

*Department of English  
Oklahoma State University*

*Policies  
and  
Procedures*

*2018-2019*

# TABLE OF CONTENTS

FACULTY INFORMATION.....	1
CONTACT INFORMATION.....	2
PROGRAM DIRECTORS	
SUPPORT STAFF	
OSU WRITING PROJECT STAFF	
STUDENT ASSOCIATION OFFICERS	
FACULTY MEETING DATES	
COMMITTEE MEMBERS	
TA SELECTION COMMITTEE	
GRADUATE STUDIES COMMITTEE	
CURRICULUM COMMITTEE	
PERSONNEL COMMITTEE	
ADMISSIONS COMMITTEE	
SCHOLARSHIP SELECTION COMMITTEE	
GENERAL INFORMATION .....	3-8
ACADEMIC INTEGRITY	
ANNOUNCEMENTS	
CHANGE	
COMPUTER/TECH SUPPORT	
DEPARTMENT HEAD APPOINTMENT CALENDAR	
DESIRE2LEARN (D2L)	
ELECTRONIC CLASSROOM	
ENGLISH DEPARTMENT E-MAILS	
FAX	
FERPA	
FILM LIBRARY	
FILM ROOM	
GRADE BOOKS/SHEETS AND RECORDS RETENTION	
MAILBOXES	
OFFICE HOURS FOR INSTRUCTORS	
ORDERING TEXTBOOKS AND DESK COPIES	
PHOTOCOPYING/PRINTING/SCANNING	
POSTAGE AND MAILING	
PURCHASING	
ROOM RESERVATIONS	
STAFF WORKSPACE	
STUDENT CONSENT TO RELEASE ACADEMIC INFORMATION	
SUBMISSION OF STUDENT WORK	
SUPPLIES	
SWIPE CARD FOR DOORS	
SYLLABI	
TEACHING SCHEDULE ASSIGNMENTS	
TELEPHONES USAGE	
TRASH/PAPER RECYCLING	
TRAVEL	
USEFUL WEBSITES	
TA APPOINTMENT/REAPPOINTMENT GUIDELINES.....	9-10
TA COMMITTEE	
PROCEDURE FOR INITIAL APPOINTMENT	
SUMMER TEACHING	
REAPPOINTMENT FOR CURRENT TAs	
EXTENSIONS FOR CURRENT TAs	

## FACULTY INFORMATION

<u><b>EMERITUS PROFESSOR</b></u>	<u><b>UNIVERSITY</b></u>	<u><b>FIELD OF EXPERTISE</b></u>	<u><b>ASST. PROFESSOR(cont'd)</b></u>	<u><b>UNIVERSITY</b></u>	<u><b>FIELD OF EXPERTISE</b></u>
Gene Halleck, Ph.D.	Penn State	TESL & Linguistics	Stephanie Link, Ph.D.	Iowa State University	Applied Linguistics & Technology
			Anna Sicari, Ph.D.	St. John's Univ	Writing Center Theory & Pedagogy
			Graig Uhlin, Ph.D.	NYU	Screen Studies
<u><b>REGENTS PROFESSOR</b></u>	<u><b>UNIVERSITY</b></u>	<u><b>FIELD OF EXPERTISE</b></u>			
Edward Jones, Ph.D.	Ohio	Renaissance Literature			
Dennis Preston, Ph.D.	Univ of Wisc - Madison	Sociolinguistics & Dialectology			
Timothy Murphy, Ph.D.	UCLA	Modern/Contemporary Lit			
<u><b>PROFESSOR</b></u>	<u><b>UNIVERSITY</b></u>	<u><b>FIELD OF EXPERTISE</b></u>	<u><b>TEACHING ASST. PROF.</b></u>	<u><b>UNIVERSITY</b></u>	<u><b>FIELD OF EXPERTISE</b></u>
Linda Austin, Ph.D.	Rochester	19 <sup>th</sup> -Century British Literature	Dinah Cox, Ph.D.	Oklahoma State Univ	Fictional Rhetoric
An Cheng, Ph.D.	Penn State	Linguistics/Applied Lang. Studies	Jonathan Gaboury, Ph.D.	Queen's Univ	American Literature
William Decker, Ph.D.	Iowa	19 <sup>th</sup> -Century American Literature	Eric Howerton, Ph.D.	Univ of Houston	Creative Writing - Fiction, Lit, Comp
Richard Frohock, Ph.D.	U.C. - Santa Barbara	18 <sup>th</sup> -Century British Literature	Shaila Mehra, Ph.D.	Univ of Rochester	African-American Literature
Toni Graham, MFA	San Francisco State	Creative Writing - Fiction			
Elizabeth Grubgeld, Ph.D.	Iowa	20 <sup>th</sup> -Century British Literature	<u><b>VISITING ASST. PROF.</b></u>	<u><b>UNIVERSITY</b></u>	<u><b>FIELD OF EXPERTISE</b></u>
Lisa Lewis, Ph.D.	Houston	Poetry	Michael Beilfuss, Ph.D.	Texas A&M Univ	Comp/Rhet & Southern Literature
Carol Moder, Ph.D.	SUNY - Buffalo	Linguistics & ESL	Brett Burkhart	Univ of Oklahoma	American & Native American Literatures
Stacy Takacs, Ph.D.	Indiana	American Studies	Kimberly Cox, Ph.D.	Texas A&M Univ	American Literature
Jeffrey Walker, Ph.D.	Penn State	Colonial/Early 19 <sup>th</sup> -C Amer Lit	Dustin Crowther	Michigan State Univ	TESOL/Applied Linguistics
Martin Wallen, Ph.D.	Vanderbilt	Romanticism	Trever Holland, Ph.D.	Oklahoma State Univ	American Lit & Native Literature
			Bryan Jones, Ph.D.	Oklahoma State Univ	Rhetoric & Composition
			Sara Loss, Ph.D.	Univ of Minnesota	Linguistics
<u><b>ASSOC. PROFESSOR</b></u>	<u><b>UNIVERSITY</b></u>	<u><b>FIELD OF EXPERTISE</b></u>	Margaret Love	Tufts Univ	Caribbean Literature
Nancy Caplow, Ph.D.	U.C. - Santa Barbara	Linguistics	Daniel Morse	University of Edinburgh	Multi-Ethnic Literature
Randi Eldevik, Ph.D.	Harvard	Early British Literature	Katrina Peterson, Ph.D.	Ohio State	19 <sup>th</sup> C. British Literature
Katherine Hallemeier, Ph.D.	NYU	Postcolonial Anglophone Lit	Arun Pokhrel	Univ of Florida	20 <sup>th</sup> &21 <sup>st</sup> C. British and Global Anglophone or Postcolonial Literature
Lynn Lewis, Ph.D.	Univ of Oklahoma	Composition, Digital & Visual Rhetorics,			
Jeff Menne, Ph.D.	Vanderbilt Univ	American Cinema	Cynthia Rogers	Indiana Univ	Medieval Literature and Codicology
Aimee Parkison, MFA	Cornell University	Creative Writing	Ariel Ross, Ph.D.	Emory Univ	Comparative Literature
Lindsey Smith, Ph.D.	Univ of N Carolina	American & American Indian Lit	Richard Sears, Ph.D.	Indiana Univ	English/Renaissance Literature
Andrew Wadoski, Ph.D.	Univ of Rochester	Renaissance Lit/Spenser	Jennifer Shook	The Univ of Iowa	Native American Literature
			Ryan Slesinger, Ph.D.	University of Tulsa	20 <sup>th</sup> -C American Literature
			Seth Wood, Ph.D.	Emory Univ	Comparative Literature
<u><b>ASST. PROFESSOR</b></u>	<u><b>UNIVERSITY</b></u>	<u><b>FIELD OF EXPERTISE</b></u>			
Andrew Belton	UNC at Chapel Hill	African American Literature			
Phil Bratta	Michigan State Univ	Rhet, Comp, & Writing Studies			
Sarah Beth Childers, MFA	West Virginia Univ	Creative Writing Nonfiction			
Joshua Daniel-Wariya, Ph.D.	Texas Christian Univ	Rhetoric & Composition			
Lisa Hollenbach, Ph.D.	Univ Wisconsin, Madison	Literature, Post 1900			
Janine Joseph, Ph.D.	University of Houston	Creative Writing, Poetry			

## CONTACT INFORMATION

### ENGLISH DEPARTMENT ADMINISTRATION

William Decker	Department Head	205B	4-6140
Stacy Takacs	Associate Department Head	311E	918-281-9042

### 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
Kate Hallemeier	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

	<u>EGSA</u>	<u>TESLing</u>	<u>CWA</u>
President	Courtney Whited	Kaysee Carrere	Jacqueline Alnes
Vice President	Nataly Cantero	Amy Ives Takebe	Kaila Lancaster
Secretary	Elsa Klingensmith	Lisa Crane	Drake Portillo-Swails
Treasurer	Anna Louise Wiegenstein	Michol Miller	Amanda Hays
	GPSGA Rep: <i>Undetermined</i>	Academic Chair: Olga Muranova	GPSGA Rep: Tomie Bitton
		Social Chair: Robert Redmon	

## FACULTY MEETING DATES

### FACULTY MEETINGS (206 Morrill @ 2:30 pm)

### *Fall 2018*

Aug 17	Nov 16
Sept 21	Dec N/A
Oct 26	

GRAD FACULTY MTGS will immediately follow Faculty Meetings.

## COMMITTEES AND MEMBERS

### TA SELECTION

(Comp) Lynn Lewis	(ESL) Link & Caplow
(Lit) Martin Wallen	(CW) Aimee Parkison
(WrCtr) Anna Sicari	(Screen) Jeff Menne
(ProWr) An Cheng	(Head) William Decker
(Grad) Kate Hallemeier	

### GRADUATE STUDIES

Lit: Tim Murphy  
Screen, CrWr: Sarah Beth Childers  
TESL/Ling, Comp/Rhet, ProWr: Joshua Daniel-Wariya

*Dir: Kate Hallemeier is a non-voting member*

### CURRICULUM

(CrWr) Janine Joseph
(BritLit) Kate Hallemeier
(AmStd) Lindsey Smith
(TESL/Ling) Carol Moder
(Screen) Jeffrey Walker
(ProWr) An Cheng

### ADMISSIONS

Nancy Caplow  
An Cheng  
Steph Link  
Jeff Menne  
Aimee Parkison  
Kate Hallemeier  
Martin Wallen

### PERSONNEL

Chair – Tim Murphy  
Professor – Elizabeth Grubgeld  
Professor – Linda Austin  
Associate Professor – Andrew Wadoski  
Associate Professor – Lynn Lewis  
Associate Professor – Anna Sicari

### SCHOLARSHIP SELECTION

Department Head – William Decker  
Graduate Coordinator – Kate Hallemeier  
Undergraduate Advisor – Clarissa Bonner  
Two faculty appointed by the dept head

### A&S FACULTY COUNCIL REP

Graig Uhlin

## 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 department lounge (210 Morrill)
- sent through the moderated department listserv
  - TO SEND e-mails for approval, use [osu-english2-l@listserv.okstate.edu](mailto: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 AT 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](mailto: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 M105, M106, M207, M208, M305, or 310, or anything inside the cabinet in M303) 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 M105, M106, M207, M208, M305, or 310, or anything inside the cabinet in M303 is not working.

### ARTS & SCIENCES IT DEPARTMENT (LSE005 - 744-6844)

If you cannot reach our Department Techs.

### CAMPUS IT

Problems with your **okkey 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. Decker. JuDean can be reached at 744-6140 or [judean.howerton@okstate.edu](mailto:judean.howerton@okstate.edu).

## ELECTRONIC CLASSROOM (106 MORRILL)

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

## E-MAILS (ENGLISH DEPARTMENT AND UNIVERSITY)

All general Department inquiries: [english.information@okstate.edu](mailto:english.information@okstate.edu)  
Copy/print requests: [copyrequest@yahoo.com](mailto:copyrequest@yahoo.com)  
Department Webmaster: [engweb@okstate.edu](mailto:engweb@okstate.edu)  
Department Computer Techs: [englcomputertechs@okstate.edu](mailto:englcomputertechs@okstate.edu)  
English Undergrad Advisor: [englishadvisor@okstate.edu](mailto:englishadvisor@okstate.edu)  
English Graduate Office: [englishgrad@okstate.edu](mailto:englishgrad@okstate.edu)

The English Department uses *okstate.edu* e-mail addresses for all official correspondence. Instructions for forwarding your *okstate* e-mail are [here](#).

## **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 [okekey.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 & 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, VAPs, and TAPs 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 [http://libraries.ok.gov/wp-content/uploads/RecordsMgt\\_GRDS\\_UC\\_2016.pdf](http://libraries.ok.gov/wp-content/uploads/RecordsMgt_GRDS_UC_2016.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](mailto: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](http://listserv.okstate.edu).

Please make sure [osu-english2-l@listserv.okstate.edu](mailto:osu-english2-l@listserv.okstate.edu) address is marked as a safe sender for your spam filter.

## OFFICE HOURS FOR INSTRUCTORS

<u>If you are teaching</u>	<u>You must have at least</u>
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 instructors, and staff have mailboxes in 205 Morrill, as do organizations and journals based in the English Department. Mail, announcements and flyers will be distributed to these mailboxes, and students may **drop off** assignments here.

Because federal mail is delivered to your office mailbox, **ONLY YOU will be allowed to remove anything from your office mailbox.**

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

Please inform students that the office closes promptly at 5pm, and other arrangements should be made for paper pick-up or drop-off if they are unable to get to the office between 8am and 5pm. **Staff will not take assignments from students to put in your mailbox**, so that students are solely responsible for meeting deadlines.

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>. 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

Allow lead time of four (4) **workday** hours for 35 copies or fewer and 24 hours for larger quantities.

This means you should plan for a print request submitted after 5pm to be ready at **noon** on the next **workday**.

Requesting printing/copies by e-mail is generally the fastest method.

Note on scanning from books:

Although the department has not revisited scanning policies since D2L has become widely used, please note that scanning books takes considerably longer than scanning individual sheets of paper using the document feeder.

## PHOTOCOPYING/SCANNING

Workroom copier (M205E) for classes being *taught*, not classes being *taken*. Available to all department instructors. Scanner may be used for classes being taken.

Front Office scanner/copier (M205) For staff use only.

## PRINTING

Professors, TAPs, 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.

All instructors may send copy requests by e-mail. (See Printing Requests)

## PRINTING REQUESTS – ELECTRONIC ORIGINAL:

- Send an e-mail with attachments to [copyrequest@yahoo.com](mailto:copyrequest@yahoo.com) or [copy\\_request@hotmail.com](mailto:copy_request@hotmail.com).
  - The staff will check these account M-F, 8am-5pm.
  - OKState.edu e-mail fills up too quickly. Please only use copyrequest e-mail accounts.
- 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 on the workdesk as you walk in the door to 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 insert it as a bookmark with “date/time needed” showing, when possible. If necessary, paperclip it to your originals.
- 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](mailto: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, unless you make other arrangements.

### **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 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, and 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***.

GTAs may mark what they prefer to teach, but *program directors decide all GTA assignments*. Summer GTA appointments are made according to the GTA Appointment/Reappointment Guidelines (page 9).

## TELEPHONE USAGE

The main office receives a 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 and in the main office. There are receptacles on the first and third floor hallways for recycling aluminum cans.

## TRAVEL

**\*\*\*The University will be switching to a new travel platform, at a yet to be announced time, and that any necessary updates to travel policies & procedures will be sent out at that time.\*\*\***

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](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 ticket prices often 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/academics/forms-and-documents/faculty-forms/2-uncategorised/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.