

*Policies  
and  
Procedures*

*2009-2010*

*Department of English  
Oklahoma State University*

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## FACULTY INFORMATION

<u>PROFESSOR</u>	<u>UNIVERSITY</u>	<u>FIELD OF EXPERTISE</u>	<u>ASST. PROFESSOR</u>	<u>UNIVERSITY</u>	<u>FIELD OF EXPERTISE</u>
Linda Austin, Ph.D.	Rochester	19 <sup>th</sup> -Century British Literature	Jon Billman, MFA	Eastern Washington	Creative Writing – Fiction
William Decker, Ph.D.	Iowa	19 <sup>th</sup> -Century American Literature	Ron Brooks, Ph.D.	Oklahoma	Composition/Rhetoric, Literacy
Elizabeth Grubgeld, Ph.D.	Iowa	20 <sup>th</sup> -Century British Literature	An Cheng, Ph.D.	Penn State	Linguistics/Applied Lang. Studies
Gene Halleck, Ph.D.	Penn State	TESL & Linguistics	Rebecca Damron, Ph.D.	Oklahoma State	TESL/Linguistics
Linda Leavell, Ph.D.	Rice	20 <sup>th</sup> -Century American Lit	Lynn Lewis, Ph.D.	Univ of Oklahoma	Pedagogy/Visual Rhetoric
Robert Mayer, Ph.D.	Northwestern	18 <sup>th</sup> -Century British Literature	Brian Price, Ph.D.	New York	Cinema Studies
Ai Ogawa, MFA	California-Irvine	Creative Writing – Poetry	Nicole Rizzuto, Ph.D.	Columbia	20 <sup>th</sup> -Century British Literature
Dennis Preston, Ph.D.	Univ of Wisc - Madison	Sociolinguistics & Dialectology	Laurie Schick, Ph.D.	UCLA	Applied Linguistics
Ravi Sheorey, Ph.D.	Texas	TESL	Lindsey Smith, Ph.D.	Univ of N Carolina	American & American Indian Lit
Edward Walkiewicz, Ph.D.	New Mexico	Modern Literature	Meghan Sutherland, Ph.D.	Northwestern	Screen Studies
Jeffrey Walker, Ph.D.	Penn State	Colonial/Early 19 <sup>th</sup> -C Amer Lit			
Martin Wallen, Ph.D.	Vanderbilt	Romanticism			
Thomas Warren, Ph.D.	Kansas	Technical & Prof Communications			
<u>ASSOC. PROFESSOR</u>	<u>UNIVERSITY</u>	<u>FIELD OF EXPERTISE</u>	<u>VISITING ASST. PROF.</u>	<u>UNIVERSITY</u>	<u>FIELD OF EXPERTISE</u>
Richard Batteiger, Ph.D.	Florida	Composition & Rhetoric	Belinda Bruner, Ph.D.	Oklahoma State	American Literature
Amanda Cobb, Ph.D.	Univ of Oklahoma	American Indian Lit & Rhetoric	Leslie Fife, Ph.D.	Oklahoma State	Creative/Professional Writing
Randi Eldevik, Ph.D.	Harvard	Early British Literature	Brian Flota, Ph.D.	George Washington	20 <sup>th</sup> -C American Literature
Richard Frohock, Ph.D.	Calif - Santa Barbara	18 <sup>th</sup> -Century British Literature	Amy Hall, Ph.D.	Florida State Univ	Medieval Literature
Susan Garzon, Ph.D.	Iowa	TESL & Linguistics	Anthony Franzese, Ph.D.	Oregon	British Literature
Toni Graham, MFA	San Francisco State	Creative Writing – Fiction	Patricia Macvaugh, Ph.D.	Boston	American Literature
Edward Jones, Ph.D.	Ohio	Renaissance Literature	Tim Prchal, Ph.D.	Wisconsin	American Literature
Lisa Lewis, Ph.D.	Houston	Poetry	Jill Talbot, Ph.D.	Texas Tech	Creative Writing – Non-Fiction
Hugh Manon, Ph.D.	Pittsburg	Screen Studies	Andrew Wadoski, Ph.D.	Univ of Rochester	Renaissance Lit/Spenser
Carol Mason, Ph.D.	Univ of Minnesota	Women's Studies			
Carol Moder, Ph.D.	SUNY – Buffalo	Linguistics & ESL			
Merrall Price, Ph.D.	Rochester	Medieval Literature			
Stacy Takacs, Ph.D.	Indiana	American Studies			

## CONTACT INFORMATION

### PROGRAM DIRECTORS

<u>NAME</u>	<u>TITLE</u>	<u>OFFICE</u>	<u>PHONE</u>
Carol Moder	Department Head	205B	4-6140
Linda Austin	Associate Head	314C	4-7691
Richard Batteiger	Honors Composition Director	302B	4-5487
Richard Batteiger	Professional Writing Director	302B	4-5487
Ron Brooks	First Year Comp Asst Director	407A	4-7737
Rebecca Damron	Writing Center Director	104A	4-9365
Jules Emig	Undergraduate Advisor	209	4-6146
Richard Frohock	First Year Composition Director	409	4-9466
Gene Halleck	TESL & Linguistics Director	311B	4-6229
Gene Halleck	Int'l Composition Director	311B	4-6229
Lisa Lewis	Creative Writing Director	201A	4-6235
Robert Mayer	Screen Studies Program Director	314B	4-6232
Merrall Price	Graduate Program Director	308A	4-9469
Martin Wallen	Honors Program Director	207B	4-9472
Edward Walkiewicz	Literature Program Director	211C	4-6144

### SUPPORT STAFF

<u>NAME</u>	<u>TITLE</u>	<u>OFFICE</u>	<u>PHONE</u>
Robert Estes	Senior Financial Assistant	207C	4-6148
Charissa Prchal	Administrative Support Specialist II	205	4-9473
Lori Raborg	Asst to the Graduate Program Director	308	4-9469
JuDean Scott	Assistant to the Department Head	205A	4-6140
Jill Traynor	Administrative Support Specialist II	205	4-9474

### OSU WRITING PROJECT STAFF

<u>NAME</u>	<u>TITLE</u>	<u>OFFICE</u>	<u>PHONE</u>
Britton Gildersleeve	Director	405	4-6234
Joanne Stafford	Co-Director of Prof. Development	405	4-6234

## FACULTY MEETING DATES

### FACULTY MEETINGS

(212 Morrill @ 3:30 pm)

Aug 14	Jan 8
Sep 16	Feb 17
Oct 21	Mar 10
Nov 18	Apr 21

### GRAD FACULTY MTGS

(212 Morrill @ 3:30 pm)

Aug 14	Jan 8
Sep 23	Feb 24
Oct 28	Mar 24
Nov (Dec 2)	Apr 28

### ADMISSIONS COMM

(310 M/Time listed below)

Oct 21 (after faculty mtg)
Jan 20 (M310 @ 3:30 pm)
Feb 24 (after grad fac mtg)
Apr 21 (after faculty mtg)

## COMMITTEE MEMBERS

### TA SELECTION COMMITTEE

Richard Batteiger  
Rebecca Damron  
Richard Frohock  
Gene Halleck  
Carol Moder  
Merrall Price

### GRADUATE STUDIES COMMITTEE

Edward Jones  
Lisa Lewis  
Ravi Sheorey  
*Merrall Price is a non-voting member*

### CURRICULUM COMMITTEE

Jon Billman  
An Cheng  
Elizabeth Grubgeld  
Carol Mason  
Brian Price  
Ravi Sheorey

### ADMISSIONS COMMITTEE

Richard Batteiger  
Gene Halleck  
Lisa Lewis  
Robert Mayer  
Merrall Price  
Ed Walkiewicz

### PERSONNEL COMMITTEE

Chair – Bill Decker  
Professor – Ravi Sheorey  
Associate Professor – Merrall Price  
Tenure at Large – Toni Graham  
Untenured – An Cheng

### SCHOLARSHIP SELECTION COMM

Department Head – Carol Moder  
Graduate Coordinator – Merrall Price  
Undergraduate Advisor – Jules Emig  
Two faculty appointed by the dept head

## STUDENT ASSOCIATION OFFICERS

### EGSA OFFICERS

President – John Rodrigue  
Vice President – Kim Dyer-Fischer  
Secretary – Kristina Barnard  
Treasurer – Brad McLelland  
GPSGA Rep – James Brubaker  
GPSGA Rep – Staci Freeman

### CWA OFFICERS

President – Labecca Jones  
Vice President – Scott Norenberg  
Secretary – Ashlee Bazer  
Treasurer – Mike Melancon

## 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. Go to the following website for complete details <http://academicintegrity.okstate.edu/>.

### ANNOUNCEMENTS

Announcements of wide applicability can be found on the bulletin board in the lounge (207 Morrill), through the department listserv, on <http://english.okstate.edu> or distributed to individual departmental mailboxes located in 205. Send listserv announcements for approval to [osu-english-l@listserv.okstate.edu](mailto:osu-english-l@listserv.okstate.edu).

### CALENDARS FOR DEPARTMENT HEAD & ASSOC DEPT HEAD

See Judean Scott, Assistant to the Department Head, if you would like an appointment with Dr. Moder or Dr. Austin. You can reach her at [judean.scott@okstate.edu](mailto:judean.scott@okstate.edu) or at 4-6140.

### CHANGE/STAMPS

A small amount of money is kept in 205 so that change can be made for those wishing to use the hall copier (copies are 10 cents each). Only a small amount of change is kept in the office; therefore, staff can only make change for a one or five dollar bill. Stamps are also available for purchase in 205.

### ELECTRONIC CLASSROOM

The Electronic Classroom (EC) schedule is located in the front office of 205. Please see a staff member for a key. TAs and lecturers must be trained in orientation or have a program director's permission to use the EC. If you are planning to use the EC after 5pm or before 8am, a staff member will leave the key in your desk drawer before 5pm and will retrieve it from your desk the next morning.

### ENGLISH DEPARTMENT E-MAILS

[english.information@okstate.edu](mailto:english.information@okstate.edu): For all inquiries.

[engweb@okstate.edu](mailto:engweb@okstate.edu): To contact the English department webmaster.

### FAX

The departmental fax machine is located in 205E. You may send your own fax or leave your fax and faxing instructions with a staff member and they will send the fax for you. If you send your own fax, please complete the information in the "FAX LOG" book. Fax cover sheets are located in the front pocket of the log book. Personal incoming faxes cost \$1 per page. Personal outgoing faxes cost the amount of the call. Students should not submit work by fax.

### FILM LIBRARY

The departmental film library index is available online at <http://englishcourses.okstate.edu/filmtrak/index.php>. The departmental film library index is available online by going into the Screen Studies Program site <http://english.okstate.edu/screen> and clicking on the Video Library link. Films are available to anyone on English Department payroll. Films must be requested through the website and may only be checked out for one week at a time. Once the request is received through the website, the video(s) will be placed in your departmental mailbox. Films are to be returned to the film drop box in 205. Film instructors who need to set up different checkout arrangements should see the front office staff in 205.

### FILM ROOM

The film rooms are shared by everyone employed by the English Department. See a front office staff member to sign up and get a key. If you are planning to use the film room overnight, a staff member will leave the key in your desk drawer before 5pm and will retrieve it from your desk drawer the next morning.

### GRADE BOOKS/SHEETS AND RECORDS RETENTION

OSU policy requires all grade books/sheets and records related to classes to be kept for six months for appeals purposes. The department keeps grade books/sheets for five years and then destroys them.

## MAILBOXES

All staff, faculty, lecturers, and TAs have mailboxes in 205 Morrill where mail, announcements and flyers will be distributed.

Students may drop off assignments in mailboxes; however, faculty should remove assignments at the time of deadline or periodically throughout the day to prevent overflow of the mailbox. Please inform students that staff members are released from work at 5pm, and other arrangements should be made if they are unable to arrive at the office by that time.

Students are not allowed to remove or pick up anything from mailboxes. Therefore, a "pick-up" spot has been designated in 205 to maintain your privacy and that of your students.

## OFFICE HOURS FOR INSTRUCTORS

If you are teaching 1 or 2 classes, you must have at least 180 minutes or 3 hours in your office, spread over three (3) days. If you are teaching 3 or more classes, you must have at least 240 minutes or 4 hours in your office, spread over three (3) days.

## ORDERING TEXTBOOKS AND DESK COPIES

The book order form is found by going to <http://english.okstate.edu>, clicking on "Faculty", then "Online Form", then on "Order Books". You will be required to enter a User ID and Password, which are unique to the ordering site. There is space on the form for notes on orders and/or publishers and for corrections. Please contact front office staff for an ID/Password, questions about ordering texts online, or problems with texts for classes. The office staff serves as the department representative with the bookstore, they know who to contact for the best results and the least run-around. A staff member will contact the publisher to order desk copies of any books that you note when you order your textbooks online. However, you are welcome to request your own desk copies from the publisher's websites.

## PHOTOCOPYING

The copier in the front office is for staff only. The copier in 205E is available to faculty.

Allow lead time of four hours for 35 copies or less and 24 hours for larger quantities.

## TO PLACE PHOTOCOPYING REQUESTS IN PERSON:

- Place originals in the copy request tray located in the main office.
- Make sure that you complete a copy request form (found next to request tray), and attach it to your originals.
- **Do not put exams/quizzes in the copy request bin in 205**, give them directly to a staff member or use the e-mail request procedure. For confidential purposes, copied exams/quizzes will not be put in your mailbox. Instead they will be kept in a file drawer in the main office.

## TO PLACE PHOTOCOPYING REQUESTS VIA EMAIL:

- The staff will check this account on the hour M-F, 8am-5pm.
- Send an e-mail with attachments to [copyrequest@yahoo.com](mailto:copyrequest@yahoo.com).
- The e-mail must indicate:
  - number of copies needed
  - single- or double-sided
  - stapling preference

We ask everyone to minimize photocopying as much as possible to save department and program resources. One good option for this is to have the main office make a pdf file for you instead of copies. The office copier does this very easily (quicker, in fact, than making copies); the machine emails the pdf to you directly. The pdfs can then be posted on your electronic classroom for students to download. This can be done with documents of any size; if you have any class handout that won't fit on 2 pages front and back, we ask that you please request that as a pdf instead of copies.

## **POSTAGE AND MAILING**

**TENURED AND TENURE-TRACK FACULTY:** Manuscripts and documents involving departmental or professional business may be mailed with departmental postage; however, you must include your own return postage.

Please add your name or initials above the preprinted return address information. The department has First Class, Airmail, and OSU English Department stamps, as well as OSU mailing labels available. Services needed other than regular first class, require approval of the Department Head. See main office staff with any mailing requests.

**TA'S AND LECTURERS:** English Department letterhead will be provided, as needed, for professional purposes. This includes correspondence pertaining to classes, students, manuscript submissions, and job applications.

The department will supply up to 100 standard letterhead envelopes to graduate students as part of their job search. These envelopes have postage codes printed on them that is only valid when mailed on campus. The department will not provide large flat or any size other than standard letterhead envelopes, but will provide OSU mailing labels. The cost to mail a large flat envelope is about double the cost of a standard envelope. Therefore, mailings in large flat envelopes will count as two standard envelopes toward the allotment of 100 that the department pays for. Before using large flat envelopes, prior approval is required from Dr. Moder or Dr. Austin. Justification why the material could not go in a standard letterhead envelope must be included in your request.

The department will not supply TAs or Lecturers with envelopes (letterhead or flat) for mailing manuscripts, but mailing labels are available. The department will pay for TA/Lecturer manuscript mailings only if they are pre-approved by Dr. Moder or Dr. Austin.

## **PURCHASING**

Requests for any charge or purchase must be submitted in writing to Dr. Moder or Dr. Austin **BEFORE** the charge or purchase is made. Once written approval is obtained, Robert Estes will provide assistance for purchases. Robert is located in 207C Morrill, next to the elevator.

**GRANT EXPENDITURES:** See Robert for proper procedures before making any purchases on a grant. When spending money from grant accounts (direct charge, P-Card, or reimbursement to individuals) please return the **original** copy of the receipt to Robert so he can follow proper procedures. Do not send the receipts to the Dean's Business Office, because they will only send it back to the department for special coding, etc. Sending it to the Dean's Business Office before it goes to Robert will slow the process.

## **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 WORKSPACES**

Please refrain from using a staff member's desk. This policy is put in place to assist in maintaining security of files and other personal and confidential information

## **STUDENT CONSENT TO RELEASE ACADEMIC INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. FERPA requires that access to a college student's records must be granted by approval of the student via a release form. A copy of the release form can be found at <http://www.okstate.edu/registrar/FormsOnline/FormsOnline.html> Parents can, however, receive information about their student without a signed release form if they submit proof that the student is a dependent. Proof is a copy of the most recent year's federal tax form showing that the parent claims the student as a dependent.

## **SUBMISSION OF STUDENT WORK**

It is best to return paperwork to students and have students turn in paperwork during class or at your office. This will help with security and office traffic problems.

Leaving student's graded work outside your office door is a violation of the Privacy Act.

## **SUBMISSION OF STUDENT WORK (CONT)**

Students who wish to deliver papers to teaching staff will be directed to the instructor's mailbox. The office staff will not time/date stamp student papers, and will not take papers from students to place in mailboxes. This ensures that the responsibility of turning in papers on time is solely the responsibility of the student. Papers for students to pick up should not be put in mailboxes, but should be put in the designated "pick-up" spot.

## **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 take the next to last or last of an item, please inform a staff member.

## **SYLLABI**

According to University policy, the department is required to keep copies of each class syllabi on file for five years. You must submit an electronic copy of your syllabus to the front office staff at the beginning of each semester. Email to [english.information@okstate.edu](mailto:english.information@okstate.edu).

## **TEACHING SCHEDULE ASSIGNMENTS**

**FACULTY:** The department will attempt to accommodate scheduling requests. Please note that three-day class schedules and two-day class schedules will alternate every other semester. Please update time-request sheets as often as needed since class schedules are made out almost a year in advance. Send updated time-request sheets to JuDean. 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 only one course except in emergency situations.

**TA'S/LECTURERS/VISITING FACULTY:** Teaching assignments will be made each semester according to the time constraints, requests, and needs that TAs/Lecturers/Visiting Faculty mark on their schedule request sheets. Make sure that you mark any and all pertinent information on your sheet, and inform JuDean immediately of any changes. TAs can mark what they would prefer to teach, but should keep in mind that program directors decide what each TA's assignment will be. Summer TA appointments are made according to the TA Appointment/Reappointment Guidelines.

## **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. Students should inform faculty of absences in advance and call friends in the class to find out what assignments were missed. It is important that instructors work out inclement-weather-cancellation plans with students in advance. For example, instructor will e-mail students if he/she can't make it to class, or if the University cancels classes. Otherwise, there will be class.

**LONG DISTANCE CALLS:** Faculty may make long-distance calls for personal and departmental and professional business. However, faculty must reimburse the department for each personal long-distance call made. Each Faculty member will be given a "long-distance access code" to make long-distance calls. The main office staff can also place a long-distance call from 205 and transfer the call to your office. TA's 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. If an incoming call seems to be urgent, the staff member will take the information and attempt to reach you at home.

## **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.**

White (unlined) paper can be recycled using the white plastic saddlebag attached to individual trash cans. Saddlebag contents go into the white recycling boxes located in the hallway on each floor. There are orange receptacles on the first and third floor hallways for recycling aluminum cans.

## **TRAVEL**

Dr. Austin must pre-approve all travel requests. Once funding has been approved, see Robert Estes for the appropriate procedures. The hard copy of the travel form has been replaced by an easy to use on-line form. The form can be found under "Online Forms" on the Faculty page of the English Department website: [http://english.okstate.edu/internal/travel\\_form.htm](http://english.okstate.edu/internal/travel_form.htm)

**TRAVEL REQUISITIONS:** Prior to each trip planned during the school session, an employee must complete a request to travel form (which is now online). No matter how the trip will be funded, the "on-line" form must be completed. The expense section of the form should reflect the total estimated cost of the trip rather than 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 other travel whether it is in- or out-of-state.

**AIRLINE TICKET PURCHASES:** OSU has a contract with International Tours. If possible, please purchase airline tickets in advance from International Tours, 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 all over the next week, and often ticket prices will go up. Tickets may be purchased from other vendors; however, 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 International Tours.

**INTERNATIONAL TRAVEL:** Requires Board of Regents approval and must be processed a month in advance of Board meetings.

**ABSENCE FROM CAMPUS:** A form may be obtained in 205 Morrill or at [http://english.okstate.edu/internal/absence/absence\\_from\\_campus.htm](http://english.okstate.edu/internal/absence/absence_from_campus.htm) Anyone that will be away from campus that is currently on the English Department payroll must complete a form for insurance purposes. An absence from campus includes trips on field work for grants, professional trips to other locations, personal leave, etc. This form must be completed in addition to the travel requisition form. You must make arrangements to have classes covered during an absence.

**MILEAGE:** Mileage to and from the airport may be reimbursed at .485 cents per mile. 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.

**LODGING:** The actual cost of lodging may be reimbursed if the proper documentation is provided. The documentation must state that the lodging was a designated conference site and show the conference single room rate. Other documentation needed is an announcement, notice, or some other form of notification on sponsor's letterhead which identifies the designated lodging site and costs. Without proper documentation, reimbursement is limited to a maximum based on location of travel.

**BAGGAGE:** Recently American Airlines began charging a fee of \$15 for the first checked bag and \$25 for the second checked bag. The additional cost of \$15 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 having an extended stay or carrying business materials. This justification does not include bringing personal items. Similar fees from other airlines would also follow these standards of reimbursement.

## **USEFUL WEBSITES**

<http://english.okstate.edu>: The official English Department website, moderated by the English Department webmaster. 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> Course Descriptions and Academic Regulations are available in the University Catalog.

<http://www.okstate.edu/registrar/ClassSchedule/ClassSchedule.html> Final Exam Schedules and Enrollment Procedures are available in the Online Class Schedule for each semester.

# 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 wishing

- 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 then 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 meeting of the Committee, 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/grad/guidelines/documents/TAAppliation\\_000.pdf](http://english.okstate.edu/grad/guidelines/documents/TAAppliation_000.pdf) The application form along with a résumé should be sent to the Graduate Director in the English Department no later than April 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 person who wrote the letter of recommendation.

## 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.

## **SUMMER TEACHING (CONT)**

Other Criteria for Summer Appointment Include:

- 1) Applicants for summer appointments should understand that the first criterion for selection is departmental 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, four years for PhD candidates, and seven years for those pursuing both degrees at OSU).

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

Decisions about reappointment will be based on the following criteria:

- 1) Adequate performance of assigned responsibilities including teaching, research, tutoring, and 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 for financial aid 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: extensions to a MA/MFA assistantship will be deducted from a PhD associateship. In no case may regular financial support exceed the seven years limit.)

Applicants for extension:

- 1) Must have completed all coursework toward degree.
- 2) Must have passed all comprehensive examinations for degree.
- 3) Show evidence of satisfactory progress on the thesis, dissertation, or creative component required for the degree.
- 4) Submit recommendations from appropriate program director and advisor.
- 5) Submit letter to department head summarizing academic progress.
- 6) Submit staffing questionnaire and progress report provided by department.