private Courier: The University of Texas at Austin currently has a contract with United Postal Service. We are obligated to use them for all of our private courier needs. Labels and some packaging can be *obtained* from Justin in PAR 212.

### ***C. Making Copies***

JUSTIN LEACH – 471-1663

Pager Number – 476-2046

#### **FOR COPIES:**

The PINK Copy Request Forms can be found in PAR 108 or PAR 212.

Leave copy requests either in the “Incoming” box in PAR 212 or the tray marked “Duplication” just inside PAR 108. Make sure to fill out one of the pink forms located near the boxes and to include the date that you need the job. Turn-around time is usually within one or two days.

All faculty and staff are welcome to use the copiers in PAR 212. **Please do not send students to make**

**your copies.** If you want someone other than yourself to make the copies, submit a request (the pink form) to Justin in PAR 212.

*Please limit copying for classes. Instead of copying lengthy materials, ask students to purchase course packets of materials from Speedway in Dobie Mall or another commercial copier.*

There is a copier in Chez Cal (CAL 103) for the exclusive use of the graduate students. The graduate students who work as TA's and AI's have priority use of this copier. An access code is required to use this machine and can be assigned by the Graduate Advising office.

There is a small copier in the middle office of PAR 108. This machine is to be used by the administrative staff.

#### **COPYING MACHINE PROBLEMS:**

For service and supplies, contact Justin in PAR 212 or call 1-6334 or page him at 476-2046. Leave your phone number or room number. **PLEASE do not try to fix a broken copier.** We have a maintenance contract for this service.

#### **TONER:**

Toner is supplied as part of our maintenance agreement for the large copiers. The English Department cannot supply toner for individual printers or copiers.

### ***D. Office Supplies***

**MARSHALL MARESCA – 471-4991**

The Department established a policy on 8/31/00 concerning requests from faculty for various teaching and office supplies which states:

**“Due to the size of our faculty and the limitation of our MO&E budget, we are unable to provide classroom or office supplies. Letterhead stationery, envelopes, memorandum pads, and grade books are available upon request.”**

In other words, all office supplies are for administrative staff use only. Faculty must supply their own

office materials (pens, file folders, index cards, note pads, etc.).

### **E. Office Furniture**

#### **MOVING OR REMOVING:**

JUSTIN LEACH – 471-6334

Call Justin to make arrangements to move or remove furniture. Used furniture is available from the storage warehouse at the Pickle campus. See Justin if you are interested.

#### **PURCHASING NEW FURNITURE:**

See PROCUREMENT in Chapter 4 Accounting.

### **F. Office Maintenance**

MARSHALL MARESCA – 471-4991

*Maintenance* requests go to Marshall, preferably by email ([maresca@mail.utexas.edu](mailto:maresca@mail.utexas.edu)), but you may also submit them in hard copy.

There are two sources of maintenance help: Telecommunications and the Physical Plant. Turn around time can be lengthy, depending on the nature of the problem.

Call Marshall at 471-4991 for MAINTENANCE EMERGENCIES. He can usually get same-day help.

### **G. Classroom Changes and Room Reservation**

MARSHALL MARESCA – 471-4991

#### **CHANGING A CLASSROOM**

Requests for classroom changes should go to Marshall, preferably by email ([maresca@mail.utexas.edu](mailto:maresca@mail.utexas.edu)) or hard copy. Requests should include what room you are currently in, the time and size of your class, and what your needs are in a new room.

## **RESERVING A ROOM FOR A SPECIAL EVENT**

The English Department owns two rooms that English Department faculty can use for special circumstances:

*The Atwood Library* – Small conference room that seats 16 around a large conference table. It is equipped for portable computer usage (14 individual ports). It may not be used as a classroom. FOOD AND DRINKS ARE FORBIDDEN. If the Atwood is not reserved, faculty and staff are welcome to use the library as a resource center or a quiet place to work.

*PAR 312* – A small conference room with 2 tables and enough seating for approximately 20 people. Food is allowed.

Make reservations with Marshall well in advance of your event.

For rooms available outside the department, call Marshall (471-4991). He will submit your request to the scheduling office.

## ***H. Calendar of Events and Academic Calendar***

### **MARSHALL MARESCA – 471-4991**

The front desk receives numerous inquiries concerning events associated with the English Department. Therefore, please notify the front desk with details regarding all special events that will take place in your area. Also, please remember to notify the front desk regarding any changes in both special events and academic events.

An English Department Academic Calendar is available from the front desk at the beginning of both the fall and spring semesters. A comprehensive University Academic Calendar is available on-line at

<http://www.utexas.edu/calendars/>

## 2. INFORMATION TECHNOLOGIES

ACITS HELP – 475-9400

### A. UTEID

CECILIA SMITH-MORRIS – 232-2338

UTEID stands for University of Texas Electronic Identification. It is a special code issued to all UT Austin students, faculty, and staff.

Your UTEID allows you to use secure services that require you to identify yourself. These services (ex. UTEJAS or the group ticket draw) are part of UT Austin's Campus Information available on the World Wide Web. A UTEID is not necessary to use publicly available information, for example the UTNetCAT library catalog. *It is necessary, however, to renew library books.*

In order to use your UTEID you must activate it personally on the ground floor of the Student Services Building (SSB G1.408). At that time you may choose to keep the default name as your UTEID or you may make up your own UTEID. You must also choose a password when you claim your UTEID. Once you have claimed your UTEID and chosen your password, your UT EID is ready to use.

The English Department's Executive Assistant, Cecilia, is the contact person for UT EID problems.

For more details on your UT EID, including how to find out what your UTEID is, go to the following website:

[https://utdirect.utexas.edu/nlogon/eid\\_suite/general/index.WBX](https://utdirect.utexas.edu/nlogon/eid_suite/general/index.WBX)

### B. E-mail

To claim your e-mail address call ACITS at 475-9400. Be warned: **you will need to know you UTEID to get any help from ACITS. See Section A (UTEID) of this chapter.**

You may also set up your e-mail account online and answer any questions regarding e-mail at:  
<http://www.utexas.edu/computer/email.html>

Changes to your e-mail account can also be made on this website.

### **C. Home Internet Service – Telesys**

PATRICIA SCHAUB – 232-2343

Upon request, the department provides each faculty member dial-up internet service for their home. This service is called Telesys. If you would like to request this service [come talk to] *contact* Patricia.

<http://www.utexas.edu/its/telesys/>

### **D. Voice Mail**

Telephone voice mail is charged to the department on an individual basis by the Department of Telecommunications. Because it is funded by the department of English, please only request service for your office if it is absolutely necessary. As another option, you might consider purchasing your own answering machine.

Ask Marshall to place a voice mail work order for you. We will need to know your name, phone number, and social security number. It takes a week to process, then you will receive an instruction manual on how to use this new service.

### **E. Computers**

LARRY RONE – 471-2109

Larry is a full-time staff member hired by The Department of English through the Department of Information Technology Services. He provides on-premises customer support. His office is in PAR

122. His objective while working with us is to support the essential mission of Information Technology Services at UT toward the goals of teaching, research, and public service. Due to the size of his clientele, most of the computer service is on an emergency basis. First consideration is given to emergencies of the administrative staff, second to faculty, and third to graduate students. One criterion in determining the order of response is whether or not the requestor has one or more computers. Employees with one computer will be given priority.

Our computer support staff may give advice on computer purchases, but they do not make decisions concerning who gets new computers or what type of computers are purchased.

For acquisition of computers and computer equipment, see Procurement Chapter Four, Finances.

The Chair encourages all faculty members who have endowed funds to make computer purchases against their money. New faculty will receive a computer via the Dean's Computer Initiative. All other faculty should submit computer requests to the Chair of the English Department on a blue form available from the Financial Coordinator.

## ***F. Multi-Media***

If you require a VCR, CD Player or a Slide Projector for your class, please sign up for it at the Front Desk. The VCRs are found in PAR 212, and the Slide Projectors and CD Players in the main English Office.

To gain access to the Media Consoles found in various classrooms throughout The University, you need a key. Both keys and orientation pamphlets are available at the Front Desk. The key will give you access to all the cabinets and drawers, including the drawer with the access code. Specific questions about operation of or problems with the consoles can be addressed at the front desk, or by contacting the Liberal Arts Media Consoles personnel at 1-7095.

## ***G. The Web***

*The English Department's Website*

GEORGE WADDINGTON – [georgewad@mail.utexas.edu](mailto:georgewad@mail.utexas.edu)

The English Department website is <http://www.en.utexas.edu/>. Currently it is being redesigned to make it easily navigable and filled with all the information we want to share about our department. We encourage all faculty to create their own individual webpage through the English Department's website, and keep their personal information updated. To do this go to <http://www.en.utexas.edu/engweb/index.lasso>. A password is required. If you do not know your password, contact George Waddington via e-mail at [georgewad@mail.utexas.edu](mailto:georgewad@mail.utexas.edu).

### *Services offered by ITS*

LARRY RONE – 471-2109

The Department of Information Technologies is very eager to help faculty and staff make full use of all the advantages the Web has to offer.

Blackboard is one outstanding service they provide for faculty and students.

UT Austin offers Blackboard 5 course management software to help faculty make better use of the Web in their classes. Blackboard enables faculty and students to communicate and collaborate through real-time chats, threaded discussions, class e-mail and online file exchanges. Blackboard courses are populated from the official class roster and require UT EID authentication; only students enrolled in a class can access course content. In the Spring 2002 semester, more than 23,000 students in hundreds of classes used Blackboard. To log in to your classes go to <http://courses.utexas.edu/>.

Blackboard is a joint project of the Center for Instructional Technologies (CIT) and ITS. CIT provides training classes and expert consulting to faculty, while ITS provides server and software support. The [ITS Help Desk](#) is the first stop for assistance using the Blackboard course management software.

For online information about Blackboard, visit the Center for Instructional Technologies [Web site](#). If you have questions regarding the use of Blackboard, please contact the ITS Help Desk by calling 475-9400 or by submitting a help request [online](#).

Another creative service called Webspaces is described this way:

WebSpace is a file storage system provided by Information Technology Services (ITS) to **students, faculty and staff** at no additional cost. The system provides **75 megabytes** of disk space that allows you to store copies of important documents (e.g. homework, notes, papers, theses, dissertations, graphics). In addition to storing private files, you may also use this space to publish a personal home page.

WebSpace features include:

**File Storage** - WebSpace allows you to save your files on a server that you can easily access from anywhere online.

**Personal Web Publishing** - WebSpace supports basic personal web publishing via a Web content folder.

**File Sharing** - Each user of WebSpace can share a file or folder with a group or individuals.

WebSpace can be used via a [Web interface](#) that allows easy access (uploads, downloads, etc.) to your files from any computer on the Internet that has a browser, such as Internet Explorer, Netscape, Opera, etc.

You can also use WebSpace as a Drag & Drop Folder via WebDAV (Web-based file transfer). Supported operating systems for WebDAV are Windows 98, Windows 2000, Windows XP, Windows NT and Macintosh.

A portion of Information Technology (ITAC) fees provides funding support for this service.

If you need additional space or additional features, ITS offers many other disk storage options. For information on ITS disk storage options on various systems, see [Disk Storage](#) .

Visit the ITS website at <http://www.utexas.edu/its/> to learn more about what their department has to offer.

### **3. UNDERGRADUATE STUDENTS**

## **A. Drop Deadlines**

Wed. Aug 28<sup>th</sup>—Tues. Sept 3<sup>rd</sup>—Students can ADD/Drop over TEX/ROSE (registration system)

Wed. September 4<sup>th</sup>—September 13<sup>th</sup>—students can drop over TEX/ROSE

Wed. Sept 25<sup>th</sup>—last to drop a course without an academic penalty. Student must do this at the Dean's office.

Wed. Oct. 23<sup>rd</sup>—last day for students to change a course to pass/fail, or drop a course. Student must have professor permission. If a student has a passing grade, the professor must assign a "Q". If the student does not have a passing grade the professor may use his/her discretion in assigning a "Q" or an "F". Paperwork is available at the Dean's office.

Please NOTE: For a complete listing of important deadlines, go to

<http://www.utexas.edu/student/registrar/cals.html>

## **B. One-Time Drop Exception**

The (College of) Liberal Arts has recently instituted the "One time Drop" exception which allows a student to drop a course up to the last class day for any reason. While a faculty signature is still required, it is highly encouraged that faculty support this initiative of the Dean's Office. It has been very successful, reducing the number of appeals a semester by approximately 400 students, and also giving the student the opportunity to make one mistake during his/her academic career without having to suffer penalties. **It is ultimately the professor's decision—the Dean's office is only granting an extension on the drop deadline.**

## **C. Grades of F**

**Retaking a course does not replace an "F"**

A student will not lose the "F" if he/she repeats the exact same course with the same professor. The "F" will continue to forever be included in the student's GPA.

## ***D. TEX and ROSE***

### **How It Really Works And How To Use It.**

Departments have the authority to manipulate TEX. Advising can determine closing limits, restrict it to certain student populations, etc. The Advising staff saves seats for discretionary cases by lowering the closing limits so students can't randomly add through TEX. For example, if a class has 25 students enrolled, we may lower the closing limit to 20. That means 6 people would have to drop before randomly being able to add by TEX. The Advising staff, therefore, will add students as openings become available. So, if you have a student who has been eagerly attending class with the hopes that someone will drop, the Advising staff will add the student. **PLEASE SEND THESE STUDENTS TO THE ADVISING OFFICE.** They hold seats in almost all the classes and make many judgment calls when we add students.

If you have students who are waiting for someone to drop so they can add, the following procedures must be followed:

Student must see an advisor

Student must attend class faithfully

Student must have professor permissions on an official departmental add slip.

## ***E. Adding Students to a Class***

Students are not to go professors to request to be added to their class. If you have had contact with a student with a special circumstance and you would like to have this student added to your class, please send the student to an advisor to pick up an add form. Advising will want to verify your current enrollment, verify room capacity, and whether or not the student meets the prerequisites. After you have this information and would still like the student in your class, please sign the form and have the student return it to Advising.

The advisors screen several students and try to divert them to classes that are not full. If an advisor feels the student is deserving of special consideration to be added, the student will be sent to the professor with a department add slip that will provide all the pertinent information mentioned above.

## ***F. Due Dates for Grades***

Grade reporting deadlines are set up by the registrar's office in order to develop a workable flow of grade processing. If everyone waited till the last day to turn in grades, it would be impossible for them to be processed. However, if you are late on your deadline, it will not keep a student from graduating.

### ***G. Grades of Incomplete***

The professor has the option to decide whether or not to assign a student an incomplete (X) for the semester. Students have one long semester to finish up the course work. If this is not done, the professor has the option of requesting an extension. The incomplete has to be changed to a letter grade no later than the last day to turn in grades, even for graduating seniors. It technically should be in by the first day to turn in grades. A professor will need a yellow "505 Form" to change an incomplete to a grade or a make a grade change. These forms are available in PAR 108.

### ***H. Problem Students***

If you are concerned about a student who is not showing up to class or seems to be troubled, contact the student to see if he/she is willing to meet with you. If the student does not respond, please see Debbie Rothschild and she will contact the student. Students are frequently more comfortable talking to a neutral person, especially when it involves personal or sensitive issues.

Please come to the Advising Office regarding issues with **scholastic dishonesty**, or students who are disruptive in your classroom.

Come to the Advising Office with any concerns/problems you have with your students.

### ***I. Enforcement of Course Prerequisites***

Debbie Rothschild will provide faculty with a list of students who do not meet the prerequisites on the first class day, and on the 5<sup>th</sup> class day. Please announce the names of these students in your class and send these students to the Advising Office. If a student is not present when his/her name is being called, please note it on your list and let Advising know. They will try contacting the student. (This is **ESPECIALLY** important for your 5<sup>th</sup> class day updated list.)

## **J. Student Contact Information**

You can find a student's contact information on the UT website directory (<http://directory.utexas.edu>) or someone in the Advising Office, PAR 114, will look up the information for you.

## **K. Student Confidentiality**

If a student's parents call and want information about the student and how they are doing in your class, **you may NOT give out that information.**

The Family Education Right to Privacy Act (FERPA) considers ALL academic information about a student to be confidential. Only if the student has given you written consent can you discuss a student's academics with a parent/friend.

## **L. Student Attendance**

Professors may be unaware of the following policy stated in the course schedule:

“Any enrolled student who does not attend any of the first three class meetings may be dropped from that course.” (It is possible that the student may have not realized that he/she is registered in the wrong course.)

# **4. FINANCES**

GEVEVA WALTON – 232-2339

## **A. Payroll**

Appointments for faculty, staff, work studies, and research assistants are administered by Cecilia for the Chair, Jim Garrison.

Everyone with an activated UTEID can check the status of their payroll check or other reimbursements from Accounting by clicking on UT DIRECT on the UT home web page ([www.utexas.edu](http://www.utexas.edu)). After you

log on to UT DIRECT, click on *Finances*. Your personal information will come up.

## ***B. Award Money***

Faculty may be awarded funds in various forms such as, professorships, research grants, proposal awards, fellowships, etc. The guidelines for spending these funds are outlined in the award letter. It is the responsibility of the award recipient (not the Financial Coordinator) to keep track of fund expenditures. Please pay close attention to the award dates, as the funds are not usable after the expiration date.

The Financial Coordinator, Geneva, can initiate purchases and reimbursements against these accounts. Reimbursements requests must be submitted with original receipts. Put them in a campus envelope and then place them in the mail slot on the door to PAR 115.

For additional information on awards, see Chapter Eight, Curriculum Vitae.

(NOTE: Special Research Grants are not a cash award. Geneva must make all purchases against this award. For information on how to apply for an SRG see Chapter Eight, Curriculum Vitae.)

## ***C. Procurement***

Geneva will create a purchase order and procure approved items, unless you wish to purchase them yourself and submit receipts for reimbursement. Items that cost \$500.00 or more must receive an inventory tag and therefore must be purchased through the accounting office.

## ***D. Reimbursements***

If you have a university related expense and you do not have funds to cover the expense, you may submit a request for payment to the department Chair. (Forms are available in Geneva's office, PAR 115.)

## **E. Honoraria and Expenses for Visiting Lecturers**

Several forms must be created by Geneva and receive approvals TWO WEEKS prior to the arrival of a Visiting Lecturer. The visitor must sign these approval forms before their departure.

The sponsoring faculty member is responsible for travel arrangements, hotel reservations, meals, etc. Make the arrangements with the Travel Coordinator, Patricia Schaub. Geneva is responsible for paying the Honorarium and any other authorized expenditure.

For information on how to request a visiting lecturer, see Chapter Eight, Curriculum Vitae.

## **F. Freshman Seminar Funds**

Every year a small number of faculty members [are asked] *volunteer* to teach a Freshman Seminar Course. If the faculty member already has a full-time appointment, he/she cannot be paid in the form of a salary. Compensation is a \$3000 lump sum to be used for academic support. The faculty member must submit purchase orders to the Financial Coordinator or receipts for reimbursement for items already purchased.

## **H. Account Balances**

Most questions can be answered by e-mail ([gwalton@mail.utexas.edu](mailto:gwalton@mail.utexas.edu)), however, if research is required (ex. itemized billing) or you have questions about procurement, it is best to make an appointment with Geneva. The best day for appointments is Friday.

## **I. Travel**

University policy states that you must have *prior* approval for absences from campus of half a day or more during your normal working period whether or not you are being reimbursed by University funds.

If you are gone when your class would normally be scheduled to meet, you *must* submit a Request for Travel. If you are being reimbursed for any part of your trip with University funds you *must* submit a Request for Travel. There is no way for you to be reimbursed without an approved RTA.

*Please* submit your request at least 10 days prior to your trip. A Request for Travel must receive several

levels of approval in the university system. Please leave an appropriate amount of time to obtain all approvals.

#### TRAVEL FUNDING:

There are two sources of travel funds, one is the Faculty Travel Grant and the other is a departmental travel fund, which are awarded through the Travel Committee.

The Faculty Travel Grant has a maximum payment of \$325 for both foreign and domestic travel. There are also very specific requirements for this grant. (*Please* read the guidelines on the form!) You must be giving a [research] paper in order to receive this money. It will not be awarded to you for organizing a conference or chairing a discussion panel. It is also limited to transportation costs only. Meals, lodging, conference registration fees, etc. cannot be paid from these funds. \*\*\* *Do not* assume you have been awarded a travel grant until you receive a confirmation letter from Debbie Hirsch in the Graduate Studies office. This notice will come directly to you\*\*\*

Departmental Travel Funds have a limit of \$325 for domestic travel and \$650 for foreign travel. These funds are also limited to *AIRFARE ONLY* and do not cover meals, lodging, conference fees, etc. To apply for these funds you will need to submit a request to the English Department Travel Committee.

There are other ways to pay for travel such as using professorship funds, Faculty Research Grant (FRG) funds, or funds from other departments. The English Dept. does not secure or administer funds from other departments. Whatever the source of your funds, you will need to submit a Request for Travel to the English Department Travel Coordinator.

All forms for travel can be picked up from Patricia Schaub in PAR 108.

## 5. TEACHING ASSIGNMENTS

SUSANA CASTILLO – 232-2344

### A. *Determining Teaching Assignments*

LONG-SESSION SEMESTERS:

Course Proposal Forms for the next academic year are distributed the first week of October and are due mid-October. The form requests proposals for the fall and spring semesters. Graduate course proposals (approved or pending approval) should be included on this form. The Undergraduate Programs Committee (UPC) meets within the next two weeks and distributes its recommendations in early November.

Departmental needs in the graduate and undergraduate programs are balanced as best they can.

See Chapter Seven, Graduate Studies, under Course Proposals and Descriptions for graduate courses.

#### SUMMER SESSION:

Summer teaching surveys for the following summer are distributed the third week of September. The summer survey asks if the instructor wishes to teach in the first, second, or either term. The Associate Chair, who tries to balance the number of courses in each term, as well as 316K needs with upper-division course offerings, makes course assignments.

### ***B. Changing Teaching Assignments***

If the assignment change involves a graduate-level course you should put your request in writing to the GPC c/o the Graduate Advisor. Assignment changes cannot be made without approval from the GPC.

If the change involves an undergraduate-level course your request should go in writing to the UPC c/o Susana Castillo. Assignment changes cannot be made without approval from the UPC.

### ***C. Determining Class Meeting Times***

Meeting-time assignments are based in part on instructor preferences. Here are just a few other factors taken into consideration:

General-purpose classroom allocation cannot be exceeded (see Note below).

Instructors are asked to teach on MWF **at least** every third semester.

Graduate courses are scheduled to avoid conflicts with certain other graduate courses.

Morning sections of 379S (Senior Seminars) are needed for graduating seniors who have schedule conflicts with later ones

Note: Each department/program is allotted a maximum number of general-purpose classrooms to be used during peak periods: MWF 9 a.m. - 3 p.m., TTH 9:30 a.m. - 3:30 p.m. Going over our allotment means some classes will get "bumped" out.

It is not always possible to schedule in accordance with your wishes. Flexibility in scheduling may be necessary.

More on general-purpose classroom allocations:

Classes scheduled MW (9-10:30, for example) takes up two allotments (MWF 9-10 and MWF 10-11).

Classes scheduled in three-hour blocks (W 12-3, for example) take up three allotments (MWF 12-1, 1-2, and 2-3).

#### ***D. Requesting a Room or a Specific Type of Room***

The Time Survey form provides a place for specifying a particular room or type of room. Feel free to specify moveable chairs, seminar-style, multi-media, etc. Flexibility in scheduling may be necessary.

Note: It is not always possible to schedule in accordance with your wishes. Each department/program is allotted a maximum number of general-purpose classrooms to be used during peak periods: MWF 9 a.m. - 3 p.m., TTH 9:30 a.m. - 3:30 p.m. Going over our allotment means some classes will get "bumped" out.

For more information on changing classrooms see Chapter One, General English Office Operations.

#### ***E. Determining TA Assignments***

TAs complete the time survey form once they've been advised and have made their class selection. Completed time surveys are returned to Susana. Assignments are based on availability, preferences, and individual and departmental needs.

The Department tries to give all TAs the opportunity to work with each variation of E 316K (American, British, and world). If possible particular attention is given to those going into an AI-ship the following year.

TAs assigned to E 316K will each lead 2 discussion sections. Once assignments to specific courses are made TAs decide among themselves who takes which discussion sections. Discussion section assignments are to be reported to Susana as soon as they are made.

Assignments to upper-division English courses (e.g. E 324), when needed, are generally reserved for second-year TAs.

Creative writing students are assigned to E 318L in their second year.

### ***F. Teaching Load Credits***

SUSANA CASTILLO – 232-2344

After the first year in residence, all faculty must earn a minimum of **9** teaching load credits per semester (University rule) while teaching **2** organized classes with at least 10 students each (College rule). The system is somewhat complicated but the basic accounting is as follows:

Regular organized graduate course: **4.5 points**

Regular organized undergraduate course: **3.0 points**

Large (over 100 students) organized undergraduate course: at least **4.5 points**

Regular organized undergraduate course with a substantial writing component  
and enrolling at least 18 students: **4.5 points**

Graduate conferences courses: **0.2 points per credit hour**

Supervised dissertations: depends on the number of units the dissertation student registers for – 3 hours = **1.0**, 6 hours = **2.0**, 9 hours = **3.0 points**

Faculty are asked to project their points a year ahead of time when they submit course preferences. Working with Susana, the Associate Chair is responsible for certifying departmental compliance on teaching loads. Questions may be directed to Susana (232-2344) or Jackie Henkel (471-4942).

### **G. Faculty Absences**

MARSHALL MARESCA – 471-4991

If you cannot make it to class and/or scheduled office hours because of illness or emergency, call the front desk as soon as possible to notify Marshall. He will record the absence and post a notice on the classroom door and your office door. If possible, you should also e-mail your students notifying them of the cancellation. Failure to notify the office of absences causes many problems, and can result in disciplinary action.

Each semester Patricia will forward a summary your absences to the Dean's office. This form requires your signature, and thus gives you an opportunity to ensure its accuracy.

## **H. Course Instructor Surveys**

Course-Instructor Surveys (CIS) are provided to any instructor at the University of Texas who either wishes or is required to administer a survey. The main purposes of the survey are:

1. To provide the instructor with feedback from his or her students.
2. To permit statistical analyses concerning instruction in a school or college as a whole.
3. To provide students with information about specific instructors.
4. To provide a record of faculty performance in the classroom for purposes of evaluation, including evaluation for promotion and tenure.

The Department strongly urges faculty to participate. [ It is important for faculty to note that when going up for promotion,] A full, unabridged set of CISs forms for all courses taught is required for tenure files.

Assistant Instructors and Teaching Assistants appointed by the Dept. of English are required to participate. AIs will use the Expanded Form, and TAs with student contact will use the Discussion Form (#42).

Effective fall 2002 Teaching Assistants appointed by the Department are required to participate. TAs with student contact are to use the Discussion Form (#42).

Early each semester Susana distributes a form asking for final exam and CIS information. Faculty members have the option of using the B (Basic) or E (Expanded) questionnaire. More information regarding the CIS can be found at the following website:

<http://www.utexas.edu/academic/mec/cis/index.html>

Prior to the survey period (last two weeks of long-session semesters, last week of each summer term) the Course-Instructor Survey Office will send instructions to the instructor/teaching assistant. Instructions state, in part, that you will need to select a student in each class to administer the survey. Instructions for the Student Administrator are included in the survey packet, including what to do with the completed survey.

## **I. Faculty Leaves of Absence**

CECILIA SMITH-MORRIS – 232-2338

Whatever the source of the funding, leaves require paperwork, usually including a signed Request for Leave form. Please contact Cecilia well in advance so she can begin the paperwork in a timely way. She will also inform Susana and the Associate Chair, but it would be a good idea for you to alert them as well so you are not mistakenly scheduled for classes.

For additional information on University leave policies, please see the website:

<http://www.utexas.edu/cola/faculty/policies/leave/html>

## **6. GRADUATE STUDIES**

CRISTINA ZAMBRANO – 475-6356

## **A. Committees, Exams, and Defenses**

In addition to working with students on their MA reports or doctoral dissertations, serving as a chair to a student's committee requires signatures and paperwork. It is the *student's responsibility* to obtain all signatures and to complete all paperwork by the appropriate deadline for any degree requirement. They are reminded and notified of all deadlines and requirements prior to the due dates. At any time, they may ask for a Graduate Coordinator's assistance in filling out forms, deadlines, procedures, room reservations, etc. Some forms that require committee chair signatures are: MA Degree filing, Doctoral Candidacy filing, PhD degree filing.

*Qualifying Exam:* If on the QE committee, a faculty member will be assigned to multiple exams, serving as a chair on various occasions. Chair responsibilities are to collect other committee comment sheets, report the result of the exam back to the graduate office and if needed, schedule a debriefing with an examinee. The graduate office schedules the exam's committee, date and time, and location. *Qualifying Exams take place the two working days prior to the beginning of the spring semester.*

*Three-Area Exam:* Students and/or the graduate advisor ask faculty in their area of concentration to serve as one of three committee members. **The chair of a student's three-area exam cannot serve as the chair of his/her doctoral committee.** The chair's responsibility is to report the result of the exam back to the graduate office. The student works with the graduate office to secure a location once the date and time has been confirmed with all members of the committee.

*Doctoral Dissertation Defense:* Through the graduate office, the student secures a location once the date and time has been confirmed with all members of the committee. **Paperwork must be filed with the Office of Graduate Studies (Main 101) no later than two weeks prior to the defense.** All committee members must sign that they will either be attending or unavailable to attend with this paperwork. Additional paperwork is sent from the OGS to the committee chair to be filled out and returned shortly after the defense. Immediately following the defense, all committee members present must sign off on the dissertation.

## **B. Course Proposals and Descriptions**

The graduate office sends out a request to interest group chairs requesting course proposals for the following fall and spring semesters around mid-September. **All course proposals must come through an interest group.** All courses proposals must be accompanied by a **description and course proposal form** available in the graduate office (CAL 210). Interest group chairs must submit all proposals together along with the interest group course proposal cover form. Late or incomplete (i.e., no

description) course proposals may or may not be considered by the Graduate Program Committee.

#### Interest Groups and Chairs:

- American Literature: Brian Bremen, PAR 127
- Bibliography and Textual Criticism: Michael Winship, CAL 219
- British Literature, 18<sup>th</sup> Century: Elizabeth Hedrick, PAR 226
- British Literature, 19<sup>th</sup> Century: Carol MacKay, PAR 221
- British Literature, Modern: Charles Rossman, PAR 228
- British Literature, Renaissance: Wayne Rebhorn, PAR 328
- Computers and English: John Slatin, FAC 248
- Creative Writing: David Wevill, PAR 229
- Drama: Elizabeth Richmond-Garza, PAR 119
- Ethnic and Third World: Brian Doherty, PAR 326
- Language and Linguistics: Sara Kimball, CAL 15
- Medieval Studies: Marjorie Woods, PAR 12
- Pedagogy: Elizabeth Hedrick, PAR 226
- Poetry and Poetics: Tom Cable, CAL 310
- Popular Culture: Neil Nehring, PAR 23
- Rhetorical Theory and History: Davida Charney, PAR 131
- Theory: Evan Carton, PAR 223
- Women, Gender and Literature: Lisa Moore, PAR 217

Once a course has been approved by the GPC, course descriptions are posted on the web and outside the graduate office (CAL 210). Tim or Cristina will send out a request to all approved graduate instructors for the following semester to submit their course descriptions (with or without any revisions) **electronically**. Not submitting a course description electronically (via email) may delay course descriptions being made available to students.

### **C. Grades**

Grade reporting deadlines are set up by the registrar's office in order to develop a workable flow of grade processing. The due dates for organized courses depend on their assigned "final exam" time. *Individual instruction courses (i.e., conference courses) are traditionally due first, sometime around the beginning of the week after classes end.*

The graduate office will solicit for these grades as soon as they receive the grade sheets. If you are unable to assign a completed grade for the student by the designated time, or if the graduate office does not receive a response from the instructor, an incomplete (X) may be assigned.

*Incompletes/Change of Grades:* Students have one long semester to finish up the course work **and** have the instructor report a final grade. The incomplete has to be changed to a final grade no later than the last day to turn in grades. If the incomplete is not changed to the final grade and a petition for an extension is not granted, the student will receive a final incomplete (I). Change of grade forms are available in PAR 108 and CAL 210.

Graduate students may hold one final (I) and one temporary incomplete (X) or two temporary incompletes to remain in good standing.

### ***E. Placement***

Recommendation letters for students on the job market should be submitted to the graduate office. Letters will be vetted by a member of the faculty placement committee and may be returned to the writer for suggested revisions. The Graduate Coordinator hand delivers finished letters to the Career Exploration Center in Jester.

Each year, two to three weeks prior to the end of the fall semester, mock interviews are arranged for students attending the MLA convention. The Graduate Coordinator solicits for dates and times that faculty members are available. Faculty members will not be asked to give more than two mock interviews; we do ask, however, that you give a range of times that you will be available to facilitate planning.

### ***F. Registration***

**All graduate English courses are restricted. The Graduate Coordinator (Cristina) must register any student wishing to register for any graduate English course.**

Cristina keeps a course sign-up book for each course before, during and after pre-registration. This helps decide which students have priority and permission over others for full courses. (For example, a fourth year Medievalist has priority over a second year ETW student for “The Medieval Book”.)

English graduate courses are limited to 10-12 students. **Please do not grant permission beyond these numbers unless you have spoken to the graduate office.**

Graduate courses must have at least five students. The Associate Chair and the Graduate Adviser will determine when a graduate class must be cancelled for lack of sufficient enrollment. In that case, the faculty member is assigned an undergraduate class instead.

A student will not be registered for an individual instruction (conference) course without the completed and signed form.

All non-English students must obtain permission from the instructor and/or graduate advisor in order to register for a graduate English course.

Any undergraduate wishing to take a graduate English course must obtain permission and signatures (on a form they can receive from the undergraduate or graduate advising offices) from the instructor, graduate advisor and dean before he/she may be registered.

## **7. CURRICULUM VITAE**

### **A. *Faculty Recruitment***

Recruitment for faculty is contingent upon funding from the Dean's Office. Each year the Executive Committee in the Department of English collects recommendations for the hiring of new faculty specializing in specific fields. These recommendations are then put to a department-wide vote. The department Chair then puts in a formal request with the Dean's Office for funding for the new position(s). If the Dean's Office approves this request the Department of English places an advertisement in the MLA's Job List (AWA for creative writing positions). The respondents must go through three stages before an offer is made for hire:

1. Application (Letter and curriculum vita)
2. Dossier Review (Writing sample, Letters of Recommendation, Graduate Study Transcript, Dissertation Abstract)
3. Interview at the MLA convention
4. Campus visit and talk

Final decisions on recruitment are made by the Executive Committee.

## **B. Faculty Promotions and Tenure**

JIM GARRISON – 471-4991

*There are four basic evaluation procedures in the English Department: annual review, third-year review of junior faculty, post-tenure review of senior faculty, and promotion review. The Department Chair in cooperation with the Executive Committee and the Faculty Mentoring Committee is responsible for informing faculty about these procedures. The most important and thorough of these procedures is promotion review. General information about the promotion process is available on the Provost's website <http://www.utexas.edu/provost/policies/evaluation/tenure>. What follows is just a brief overview. Questions may be directed to the Chair at any time.*

The goal of the promotion process is to provide a thorough and objective review of the substance and merits of each case presented. This review must be sufficient in its depth and character to enable a decision that is in the best interests of The University. To accomplish this, promotion files are reviewed independently by the Department, the College, and the President.

1. The Executive Committee
2. The Department Chair
3. College of Liberal Arts (Dean's Promotion and Tenure Committee)
4. Dean of Liberal Arts
5. Office of the President (President's Advisory Committee on Promotions)
6. The President

The recommendations at each level reflect the professional judgment of those involved, with the President making the final decision (although subject to pro forma approval by the Board of Regents).

The promotion process requires extensive documentation of **scholarship, teaching, and service**. The best advice is to **save everything that might be relevant** from day 1. It will also be helpful if you keep your cv up to date and in the form that will be required for the promotion file. Maria can provide the college template.

## **C. International Faculty Exchanges**

ALAN FRIEDMAN – 471-8376

All English Department faculty members who have been with us for at least one year are eligible to participate in one of our exchange programs. The Department currently has exchange agreements with the following universities, although some are more active than others.

1. Queen's University, Belfast
2. The University of Paris III -- Sorbonne
3. The University of Paul Valery -- Montpellier
4. The University of Natal, South Africa
5. The University of Paris X – Nanterre
6. The University of Sheffield

The coordination of these exchanges is sometimes difficult due to the smaller sizes of the departments at other universities and their inability to do without specialists in certain fields for even one term. The exchange rate and budgeting factors also raise some difficulties.

The program, however, is indispensable and highly rewarding for those who take part.

Those faculty members who do participate, should visit the website set up by the International Office:

#### ***D. Annual Reports***

Faculty of all ranks, including Lecturer, [Adjunct and Clinical], are responsible for completing a Faculty Annual Report (FAR) of their academic activities each year. The FAR is an essential component of the annual performance review and evaluation of the faculty member's service as required by the UT Austin *Handbook of Operating Procedures* §3.17 It is also an essential component of the materials compiled for the third-year review of tenure-track faculty, and of the dossier compiled for promotion review (all ranks) and for periodic review of tenured faculty. Each member of the faculty should fill out the report with care and submit it to the departmental chair/director on or before **October 1**. A copy of report is included in each faculty member's personnel file.

For more information and to download Annual Report Forms go to [http://www.utexas.edu/provost/policies/annual\\_report/index.html](http://www.utexas.edu/provost/policies/annual_report/index.html) .

#### ***E. Teaching Awards***

Each year a subcommittee currently chaired by Elizabeth Cullingford will evaluate all Department of English faculty for potential teaching award nominees. For a full list of teaching awards offered through The University see <http://www.utexas.edu/provost/initiatives/awards/> .

## ***F. Faculty Development Program***

**FACULTY RESEARCH ASSIGNMENTS (FRAs)** provide faculty members with the equivalent of one semester's salary (based on their academic base rate during the year of the award) so that they can devote full time to research. See eligibility requirements under FRAs. Applications are due in Maria's office by September 1. Assistant Professors are normally not eligible for FRAs. However, all applicants for outside grants – regardless of rank – should submit an FRA application as well in order to be in line for matching funds. Such funds are not guaranteed, but there is no chance of getting them without applying.

**SUMMER RESEARCH ASSIGNMENTS (SRAs)** provide the equivalent of two months' salary (based on the academic base rate during the year of the award) to enable the recipient to concentrate on research and writing during the Summer Session. **Only tenure-track Assistant Professors are eligible for these awards. Applications from others will be returned.** Must be turned in to Emil's office no later than September 23.

For detailed information and application forms go to

<http://www.utexas.edu/ogs/fdp/>

## ***G. Visiting Scholars and Researchers***

The designation of "Visiting Scholar" is accorded to scholars temporarily resident at The University of Texas and is reserved for established scholars of tenure rank in senior universities, or the equivalent, such as editors of distinguished journals or research scholars in recognized institutions of scholarship. If the visitor does not hold such a title they will be designated as a Visiting Researcher. At this time there is no difference in what either of them receives as aide from our department.

Visiting Scholars or Researchers do not receive a stipend in their appointment, nor does their appointment imply tenure or continuation in The University. The appointment is ordinarily made for one year or less. Essentially a visiting scholar or researcher is limited to the use of the UT library system, a mail box in our mailroom, and contact with the faculty in the department.

We do not accept unsolicited applications. All candidates must come through a current department of English faculty member who will vouch for that visitor as his or her sponsor for the duration of the visit.

The sponsoring faculty member will write a letter of support for the candidate to the chair of the department.

## **8. SPECIAL PROGRAMS**

The English Department sponsors or supports several special programs, including the following.

### **A. Shakespeare at Winedale**

CLAY MAER -- 471-4726    JAMES LOEHLIN -- 471-4993

Shakespeare at Winedale is an academic course, for six hours credit, offered through the Department of English. Its purpose is to explore Shakespeare through performance, and it is open to upper division, undergraduate, and post-graduate students at any college or university from any discipline, regardless of previous study or experience. Students in the course dedicate three months of their spring and summer to the intensive exploration of Shakespeare. For the first six weeks, they participate in an independent study/conference course: reading the plays, background materials, and criticism. For the next nine weeks, they move out to the Winedale Historical Center, working 15-18 hours a day, seven days a week, in the old German hay barn that serves as our theatre. Their experience culminates in public performances over the last four weekends of July and August. Since 1999, students have gone to England to continue their work there.

Students are selected for the program through an application and interview process that begins January 15 and ends April 15. The final selections for the class are announced April 30, and independent work begins the next week. There is also a spring semester version of Shakespeare at Winedale offered as a three-hour course. For information on the spring course contact James Ayres the founding director of Shakespeare at Winedale at [jayres@cvtv.net](mailto:jayres@cvtv.net). For information and applications to the summer program please contact James Loehlin by email at [jloehlin@mail.utexas.edu](mailto:jloehlin@mail.utexas.edu) or by telephone at the university, 471-4993. You may also email Shakespeare at Winedale at [shakepeare-at-winedale@mail.utexas.edu](mailto:shakepeare-at-winedale@mail.utexas.edu) or visit our website: [www.shakespeare-winedale.org](http://www.shakespeare-winedale.org).

## **B. Oxford Summer Program**

KRISTINE LAUDADIO -- 471-8876      ALAN FRIEDMAN -- 471-8376

The Department of English sponsors a six-week summer program at Brasenose College, Oxford. The courses are all built around exploring and exploiting being in England. The Program is open to all students who are eligible for upper-division English courses on a regular credit basis. Students register and pay UT summer tuition and fees for the second summer session. Faculty for the program are chosen by the Executive Committee upon the recommendation of the Oxford Committee, which screens applications of interested faculty annually (usually in February).

## **C. Actors from the London Stage**

KRISTINE LAUDADIO – 471-8876      ALAN FRIEDMAN – 471-8376

Actors from the London Stage is an educational and theatrical program that brings a troupe of five classically trained actors from major English theatres to college campuses for week-long residencies. They come to Austin in October. In addition to performing a full-length play, the actors visit the classes of faculty members who are interested. If you would like to have an actor visit your class, please contact Alan Friedman.

## **D. The Humanities Institute**

EVAN CARTON – 471-8916

The Humanities Institute offers a variety of special programs not only for the University community, but also for the public schools and the citizens of Austin. Faculty are often asked to participate in the program in areas where they have special expertise. For more information see the website [www.utexas.edu/cola/depts.huminst](http://www.utexas.edu/cola/depts.huminst) or e-mail [humanitiesinstitute@la.utexas.edu](mailto:humanitiesinstitute@la.utexas.edu).

## **E. Programs and Exhibits Planned by the Harry Ransom Humanities Research Center**

KURT HEINZELMAN --

The special collections at the HRC, located just a few steps west of Parlin/Calhoun are an exceptionally valuable resource for faculty in English. The HRC also offers lectures and exhibits of particular interest to English faculty and graduate students. For additional information contact Kurt Heinzelman or see the website at <http://www.hrc.utexas.edu>

## 9. DEPARTMENTAL AFFILIATIONS

Faculty in English are affiliated with several other programs on campus. These include, with contact information:

Center for African and African American Studies – 471-1784 <http://www.utexas.edu/depts/caaas>

Center for Asian American Studies – 232-6427 <http://www.utexas.edu/cola/depts/aas>

Center for Mexican American Studies – 471-4866 <http://www.utexas.edu/depts/emas>

Center for Middle Eastern Studies – 471-3881 <http://menic.utexas.edu/menic/cmes>

Center for Women's and Gender Studies -- 471-5765 <http://www.utexas.edu/depts/wstudies>

Comparative Literature – 471-1925 [get URL]

Department of Linguistics -- 471-1701 <http://www.utexas.edu/depts/linguistics>

Division of Rhetoric and Composition -- 471-8764 <http://www.drc.utexas.edu>

## 10. LIBRARIES

Your UT ID card serves also as your library card and is good at all campus libraries. The English librarian at the Perry Castaneda Library (Main Library) is Lindsey Schell – 495-4119 or 495-4330 [schell@mail.utexas.edu](mailto:schell@mail.utexas.edu)

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