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FACULTY INFORMATION

REGENTS PROFESSOR
Edward Jones, Ph.D.
Dennis Preston, Ph.D.
Timothy Murphy, Ph.D.

PROFESSOR
Edward Jones, Ph.D.
Dennis Preston, Ph.D.
Timothy Murphy, Ph.D.

FIELD OF EXPERTISE
- Renaissance Literature
- Sociolinguistics & Dialectology
- Modern/Contemporary Lit

Edward Jones, Ph.D.
Dennis Preston, Ph.D.
Timothy Murphy, Ph.D.

UNIVERSITY
Ohio
Univ of Wisc - Madison
UCLA

VISITING ASST. PROF.
Michael Beifuss, Ph.D.
Kelvin Belieie, Ph.D.
Kimberly Cox, Ph.D.
Harris, Renee, Ph.D.
Trever Holland, Ph.D.
Bryan Jones, Ph.D.
Linthicum, Kent, Ph.D.
Sara Loss, Ph.D.
Ryan Lowe, Ph.D.
Stephanie Miller, Ph.D.
Katrina Peterson, Ph.D.
Tim Prchal, Ph.D.
Ariel Ross, Ph.D.
Richard Sears, Ph.D.
Ryan Slesinger, Ph.D.
Seth Wood, Ph.D.

UNIVERSITY
Oklahoma State Univ
Queen’s Univ
Univ of Houston
Univ of Rochester

FIELD OF EXPERTISE
- Fictional Rhetoric
- American Literature
- Creative Writing - Fiction, Lit, Comp
- African-American Literature

ASSOC. PROFESSOR
Nancy Caplow, Ph.D.
An Cheng, Ph.D.
Randi Eldevik, Ph.D.
Lynn Lewis, Ph.D.
Jeff Menn, Ph.D.
Aimee Parkison, MFA
Lindsay Smith, Ph.D.
Stacy Takacs, Ph.D.
Andrew Wadoski, Ph.D.

FIELD OF EXPERTISE
- Linguistics
- Linguistics/Applied Lang. Studies
- Early British Literature
- Composition, Digital & Visual Rhetorics,
American Cinema
- Creative Writing
- American & American Indian Lit
- American Studies
- Renaissance Lit/Spenser

Nancy Caplow, Ph.D.
An Cheng, Ph.D.
Randi Eldevik, Ph.D.
Lynn Lewis, Ph.D.
Jeff Menn, Ph.D.
Aimee Parkison, MFA
Lindsay Smith, Ph.D.
Stacy Takacs, Ph.D.
Andrew Wadoski, Ph.D.

UNIVERSITY
U.C. - Santa Barbara
Penn State
Vanderbilt Univ
Cornell University
Univ of N Carolina
Indiana
Univ of Rochester

FIELD OF EXPERTISE
- American Literature
- British Literature
- American Literature
- American Literature
- American Literature
- American Literature
- American Literature
- American Literature

Nancy Caplow, Ph.D.
An Cheng, Ph.D.
Randi Eldevik, Ph.D.
Lynn Lewis, Ph.D.
Jeff Menn, Ph.D.
Aimee Parkison, MFA
Lindsay Smith, Ph.D.
Stacy Takacs, Ph.D.
Andrew Wadoski, Ph.D.

ASSIST. PROFessor
Sarah Beth Childers, MFA
Joshua Daniel-Wariya, Ph.D.
Katherine Hallemeyer, Ph.D.
Lisa Hollenbach, Ph.D.
Janine Joseph, Ph.D.
Stephanie Link, Ph.D.
Anna Sicart, Ph.D.
Graig Uhlin, Ph.D.

FIELD OF EXPERTISE
- Creative Writing Nonfiction
- Rhetoric & Composition
- Postcolonial Anglophone Lit
- Literature, Post 1900
- Creative Writing, Poetry
- Applied Linguistics & Technology
- Writing Center Theory & Pedagogy
- Screen Studies

Sarah Beth Childers, MFA
Joshua Daniel-Wariya, Ph.D.
Katherine Hallemeyer, Ph.D.
Lisa Hollenbach, Ph.D.
Janine Joseph, Ph.D.
Stephanie Link, Ph.D.
Anna Sicart, Ph.D.
Graig Uhlin, Ph.D.

UNIVERSITY
West Virginia Univ
Texas Christian Univ
NYU
Univ Wisconsin, Madison
University of Houston
Iowa State University
St. John’s Univ
NYU

FIELD OF EXPERTISE
- Creative Writing
- Rhetoric & Composition
- Postcolonial Anglophone Lit
- Literature, Post 1900
- Creative Writing, Poetry
- Applied Linguistics & Technology
- Writing Center Theory & Pedagogy
- Screen Studies

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Janine Joseph, Ph.D.
Stephanie Link, Ph.D.
Anna Sicart, Ph.D.
Graig Uhlin, Ph.D.
CONTACT INFORMATION

ENGLISH DEPARTMENT ADMINISTRATION
William Decker  Department Head  205B  4-6140
Jeff Menne  Associate Department Head  104C  4-8368

PROGRAM DIRECTORS
Lu Bailey  Gender and Women’s Studies Program  WLD215  4-9194
Nancy Caplow  TESL & Linguistics Program  311B  4-6229
An Cheng  Rhetoric & Professional Writing Program  302B  4-9470
Joshua Daniel-Wariya  First Year Composition – Assoc. Director  309A  4-6837
Eric Howerton  ENGL 3323 Program  104D  4-8500
Lynn Lewis  First Year Composition Program  309C  4-6267
Honors Composition Program
Stephanie Link  International Composition Program  109D  4-6232
Jeff Menne  Screen Studies Program  311A  4-6228
Aimee Parkison  Creative Writing Program  107B  4-1470
Anna Sicari  Writing Center  SU440  4-9365
Martin Wallen  Literature Program  207B  4-9472
Honors in English
Laurie Woodford  ITA Program  109A  4-1780

ENGLISH DEPARTMENT ADVISING
Clarissa Bonner  Undergraduate Advisor  209  4-6146
Andrew Wadoski  Graduate Program  308A  4-6222

SUPPORT STAFF
Karen Kent  Writing Center Admin Support  SU440  4-6671
Robert Estes  Senior Financial Assistant  207C  4-6148
JuDean Howerton  Assistant to Department Head  205A  4-6140
Brenda Maxwell  Assistant to Grad Program Director  308  4-9469
Charissa Prchal  English Department Admin Support  205  4-9474
Laura Tunningley  Writing Center Admin Support  SU440  4-2085

STUDENT ASSOCIATION OFFICERS

EGSA
President  Katie Rieger
Vice President  Natasha Tinsley
Secretary  Elsa Klingensmith
Treasurer  Jenna Beth Neece
前行长 – Edward Jones
教授 – Elizabeth Grubgeld
教授 – Timothy Murphy
副教授 – An Cheng
副教授 – Nancy Caplow
助理教授 – Katherine Hallemeyer

EGSA Rep
Sara Nezami Nav*
Melhua Guo*
*may change based on schedule & availability

TESLing
President  Micol Martinelli
Vice President  Svetlana Koltovskaia
Secretary  Meiha Guo
Treasurer  Eunhye Hess

CWA
President  Emilie Tallent
Vice President  Kila Knight
Secretary  Alyse McCanna
Treasurer  Maggie Marshall

COMMITTEES AND MEMBERS

TA SELECTION
(Comp) Lynn Lewis
(Lit) Martin Wallen
(WRL) Anna Sicari
(CW) Jeff Menne
(Screen) An Cheng
(HR) William Decker
Grad: Andrew Wadoski

GRADUATE STUDIES
Lit: Kate Hallemeier
Screen, CrWr: Sarah Beth Childers
TESL/Ling, Comp/Rhet, Pro Wr: Joshua Daniel-Wariya

Dir: Andrew Wadoski is a non-voting member

CURRICULUM
(CRWR) Aimee Parkison
(BRST) Kate Hallemeier
(MET) Lindsey Smith
T(Sp) Nancy Caplow (Chair)
(Screen) Graig Uhlin
(TESL) Lynn Lewis

ADMISSIONS
Nancy Caplow
An Cheng
Steph Link
Jeff Menne
Aimee Parkison
Andrew Wadoski
Martin Wallen

PERSONNEL
Chair – Edward Jones
Professor – Elizabeth Grubgeld
Professor – Timothy Murphy
Associate Professor – An Cheng
Associate Professor – Nancy Caplow
Untenured – Katherine Hallemeyer

SCHOLARSHIP SELECTION
Department Head – William Decker
Graduate Coordinator – Andrew Wadoski
Undergraduate Advisor – Clarissa Bonner
Two faculty appointed by the dept head

A&S FACULTY COUNCIL REP
Lewis, Lynn
GENERAL INFORMATION

ACADEMIC INTEGRITY
All members of the Oklahoma State University community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility. See http://academicintegrity.okstate.edu/ for complete details.

ANNOUNCEMENTS
Announcements for instructors and staff will be
- posted on the bulletin board in the lounge (210 Morrill)
- sent through the moderated department listserv
  o TO SEND e-mails for approval, use
    osu-english2-l@listserv.okstate.edu
- on the department website at http://english.okstate.edu
- distributed to individual department mailboxes located in M205

Public announcements are posted on the Department of English Facebook and Twitter feeds and on the department website.

BURSAR CHARGES
If you check out equipment/keys from the department and anything requires repair or replacement when you return it, your OSU Bursar account will be charged for those costs.

BRIGHTSPACE BY D2L (FOUND ON ONLINE.OKSTATE.EDU)
Brightspace by Desire2Learn is a platform to create, organize and manage your online activities, courses, and participants; create and administer student evaluation tools; set up, manage, and record grades; and communicate with your students and fellow instructors. D2L is administered by ITLE (Institute for Teaching and Learning Excellence).

For assistance, contact Faculty D2L assistance at 744-1000 or facultyd2l@okstate.edu.

CHANGE
Only a small amount of change is kept in the office; therefore, staff cannot make change for anything larger than a five-dollar bill.

COMPUTER/TECH SUPPORT

CLASSROOM TECHNOLOGY (ITLE - 744-7155)
If any technology in a general classroom (not M106, M208, M305, or 310) is not working - touchscreen, screen, speakers, computer, projector, etc.

ENGLISH DEPARTMENT TECHS (M104B - 744-1819)
If any of your technology or your shared office technology isn’t working (printer, computer, scanner, etc.)
If any technology in the M106, M208, M305, or 310 is not working.

ARTS & SCIENCES IT DEPARTMENT (LSE005 - 744-6844)
If you cannot reach our Department Techs.

CAMPUS IT
Problems with your key account - logging in, changing information, accessing e-mail, accessing D2L

DEPARTMENT HEAD APPOINTMENT/CALENDAR
See JuDean Howerton, Assistant to the Department Head, if you would like an appointment with Dr. Frohock. JuDean can be reached at 4-6140 or judean.howerton@okstate.edu.

ELECTRONIC CLASSROOM (106 MORRILL)
The Electronic Classroom (EC) schedule is located in M205. Anyone utilizing the EC must be trained in orientation to use the EC. You will need to check a key fob out from front office staff.

E-MAILS (ENGLISH DEPARTMENT AND UNIVERSITY)
All general Department inquiries: english.information@okstate.edu
Copy/print requests: copyrequest@yahoo.com
Department Webmaster: engweb@okstate.edu
Department Computer Techs: englcomputertechs@okstate.edu
English Graduate Office: englishgrad@okstate.edu

The English Department uses okstate.edu e-mail addresses for all official correspondence. Instructions for forwarding your okstate e-mail are at http://it.okstate.edu/services/emailinfo.php.
FAX
Personal incoming faxes cost $1 per page. Personal outgoing faxes cost $.25 cents per page. Students should not submit work by fax. You may leave your fax and faxing instructions in the copy/scan request bin in M205 and a staff member will send the fax for you. Fax cover sheets are available.

FERPA TRAINING
(SEE ALSO STUDENT CONSENT TO RELEASE ACADEMIC INFORMATION)
The Family Educational Rights and Privacy Act (FERPA) gives a student the right to inspect his or her education records and to protect the privacy of these records.

All OSU instructors and staff are REQUIRED to take the FERPA web tutorial. The OSU FERPA Online Tutorial should take 10-15 minutes to complete. Before you begin the tutorial please carefully review all of the topics in the OSU FERPA website—both the FERPA General Information and the appropriate Faculty FAQ and Staff FAQ sections.

Click on the tutorial on registrar.okstate.edu and log in using your O-Key e-mail and password. If you do not have O-Key access, activate your account at okey.okstate.edu.

FILM LIBRARY
The department film library index is available at http://englishcourses.okstate.edu/filmtrak/index.php. Films are available to anyone on English Department payroll, and replacements for unreturned films will be charged to you. Films must be requested through the website and may only be checked out for one week at a time. (You may re-check a film another week, if you need). Once you have placed a request through the website, the disc(s) will be placed in your department mailbox. Films are to be returned to the film return box in M205.

FILM SCREENING ROOMS (303 & 305 MORRIILL)
The film rooms are shared by all in the English Department. For M305, see a front office staff member to sign up and get a key fob. If you are planning to use M305 after 5pm or before 8am, you’ll need to get your key fob early. Department-owned players and equipment are locked in cabinets in both screening rooms. You will need a key to these cabinets to use the equipment.

FRONT OFFICE ONLINE COMMUNITY
All instructors in the English Department will be “enrolled” in the Front Office - Department of English Online Community (the equivalent of a Brightspace class, with instructors in the student role and staff in the instructor roles.) Documents like the department directory and Policies and Procedures are always available here, and this is where you submit information like syllabi and grade records.

To access the Front Office Online Community, use your OKey login at https://my.okstate.edu. Select the role of student, and click on Front Office - Department of English.

GRADE BOOKS/SHEETS AND RECORDS RETENTION
TAs, Adjuncts, Lecturers, and VAPs are required to submit gradebooks and attendance via the Front Office Online Community dropbox at the end of each semester.

The official OSU records retention policy can be found at https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Retention%20of%20Grade%20Books%20and%20Records.pdf

Instructor Grade Books: Retain in office five (5) years, then destroy provided no complaints have been filed. If a complaint has been filed destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Completed Tests, Examinations, and Papers File: Retain in office until returned to students. Retain unreturned material in office until expiration of academic appeals period, then destroy.

GRANT EXPENDITURES: See “Purchasing.”

LISTSERV
All major English Department announcements will be distributed via the osu-english2-l@listserv.okstate.edu Listserv.

There are several other Listservs in use by different programs within the department. You can find these and enroll at listserv.okstate.edu.

Please make sure osu-english2-l@listserv.okstate.edu address is marked as a safe sender for your spam filter.
**OFFICE HOURS FOR INSTRUCTORS**

If you are teaching

| 1 or 2 classes | 180 minutes (3 hours) |
| 3 or more classes | 240 minutes (4 hours) |

Office hours must be spread over three (3) days.

**OFFICE MAILBOXES**

All staff, faculty, VAPs, lecturers, adjuncts, and TAs have mailboxes in 205 Morrill where mail, announcements and flyers will be distributed, and where students may drop off assignments. Because federal mail is delivered to your office mailbox, **ONLY YOU will be allowed to remove anything from your office mailbox.**

If you are unable to get papers to your students during class or office hours, you may use the “student pick-up” drawer that has been designated in M205 to maintain your privacy and that of your students.

If you send someone to pick something up from your mailbox for you, alert staff ahead of time, so they can remove item(s) from your mailbox and have item(s) ready for pick-up.

**ORDERING TEXTBOOKS/REQUESTING DESK COPIES**

If you are teaching a course, enter your book orders at [http://englishcourses.okstate.edu/bookorder/index.php](http://englishcourses.okstate.edu/bookorder/index.php). User ID and Password are specific to this ordering site. Contact front office staff for ID/Password, or with questions about ordering texts. Office staff serves as the department representative with the bookstore. A staff member will place requests for desk copies if your order notes that you need one. However, you are welcome to request your own desk copies from the publisher’s websites. (Publishers are generally set up for this to be the more efficient route.)

**PHOTOCOPYING/PRINTING/SCANNING**

**PRINTING**

All department instructors may send print requests to [copyrequest@yahoo.com](mailto:copyrequest@yahoo.com). (Instructions below.) Professors and VAPs may be networked to the faculty printer in M205E. Lecturers and TAs may use the printers in M412 or M409. Paper is kept in M409.

**PHOTOCOPYING/SCANNING**

Workroom scanner/copier (M205E) for classes being taught, not classes being taken. Available to all department instructors. Makes 2-sided copies. Does not staple.

Front Office scanner/copier (M205) For staff use only. Makes 2-sided and stapled copies.

**PRINTING REQUESTS – ELECTRONIC ORIGINAL:**

- Send an e-mail with attachments to [copyrequest@yahoo.com](mailto:copyrequest@yahoo.com).
  - The staff will check this account M-F, 8am-5pm.
  - Do not send print requests to individual staff accounts, as our e-mail accounts do not have memory to accommodate this.
- Please indicate:
  - date/time needed
  - number of copies needed
  - if you do not want the default (double-sided, stapled copies).
- Attachments do not always appear in the order in which you attached them. For multiple attachments, make sure instructions are clear for each file name.
PHOTOCOPYING/PRINTING/SCANNING REQUESTS – HARDCOPY ORIGINAL:
- Copy and scan request forms are found next to the copy request tray on the front desk in M205.
  - Scan and copy request forms are 2-sided
  - Copy request info is on one side, scan request on the other.
- Remove staples from pages to be copied.
- Complete a copy or scan request form and clip it to your originals, or insert it as a bookmark with “date/time needed” showing, when possible.
- Place originals in the copy request tray on the front desk.
- Materials will be placed in your mailbox after request is completed.

EXAMS/QUIZZES
- Do not put exams or quizzes in the copy request tray.
  - Give them directly to a staff member or use copyrequest@yahoo.com.
- For privacy purposes, copied exams/quizzes will not be put in your mailbox.
  - You’ll need to ask a staff member for these copies when you’re in the office.

POSTAGE AND MAILING
English Department letterhead and envelopes are available for professional purposes. This includes correspondence pertaining to classes, students, manuscript submissions, and job applications.
All outgoing mail can be placed in the USPS box in M205 (on-campus, off-campus, FedEx, UPS, etc.)

PURCHASING
In short: ALL financial transactions are handled by Robert Estes. Requests for any charge, payment, or purchase must be submitted in writing to the Department Head BEFORE the charge, payment, or purchase is made. Reimbursement is unlikely if this procedure is not followed. Once written approval is obtained, Robert will provide assistance for purchases. His office is located in 207C Morrill, next to the elevator.

ROOM RESERVATIONS
If you need a room for a meeting or if you have a problem with your classroom, please see main office staff. Because of the number of classes offered during prime-time hours, not every request can be met.

STAFF DESKS
Refrain from sitting at or standing behind any staff member’s desk. This policy helps maintain security of files and other personal and confidential information.

STUDENT CONSENT TO RELEASE ACADEMIC INFORMATION (SEE ALSO “FERPA TRAINING”)
In short: Do not ever make a student’s information or academic records available to anyone other than the student. Direct all requests for information that are not from the student to the OSU Registrar.

SUBMISSION OF STUDENT WORK
Please return paperwork to students and have students turn in paperwork to you during class or at your office. This helps with FERPA security and office traffic problems. Student’s graded work left outside an office door is a violation of FERPA.

If necessary, students may leave papers in an instructor’s mailbox. The office staff will neither time/date stamp student papers, nor take papers from students to place in mailboxes. All responsibility for turning in papers on time and to the correct mailbox belongs solely to the student and for confirming work was submitted on time belongs solely to the instructor. Please make students aware that the office closes at 5pm.

SWIPE CARDS FOR DOORS
M208 has a door card reader for unlocking the door. Staff, Department Techs, and program directors and ADs for courses in M208 can unlock the doors 24x7.
Instructors are able to unlock the door during the day, during the semester they are teaching.
1) Swipe your OSU ID only once per 15 seconds. The door will hard-lock for 45 seconds if you swipe more.
2) When you swipe, and the light turns green, quickly turn the handle and open the door.

SUPPLIES
Office supplies such as staples, legal pads, pens, etc. are available to the faculty. For inventory purposes, it is preferred that supplies be checked out through a staff person. However, if you help yourself and there are four or fewer left of an item, please inform a staff member.
SYLLABI
According to University policy, the department is required to keep copies of every class’ syllabus on file for five years. Submit an electronic copy of your syllabus/syllabi via the Front Office Online Community dropbox at the beginning of each semester.

TEACHING SCHEDULE ASSIGNMENTS

FACULTY: The department will attempt to accommodate scheduling requests. Three-day and two-day per week schedules will be given in alternating semesters. Faculty class schedules are made out a year in advance. In making summer assignments, priority will be given to faculty who are ineligible for Dean’s Incentive Grants. In the summer, faculty will be assigned to no more than one course except in emergency situations.

GTAs, Adjuncts, Lecturers, VAPs/TAPs: Teaching assignments are made using the information given to JuDean every semester on the Teaching Preference Form.
This form is placed in mailboxes after graduate enrollment begins, so GTAs may include their grad class schedules. Please clearly note all pertinent information (time constraints, special requests, etc.) on your form, and inform JuDean immediately of any changes.
TAs may mark what they prefer to teach, but program directors decide all TA assignments. Summer TA appointments are made according to the TA Appointment/Reappointment Guidelines (page 9).

TELEPHONE USAGE
The main office receives a very heavy load of phone traffic during the fall and spring semesters; therefore, it is important that students have alternate methods of contacting faculty (e-mail, D2L). Please make inclement weather-cancellation plans with students in advance to prevent hundreds of student calls to the front office on “snowy” days.

LONG DISTANCE CALLS: Faculty must reimburse the department for the cost of personal calls made from their office phones. TAs, Adjuncts, and Lecturers will need to contact the main office staff to make a long distance call to a student. To make an International call, contact JuDean.

HOME PHONE NUMBER POLICY: The department will not give out home phone numbers or addresses without your prior approval. If an incoming call seems to be urgent, the staff member will take the information and attempt to reach you off-campus.

TRASH/PAPER RECYCLING
Trash is collected early on Tuesday and Friday mornings in Morrill Hall. Please put trash cans outside office doors for the janitorial staff on Monday and Thursday nights.

Paper/cardboard recycling boxes are located in the hallway on each floor. There are receptacles on the first and third floor hallways for recycling aluminum cans.

TRAVEL
The Associate Department Head must pre-approve all travel requests. Once travel is approved, complete the Initial Request for Travel Funds: Estimated Expenses online form at http://englishcourses.okstate.edu/internal/travel_form.htm

You will also need to complete an Absence From Campus form (see below).

AIRLINE TICKET PURCHASES: OSU has a chosen travel agency. Whenever possible, purchase airline tickets in advance from this agency, at State Rate pricing using University funds. All arrangements for advanced purchasing of a ticket must be completed in the same week that initial inquiries into booking a ticket are made. If paperwork is not completed in the first week, the entire process must begin afresh the next week, and often ticket prices will go up. Tickets may be purchased from other vendors, but there are strict guidelines for reimbursement. The airfare quote from vendor of choice, which should include the total cost of the ticket and all applicable fees, must be less than the airfare quote from OSU’s preferred vendor.

ABSENCE FROM CAMPUS: An “absence from campus” includes trips on field work for grants, professional trips to other locations, personal leave, etc. The Absence From Campus form at http://english.okstate.edu/forms/faculty-forms/11-faculty/149-absence-from-campus-form must be completed by anyone on the English Department payroll who will travel at all, or be away from campus during times they are scheduled to be on campus.
You must make arrangements to have classes covered during an absence.

BAGGAGE: Checked bag fee for the first bag is reimbursable as a miscellaneous expense. The cost of the second bag is reimbursable if the traveler can document and justify the business need of the second bag, such as an extended stay or carrying business materials. This does not cover bringing personal items.
**INTERNATIONAL TRAVEL:** Requires Board of Regents approval and must be processed a month in advance of Board meetings.

**LODGING:** Without proper documentation, reimbursement is limited to a maximum based on location of travel. The actual cost of lodging may be reimbursed with proper documentation. This must state that the lodging was a designated conference site and show the conference single room rate. Also required: an announcement, notice, or notification on sponsor’s letterhead identifying the designated lodging site and costs.

**MILEAGE:** Mileage to and from the airport may be reimbursed at the current per-mile rate. To receive reimbursement, supply car tag number and mileage to Robert Estes upon return.

**MEALS (PER DIEM):** Reimbursement for meals while on official travel will be based on location of travel. Per Diem will not be reimbursed for travel that does not include an overnight stay.

**TRAVEL REQUISITIONS:** Prior to each trip planned during the school session, no matter how the trip will be funded, you must complete the Initial Request for Travel Funds: Estimated Expenses form (link above). The expense section of the form should reflect the total estimated cost of the trip, not just the amount to be reimbursed. Travel requests should be processed a minimum of 6 weeks prior to international travel and 4 weeks prior to all U.S. destinations, in- or out-of-state.

**USEFUL WEBSITES**

http://english.okstate.edu: The official English Department website. This is an excellent resource for students and prospective students.

http://comp.okstate.edu: Website for the first year composition program.

http://www.okstate.edu/registrar/Catalogs/Catalog.html: The University Catalog, with course descriptions and academic regulations.
TA Appointment/Reappointment Guidelines

TA COMMITTEE
The TA Selection Committee will consist of the following members:
- Department Head - Chair
- ESL Composition Director
- First Year Composition Director
- Graduate Program Director
- Literature Program Director
- Professional Writing Program Director
- Writing Center Director

In the event that a director cannot serve on the committee, the Department Head will name a replacement.

The Committee will meet once a semester or as needed to review all applications. The Head will provide the Committee with staffing requirements.

RESPONSIBILITY OF COMMITTEE: The Committee will review applications from those graduate students requesting:
- initial appointment as a Teaching Assistant or Associate
- summer teaching
- an extension of their TA time
- reappointment

PROCEDURE FOR INITIAL APPOINTMENT
Those graduate students wishing an initial appointment as a TA should submit all appropriate documents to the Graduate Program Director by the Graduate Program deadline. The Graduate Program Director will circulate applications to the members of the Committee who will complete an evaluation form that they will retain until the meeting. Following the meeting, the Graduate Program Director will report recommendations to the Head who will decide on appointments and notify the student.

MEETING: At the Committee meeting, each completed application will be reviewed and discussed. A formal vote will be taken on each application and noted on the recommendation form sent to the Head.

DOCUMENTS REQUIRED FOR INITIAL APPOINTMENT:
1) APPLICATION FORM: Graduate students who are not currently TAs, but wish to be considered for assistantships should submit a Teaching Assistant application form. This form can be found at: http://english.okstate.edu/212-assistantship-application. The application form along with a résumé should be sent to the Graduate Director in the English Department no later than March 1 for the following fall semester or by October 15 for the spring semester. Offers of assistantships are mailed to students a week or two after offers of admission.

2) LETTER OF APPLICATION: Prepared by the applicant and indicating the specific position sought. The letter should also include information on the teaching background and other information relevant to the position. It may include a resume (vita).

3) LETTERS OF RECOMMENDATIONS: Addressed to the Committee, the letter of recommendation speaks specifically to the applicant's potential or abilities as a teacher. The letter will be confidential and not available for the student unless written permission is received from the writer of the letter.

SUMMER TEACHING
Summer appointments are separate from those awarded during the regular academic year. Appointment during the regular academic year does not carry the presumption of a summer appointment. Summer appointments do not count toward the total time allowed for financial support. Summer appointments will not be awarded to students who have outstanding 'I' grades for the preceding Fall or Spring semesters or to those who have not completed the required six hours of graduate credit for each semester in the preceding academic year.

Other Criteria for Summer Appointment Include:
1) Applicants for summer appointments should understand that the first criterion for selection is department staffing needs. Thus, many decisions about appointments must be based on the courses that applicants are qualified to teach (i.e. TAs must have completed the methods course relevant to the course they will teach, or the appropriate program director must determine that they are otherwise qualified).
2) When there are more qualified applicants than positions available, program directors and the department head will use the following criteria (in order of relative importance as listed below) to select those to receive an appointment.
   a) Intention to return during the following fall semester
   b) Progress toward degree
   c) Seniority
   d) GPA adequate to qualify for comprehensive exams
3) Before making summer appointments the Department Head will solicit the recommendation of the appropriate program director.

REAPPOINTMENT FOR CURRENT TAs
All appointments are for one year, and may be renewed annually up to the maximum time allowed for financial support (three years for MA/MFA candidates, five years for PhD candidates, and eight years for those pursuing both degrees at OSU).

Current TAs will be notified of reappointment for the following year during the Spring semester of each academic year.

Decisions about reappointment will be based on the following criteria:
1) Adequate performance of assigned responsibilities including teaching, research, tutoring, meeting attendance.
2) Adequate progress toward a degree (defined as completing six hours each semester you are enrolled). Non-internship ENGL 5990 and GRAD 5990 hours do not count toward the six hour requirement.
3) Grade point average sufficient to qualify to take comprehensive examinations (3.0 MA/MFA; 3.5 PhD; both based on transcript grades). Insufficient GPAs may lead to a one-year probationary appointment. If GPA has not reached an accepted level after a year, the teaching assistantship or associateship will be terminated.
4) Recommendation from the appropriate program director (solicited by the department head prior to making reappointments).

EXTENSIONS FOR CURRENT TAs
Extension of a teaching assistantship or associateship beyond the maximum time permitted may be granted at the discretion of the department to meet the current staffing needs, subject to the limits of available funding. Extensions will not exceed one academic year. Pay during the extension will be the same as that for the last appointment the applicant held within the department.

NOTE: In no case may regular financial support exceed the eight years limit. Extensions to a MA/MFA assistantship will be deducted from a PhD associateship.

Applicants for extension:
- must have completed all coursework toward degree.
- must have passed all comprehensive examinations for degree.
- show evidence of satisfactory progress on the thesis, dissertation, or creative component required for the degree.
- submit recommendations from appropriate program director and advisor.
- submit letter to department head summarizing academic progress.
- submit staffing questionnaire provided by department.