

*Department of English
Oklahoma State University*

*Policies
and
Procedures*

2019-2020

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	
CANVAS	
CHANGE	
COMPUTER/TECH SUPPORT	
DEPARTMENT HEAD APPOINTMENT CALENDAR	
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

REGENTS PROFESSOR

Elizabeth Grubgeld, Ph.D.	Iowa
Edward Jones, Ph.D.	Ohio
Timothy Murphy, Ph.D.	UCLA
Dennis Preston, Ph.D.	Univ of Wisc - Madison

PROFESSOR

An Cheng, Ph.D.	Penn State
William Decker, Ph.D.	Iowa
Richard Frohock, Ph.D.	U.C. - Santa Barbara
Lisa Lewis, Ph.D.	Houston
Carol Moder, Ph.D.	SUNY - Buffalo
Stacy Takacs, Ph.D.	Indiana
Jeffrey Walker, Ph.D.	Penn State

ASSOC. PROFESSOR

Nancy Caplow, Ph.D.	U.C. - Santa Barbara
Katherine Hallemeier, Ph.D.	NYU
Lynn Lewis, Ph.D.	Univ of Oklahoma
Jeff Menne, Ph.D.	Vanderbilt Univ
Aimee Parkison, MFA	Cornell Univ
Lindsey Smith, Ph.D.	Univ of N Carolina
Graig Uhlin, Ph.D.	NYU
Andrew Wadoski, Ph.D.	Univ of Rochester

ASST. PROFESSOR

Michael Amory, Ph.D.	The Penn State Univ
Andrew Belton, Ph.D.	UNC at Chapel Hill
Phil Bratta, Ph.D.	Michigan State Univ
Sarah Beth Childers, MFA	West Virginia Univ
Joshua Daniel-Wariya, Ph.D.	Texas Christian Univ
Lisa Hollenbach, Ph.D.	Univ Wisconsin, Madison
Alyssa Hunziker, Ph.D.	Univ of Florida
Janine Joseph, Ph.D.	Univ of Houston
Stephanie Link, Ph.D.	Iowa State Univ
Anna Sicari, Ph.D.	St. John's Univ
Lindsay Wilhelm, Ph.D.	UCLA

UNIVERSITY

FIELD OF EXPERTISE

20th-Century British Literature
Renaissance Literature
Modern/Contemporary Lit
Sociolinguistics & Dialectology

FIELD OF EXPERTISE

Linguistics/Applied Lang. Studies
19th-Century American Literature
18th-Century British Literature
Poetry
Linguistics & ESL
American Studies
Colonial/Early 19th-C Amer Lit

FIELD OF EXPERTISE

Linguistics
Postcolonial Anglophone Lit
Composition, Digital & Visual Rhetorics,
American Cinema
Creative Writing
American & American Indian Lit
Screen Studies
Renaissance Lit/Spenser

FIELD OF EXPERTISE

Applied Linguistics
African American Literature
Rhet, Comp, & Writing Studies
Creative Writing, Nonfiction
Rhetoric & Composition
Literature, Post 1900
Native American/Indigenous Literature
Creative Writing, Poetry
Applied Linguistics & Technology
Writing Center Theory & Pedagogy
19-C Lit & Science and Victorianism

TEACHING ASST. PROF.

Dinah Cox, Ph.D.	Oklahoma State Univ
Jonathan Gaboury, Ph.D.	Queen's Univ
Eric Howerton, Ph.D.	Univ of Houston
Reanae McNeal, Ph.D.	Texas Women's Univ
Shaila Mehra, Ph.D.	Univ of Rochester

VISITING ASST. PROF.

Brett Burkhardt, Ph.D.	Univ of Oklahoma
Heidi Cephus, Ph.D.	Univ of North Texas
Kimberly Cox, Ph.D.	Texas A&M Univ
Jessica Glover, Ph.D.	Oklahoma State Univ
Rafael Hernandez, Ph.D.	Univ of Florida
Suzanne Jamir, Ph.D.	Florida State Univ
Bryan Jones, Ph.D.	Oklahoma State Univ
Sara Loss, Ph.D.	Univ of Minnesota
Margaret Love, Ph.D.	Tufts Univ
Daniel Morse, Ph.D.	Univ of Edinburgh
Arun Pokhrel, Ph.D.	Univ of Florida
Cynthia Rogers, Ph.D.	Indiana Univ
Ariel Ross, Ph.D.	Emory Univ
Brandon Schneeberger, Ph.D.	UNLV
Richard Sears, Ph.D.	Indiana Univ
Ryan Slesinger, Ph.D.	Univ of Tulsa
Jason Sperb, Ph.D.	Indiana Univ
Seth Wood, Ph.D.	Emory Univ

UNIVERSITY

FIELD OF EXPERTISE

Fictional Rhetoric
American Literature
Creative Writing - Fiction, Lit, Comp
Multicultural Women's & Gender Studies
African-American Literature

UNIVERSITY

FIELD OF EXPERTISE

American & Native American Literatures
Early Modern Literature
American Literature
Poetry and Gender & Women's Studies
English Literature
Fiction/Nonfiction
Rhetoric & Composition
Linguistics
Caribbean Literature
20th-C Transnational, Immigrant, & Multiethnic Writing
20th&21st C. Brit and Global Anglophone
Medieval Literature and Codicology
Comparative Literature
English Literature
English/Renaissance Literature
20th-C American Literature
Communication & Culture
Comparative Literature

CONTACT INFORMATION

ENGLISH DEPARTMENT ADMINISTRATION

An Cheng	Department Head	205B	4-6140
Jeff Menne	Associate Department Head	311E	4-6228

PROGRAM DIRECTORS

Nancy Caplow	TESL & Linguistics	311B	4-6229
Eric Howerton	ENGL 3323	104D	4-8500
Lynn Lewis	Rhetoric & Writing Studies	309C	4-6267

Stephanie Link	International Composition	109D	4-6232
Jeff Menne	Screen Studies	311A	4-6228
Lisa Lewis	Creative Writing	201A	4-6235
Josh Daniel-Wariya	First Year Composition – Assoc. Director	309A	4-6837
Anna Sicari	Writing Center	SU440	4-9365
Elizabeth Grubgeld	Literature	302A	4-6217
	Honors in English		
Laurie Woodford	ITA	109A	4-1780

ENGLISH DEPARTMENT ADVISING

Clarissa Bonner	Undergraduate Advisor	209	4-6146
Kate Hallemeier	English Graduate Program	308A	4-6222

SUPPORT STAFF

Carrie Alexander	Engl Dept & ID Progs Admin Support	205	4-9474
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	4-1089
Laura Tunningley	Writing Center Coordinator	SU440	4-2085

STUDENT ASSOCIATION OFFICERS

	EGSA	TESLing	CWA
<i>President</i>	Courtney Whited	Payam Rahmati	Rachele Salvini
<i>Vice President</i>	Elsa Klingensmith	Hannah Bingham Brunner	Kourtney Johnson
<i>Secretary</i>	Remigius Recchia	Sadie Camsuzou	Lisa Wright
<i>Treasurer</i>	Anna Louise Wiegenstein	Abby Cain	Doug Koziol
<i>Academic Chair</i>	N/A	Sara Nezami Nav	N/A
<i>Social Chair</i>	N/A	Terrence Greene	N/A
<i>EGSA Liaison</i>	N/A	Lisa Crane	N/A
<i>GPSGA Reps</i>	Andrew Bodinger	Fran Junnier	Rachele Klammer
	Courtney Whited		Andrew Bodinger

FACULTY MEETING DATES

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

Fall 2019

August 16
September 20
October 18
November 15
December (no meeting)

Spring 2020

January 17
February 21
March 27
April 17
May (no meeting)

GRAD FACULTY MTGS will immediately follow General Faculty Meetings.

FACULTY COMMITTEES AND MEMBERS

TA SELECTION

Nancy Caplow & Steph Link (TESL/Ling)
An Cheng (Head)
Elizabeth Grubgeld (Literature)
Kate Hallemeier (Graduate Director)
Lisa Lewis (Creative Writing)
Lynn Lewis (Comp & Rhet/Writing Studies)
Jeff Menne (Screen Studies)
Anna Sicari (Writing Center)

ADMISSIONS

Nancy Caplow & Steph Link (TESL/Ling)
Elizabeth Grubgeld (Literature)
Kate Hallemeier (Graduate Director)
Lisa Lewis (Creative Writing)
Lynn Lewis (Rhet/Writing Studies)
Jeff Menne (Screen Studies)

CURRICULUM

Josh Daniel-Wariya (Rhet/Writing Studies)
Bill Decker (American Studies)
Elizabeth Grubgeld (British Literature)
Lisa Lewis (Creative Writing)
Dennis Preston (TESL/Ling)
Graig Uhlin (Screen Studies)

PERSONNEL

Phil Bratta (Assistant Professor)
Bill Decker (chair)
Edward Jones (Professor)
Lynn Lewis (Associate Professor)
Stacy Takacs (Professor)
Andrew Wadoski (Associate Professor)

GRADUATE STUDIES

Andrew Belton (Literature)
Nancy Caplow (TESL/Ling, Rhet/Writing Studies)
Aimee Parkison (Screen Studies & Creative Writing)
Kate Hallemeier (Graduate Director) non-voting member

SCHOLARSHIP SELECTION

An Cheng (Head)
Kate Hallemeier (Graduate Director)
Clarissa Bonner (Undergraduate Advisor)
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
- 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.

CANVAS

Canvas is a Learning Management System adopted by Oklahoma State University Fall 2019. It is a flexible, easy-to-use platform with a clean interface, rich multimedia capabilities, and dedicated mobile apps for both students and instructors.

Canvas is administered by Institute for Teaching and Learning Excellence. ITLE fully provides a combinations of trainings, instructional videos (<https://itle.okstate.edu/Canvas.vbhtml>), and one-on-one consultations. For assistance contact ITLE at canvas@okstate.edu or (405) 744-1000.

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 M310, 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 M310, 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 Canvas.

DEPARTMENT HEAD APPOINTMENT/CALENDAR

See JuDean Howerton, Assistant to the Department Head, if you would like an appointment with Dr. Cheng. JuDean can be reached at 744-6140 or 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 out a key fob from front office staff to get into the room.

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 Undergrad Advisor: englishadvisor@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 [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 Canvas 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 your CV, syllabi, and component grade records.

To access the Front Office Online Community, use your OKey login at <https://my.okstate.edu>. Click on Canvas, and then click on Front Office - Department of English.

GRADE BOOKS/SHEETS AND RECORDS RETENTION

TAs, Adjuncts, Lecturers, VAPs, and TAPs are required to submit component grades and attendance via the Front Office Online Community **Assignments** 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

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

<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

The form for ordering textbooks for a course you’re teaching is at <http://englishcourses.okstate.edu/bookorder/index.php>. User ID and Password are unique to this site. Contact front office staff for ID/Password, or with questions about ordering texts. Charissa serves as the department representative with the bookstore for ENGL courses. Carrie is in this role for AFAM, AMIS, AMST, GWST, and REL courses.

Staff can place requests for desk copies if your order notes that you need one. Alternately, 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 (requesting copies or scans – see Printing Requests)

- **M205E Instructor copier/scanner** is available to all department instructors for classes being *taught*, not classes being *taken*.
- **Scanner** may be used for classes being taken, sent to USB drive or e-mail.

PRINTING

- Professors, TAPs, and VAPs may be networked to the faculty printer in M205E.
- Adjuncts, Lecturers and GTAs may use the printers in M412 or M409. Paper is kept in M409.

PRINTING REQUESTS – ELECTRONIC ORIGINAL:

- Send an e-mail with attachments to copyrequest@yahoo.com or copy_request@hotmail.com.
 - Staff will check these accounts M-F, 8am-5pm.
 - OKState.edu e-mail storage is small. *Please* only use copy request 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 **by name**.

PHOTOCOPYING/PRINTING/SCANNING REQUESTS – HARDCOPY ORIGINAL:

- *Remove staples from pages to be copied.*
- Copy and scan request forms are in M205 on the shelf below the bulletin board, on the right-hand side as you walk in the door.
 - Copy request info is on one side, scan request on the other.
 - 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 Charissa’s desk.
- Materials will be placed in your mailbox after request is completed.

PHOTOCOPYING REQUESTS 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 / copy_request@hotmail.com
- **For privacy purposes, copied exams/quizzes will *not* be put in your mailbox.**
 - You’ll receive a note in your box that you have copies ready.
 - Give the note to staff in M205 to claim your copies.

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, Program Directors and ADs for courses in M208 can unlock the doors 24x7. Instructors are able to unlock the door 7:00am-7:30pm, 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, **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 at the beginning of each semester. Carrie will upload these to the university's syllabus page.

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 emailed *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, Canvas).

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 staff will not give out home phone numbers or addresses without prior approval. If an incoming call is urgent, the staff will take the information and attempt to reach you off-campus. With your permission, they can usually transfer a call to your personal phone.

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 REQUISITIONS

The Department requires documentation that you have been accepted as a speaker/panel participant in the conference you are requesting funds to attend. Please email the Associate Department Head your letter of acceptance and complete the Initial Request for Travel Funds form at http://englishcourses.okstate.edu/internal/travel_form.htm. If you have an alternate source of funding, please make a note in the "Other Remarks" box at the end of the form. Departmental funding only covers **one trip** each fiscal year.

Please complete the Request form at least four weeks before Domestic trips and at least six weeks in advance for International trips (see below).

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

AIRLINE TICKET PURCHASES: OSU has an official travel agency. Whenever possible, have the Department purchase airline tickets in advance from this agency. Please be clear on the Request form what time(s) you are able to depart/return.

Tickets may be purchased from other vendors, but reimbursement is limited to the comparison airfare quote from OSU's preferred vendor that will be obtained by staff.

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/pages/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. 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. “International” travel includes any trip outside the contiguous lower-48 states.

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. The conference website normally shows this information.

MILEAGE: Mileage to and from the airport may be reimbursed at the current per-mile rate. To receive reimbursement, supply car tag number on the Initial Request for Travel Funds form. Mileage is calculated based on your exact starting and ending location using a service like Google Maps.

MEALS (PER DIEM; M&IE): Reimbursement for meals while on official travel will be at a flat rate, based on location of travel. Per Diem will not be reimbursed for travel that does not include an overnight stay.

TRAVEL REIMBURSEMENTS: Reimbursement for all expenses not pre-paid by the Department are made *after* the end of the trip, once receipts have been turned in to the appropriate staff member.

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://catalog.okstate.edu/> The University Catalog, with course descriptions and academic regulations.

TA Appointment/Reappointment Guidelines

TA SELECTION

TA selection will consist of the following program personnel:

- ESL Composition Director
- TESL/Ling Program Director
- First-Year Composition Director
- Graduate Program Director
- Literature Program Director
- Rhet & Writing Studies Program Director
- Writing Center Director

Each program director will review assistantship applications in their respective area. Materials for those applicants accepted as a TA will be forwarded to the FYC director to review for experienced/rookie status. This information will be forward to JuDean who will then send a TA offer letter to those selected for an assistantship.

PROCEDURE FOR INITIAL APPOINTMENT

Students normally apply for assistantships at the time of admission <https://gradcollege.okstate.edu/prospective-students/assistantships.html>. However, applications may also be considered from current students who should write a brief letter of application to the Graduate Director. The letter should indicate preferences (if any) for Writing Center, First-Year Composition, Technical Writing, or TESL Composition. The letter should also identify any prior teaching experience. Assistantships begin in the fall semester, and most are awarded during the January admission process.

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).
- 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 your advisor and program director(s) you are teaching under.
- submit letter to department head summarizing academic progress.
- submit staffing questionnaire provided by department.