## WELCOME

A Word from Volker Hegelheimer, Department Chair
People/Websites to Know

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Dear New Department Members,

I am delighted that you are joining the English Department at Iowa State University, and I would like to personally welcome you. You are joining our department as a faculty member or as a graduate assistant, and you will play a critical role in helping us perform our vital mission of teaching students how language is central to acquiring knowledge, shaping thought and attitudes, and transmitting information.

We know that starting out in a new place brings along questions and uncertainties. To help you with this, our staff has put together this manual with essential information that will help you become familiar with our department procedures and important teaching information. Please carefully review the manual and refer back to it as needed.

Of course, we cannot anticipate every question or need you might have. So please feel free to ask us when you are uncertain about how to get something done or you want advice. We are here to help you succeed.

Welcome aboard!

Volker Hegelheimer
Chair, Department of English
## People to Know

**Department Chair** – Volker Hegelheimer (203A Ross)  
**Assoc. Chair of Faculty Dev.** – Charlie Kostelnick (429 Ross)  
**Assoc. Chair for Term Faculty** – Jim Gilchrist & Denise Oles-Acevedo  
**Administrative Specialist** – Taylor Petersen (201 Ross)  
**Fiscal Officer (Accounts & Grants)** – Carla Jutting (259 Ross)  
**Communications** – Linda Kramer (LA 102)  
**English Main Office** – Deanna Ward (203 Ross)  
**General Dept. Editor/JBTC Managing Editor** - Lori Peterson (237 Ross)  
**Procurement & Expense Specialist (reimbursement & travel)** – Sara Craft (506D Ross)  
**Finance Specialist** – Jennifer Rivera (221 Ross)  
**HR Coordinator** – Christy Kadner (232 Catt)  
**Program Assistant** – Deanna Stumbo (229 Ross)  
**Staff Assistant** – Stacie Schaefer (211 Ross)  
**English Education Adviser** – Jim Ranalli (jranalli); 101C  
**Statistics Adviser** – Gary Ockey (349 Ross)  
**LINGU** – Carol Chapelle (339 Ross)  
**Literary Studies/Creative Writing Adviser** – Aune (255 Ross)  
**Advanced Communication** – Jenny Aune (255 Ross)  
**Advanced Communication Assistant Director** – Casey White (249 Ross)  
**Staff Assistant** – Katie Siders (603/503 Ross)  
**Student Accessibility Adviser** – Taylor Anne Barriuso (202 Ross)  
**ESL Courses Directors** – Matt Dixon (355 Ross)  
**Program Assistant** – Teresa Smiley (227 Ross)  
**Staff Assistant** – Pat (315 Ross)  
**Adv. Comm. Assistant Director** – Casey White (249 Ross)  
**Staff Assistant** – Deanna Stumbo (229 Ross)  

### Curriculum & Scheduling:
- Associate Chair of Operations (Teaching Assignments, Courses, & Office Assignments) – Matthew Sivils (333 Ross)  
- Program Assistant & Student Accessibility Resource Liaison – Stacie Schaefer (211 Ross)  
- **ISUComm Foundation & Advanced Communication:**  
  - Foundation Courses Director (150 & 250) – Abram Anders (223 Ross)  
  - FC Assistant Directors – Amy Walton (251 Ross)  
  - Advanced Communication Director (302, 309, 312, 314) – Jenny Aune (255 Ross)  
  - Advanced Communication Assistant Director, Casey White (249 Ross)  
  - Staff Assistant – Deanna Stumbo (229 Ross)  
  - Staff Assistant – Stacie Schaefer (211 Ross)  

### Graduate Programs:
- Director of Graduate Education – Bethany Gray (355 Ross)  
- **Assoc. Director of Graduate Education** – Stacy Tye-Williams (364 Carver)  
- **Staff Assistant** – Teresa Smiley (227 Ross)  
- Staff Assistant – Katie Siders (603/503 Ross)  
- **Staff Assistant** – Deanna Stumbo (229 Ross)  

### Advisers (Undergraduate):
- Literary Studies/Creative Writing Adviser – Christiana Langenberg (343 Ross)  
- Linguistics Adviser – Taylor Anne Barriuso (325 Ross)  
- English Education Adviser – Pat Johnson (347 Ross)  
- Rhetorical Studies/TComm/Seech Communications Adviser – Samantha Robinson-Adams (307 Ross)  

### Learning Community Coordinator: Brenna Dixon (315 Ross)

### ESL Courses Directors:
- Engl 99 – Gary Ockey (349 Ross) & Jayme Wilken (LA 108)  
- Engl 101 – Carol Chapelle (339 Ross)  
- 101B – Jim Ranalli (jranalli); 101C - Sarah Davis (ssavage); 101D - Tammy Slater (tslater)

### Speech Communication:
- SpCm 212 Director – Anne Kretsinger-Harrries (445 Ross)  

### Intensive English Orientation Program:
- Interim Director – Karina Silva (LA 101)  
- Program Assistant – Linda Kramer (LA 102)  

### Information Technology:
- Systems Support Specialist – Bret Larwick (506 Ross)  
- Student IT (506C Ross)  

### LAS External Research Support: Sandra Norvell (202 Ross)  
### ISU Subject Librarian: Dan Coffey (152 Parks Library)  
### ISU Police:

Last updated 7/31/2020
Websites to Know

**General:**
- New to ISU – [http://newtoisu.it.iastate.edu/](http://newtoisu.it.iastate.edu/)
- Iowa State University – [http://www.iastate.edu](http://www.iastate.edu)
- ISU Directory – [http://info.iastate.edu](http://info.iastate.edu); [http://info.iastate.edu/howto/](http://info.iastate.edu/howto/)
- University Policy Library – [http://policy.iastate.edu](http://policy.iastate.edu)
- Campus Police – [http://www.police.iastate.edu/](http://www.police.iastate.edu/)
- LAS College – [https://las.iastate.edu/](https://las.iastate.edu/); [https://my.las.iastate.edu](https://my.las.iastate.edu)
- Department of English – [https://engl.iastate.edu](https://engl.iastate.edu)
- Department of English Faculty Resources – [https://engl.iastate.edu/about-department/faculty-resources/](https://engl.iastate.edu/about-department/faculty-resources/)
- Department of English Media Equipment Reservation – [https://booking.its.iastate.edu/cire/Signln.aspx](https://booking.its.iastate.edu/cire/Signln.aspx)
- Software Training – [https://www.digitalaccess.iastate.edu/get-training](https://www.digitalaccess.iastate.edu/get-training)
- Learn@ISU – Iowa State webpage under Sign Ons (right-hand corner of the website)
- Lynda.com – Iowa State webpage under Sign Ons (right-hand corner of the website)

**Employee:**
- Workday – Iowa State webpage under Sign Ons (right-hand corner of the website)
- Workcyte – [https://www.workcyte.iastate.edu](https://www.workcyte.iastate.edu)
- New Employee Self Service - [https://www.hr.iastate.edu/careers/new-employee/self-service](https://www.hr.iastate.edu/careers/new-employee/self-service)
- Human Resources – [http://www.hr.iastate.edu/](http://www.hr.iastate.edu/)
- International Students & Scholars – [http://www.isso.iastate.edu/](http://www.isso.iastate.edu/)
- AccessPlus – Iowa State webpage under Sign Ons (right-hand corner of the website)

**Academics:**
- Canvas (Learning Management System) – [https://canvas.iastate.edu/courses/75](https://canvas.iastate.edu/courses/75)
- Online Learning Team (Dept. of English) – [https://support.isucomm.iastate.edu/](https://support.isucomm.iastate.edu/)
- Center for Excellence in Learning & Teaching – [http://www.celt.iastate.edu](http://www.celt.iastate.edu)
- Schedule of Classes – [http://classes.iastate.edu](http://classes.iastate.edu)

**Faculty:**
- LAS College New Faculty Resources – [https://my.las.iastate.edu](https://my.las.iastate.edu)
- LAS Absence from Campus Policy – [https://my.las.iastate.edu/resources/](https://my.las.iastate.edu/resources/) under miscellaneous policies
- Grants (CEAH) – [https://ceah.iastate.edu/find-funding](https://ceah.iastate.edu/find-funding)
- LAS Grant Support – [https://my.las.iastate.edu](https://my.las.iastate.edu)
- Grants Hub – [http://www.granthub.iastate.edu](http://www.granthub.iastate.edu)
- Office for Responsible Research – [http://www.compliance.iastate.edu/](http://www.compliance.iastate.edu/)

**Graduate Students:**
- Graduate College – [http://www.grad-college.iastate.edu](http://www.grad-college.iastate.edu)
- Dept. of English Graduate Programs – [http://www.engl.iastate.edu/graduate-students/](http://www.engl.iastate.edu/graduate-students/)
- Graduate Student Benefits – [https://sship.hr.iastate.edu/](https://sship.hr.iastate.edu/)
- LAS Grant Support – [https://my.las.iastate.edu](https://my.las.iastate.edu)
- Grants Hub – [http://www.granthub.iastate.edu](http://www.granthub.iastate.edu)
- Office for Responsible Research – [http://www.compliance.iastate.edu/](http://www.compliance.iastate.edu/)
- Student Wellness - [https://www.studentwellness.iastate.edu/](https://www.studentwellness.iastate.edu/)
Employee To-Do List

- **Workday**
The link to Workday is located on the Iowa State home page. More information about Workday can be found at [https://www.workcyte.iastate.edu](https://www.workcyte.iastate.edu). Click on Resources and click on each category to find (Job Aids) Info Sheets about the various services offered through Workday. Through Workday, you can
  - submit/edit address/phone information (campus and home)
  - access payroll/leave information (payroll information can be viewed 3 days before payday)
  - obtain many other services

- **Faculty Letter of Intent**
LAS Human Resources will initiate your letter of intent through Workday. If you have any questions, contact LAS HR (hr_delivery@iastate.edu).

Faculty—The Department Chair and Associate Chair of Faculty Development—will work with you to create your Position Responsibility Statement (PRS) during your first semester.

- **University (Faculty) Onboarding**
As a new faculty member, you will complete/track the new employee onboarding process through Workday. This is designed to help you transition into your new role. If you have questions during this process, you may contact LAS HR (hr_delivery@iastate.edu). Learn@ISU offers many on-campus workshops available to faculty, as well as university orientation and benefits sessions – [https://training.ehs.iastate.edu/IowaSU/site/](https://training.ehs.iastate.edu/IowaSU/site/)

- **Graduate Assistantship Electronic Appointment Form in Workday**
GA appointments include teaching, research, and administrative graduate assistantships. If you are a graduate student who is to be employed as a graduate assistant, the Graduate Program Staff Assistant initiates an Electronic Appointment Form for you in Workday. You will receive the form in your Inbox in Workday to sign electronically using DocuSign. If you have any questions, contact Teresa Smiley (227 Ross, tsmiley@iastate.edu, 294-2477).

If you accept assistantships in other departments/units on campus, you must inform Teresa Smiley so your tuition scholarship can be applied to your student account appropriately. Students seeking an increase to graduate assistantships beyond 50% must obtain approval. Consult the department’s graduate student POS manual for more details. [https://engl.iastate.edu/graduate-students/graduate-student-manual-home/](https://engl.iastate.edu/graduate-students/graduate-student-manual-home/)

- **New Graduate Teaching Assistant Orientation**
The English Department has communicated dates and information regarding our department’s required orientation for new teaching assistants.

International graduate students need to check in with the International Students and Scholars Office before signing up for payroll and benefits. Instructions for check-in and health screenings can be found on the following websites:

- Check-in: [https://isso.dso.iastate.edu/scholar-check-in](https://isso.dso.iastate.edu/scholar-check-in)
- New Orientation: [https://isso.dso.iastate.edu/new-student-orientation/graduate-orientation](https://isso.dso.iastate.edu/new-student-orientation/graduate-orientation)

If you have questions, contact the ISSO Office at isso@iastate.edu.

- Your Form I-94 is now electronic, and ISSO can print a copy when you check in. (If you crossed a land border, you will still receive the older style, which is a white card in your passport.)
- If you have an assistantship, take your Letter of Intent.
- If you are sponsored by your home government, take your financial guarantee.

- **Payroll and Benefits Sign-Up**

  **Payroll**
  To sign up for payroll, complete the onboarding process through Workday. This must be done on or before your first day of appointment at Iowa State. For further information, visit [https://www.hr.iastate.edu/careers/new-employee/self-service](https://www.hr.iastate.edu/careers/new-employee/self-service).

  When completing payroll documents, list the building/office room number that you have been assigned. For those who do not have an office phone, list 515-294-2180.

  Your employee information, payroll information, etc., can be viewed through Workday. Faculty can log in to Workday after accepting your first letter of intent. Graduate assistants can log in to Workday once you have your ISUCard.

  Faculty, if you have any questions about your pay or you see a discrepancy, contact LAS HR (hr_delivery@iastate.edu). Graduate Assistants, contact Teresa Smiley, tsmiley@iastate.edu.
**Benefits**

Once your I-9 is complete, benefit information will appear in your Workday inbox. Questions regarding your benefits, contact the Benefits Office at hrchelp@iastate.edu or 515-249-4800. **Benefits are the employee's responsibility.** If you are a current employee and your title or base is changing (TA to Term Faculty, for example), it is your responsibility to check with the Benefits Office regarding any changes to your ISU benefits.

New and returning graduate assistants will receive an e-mail regarding health benefits. This e-mail also provides a link to coverage information. Benefit information is located at https://ssship.hr.iastate.edu/. New graduate assistants who begin employment after the open enrollment period will receive an e-mail regarding their coverage and how to activate enrollment once the payroll action has processed.

- **ISUCard**

This card can be obtained in the ISUCard Office at 0530 Beardshear Hall. It helps to memorize your university ID (middle 9 digits) because it is needed for various ISU campus services. You will need to sign up for payroll before visiting this office. Hours are Monday–Friday, from 8:00 a.m. to 4:00 p.m. (see http://www.isucard.iastate.edu/).

The security of your ISUCard is important. If you lose your card, report the loss immediately in AccessPlus under ISU IDs or to the ISUCard Office (515) 294-2727 or idcard@iastate.edu. Unauthorized use of your ISUCard could result in some liability. There is a $25 fee to replace your ISUCard.

If you have questions, contact the ISUCard Office at (515) 294-2727 or idcard@iastate.edu.

- **E-mail Account**

New Faculty: As you go through the onboarding process, you will sign up for your ISU e-mail account (Net-ID).

Students: You will need your university ID (middle 9 digits) before signing up for an ISU e-mail account. Go to either the Solution Center (192 Parks Library) or this website: http://www.it.iastate.edu/howtos/register_net-id to set up your e-mail account. You will be required to setup a username (Net-ID) and password.

Your Net-ID and password becomes your login for several systems on campus. Your ISU e-mail account is the official e-mail address to use with your students and the official means by which faculty/staff will communicate with you (see http://policy.iastate.edu/policy/e-mail/).

- **AccessPlus**

The link to AccessPlus is located on the Iowa State home page. Through AccessPlus, you can

- access class lists
- submit grades, etc.

For more information regarding logging in, see http://www.it.iastate.edu/services/accounts.

- **Keys or Building Access Cards**

You will be issued a DBA76 key that opens the following rooms in Ross and Landscape Architecture:

- 206 (Mailroom)
- 212 (Lounge/Meeting Room)
- 213 (Kitchenette area)
- 215 (Conference Room)
- 406 (Classroom/Meeting Room)
- LA 2 (Conference/Classroom)

If you have an office in Ross or LA, then you will be issued an X... key that opens the building. If you have an office in Curtiss, then your ISU ID Card will open the building. You will also be issued a key to open your office.

**Note:** Iowa State University assesses a fee of $30 for the replacement of each lost key.

- **Information Technology**

Bret Larwick, (blerwick@iastate.edu, 506C Ross) is the lead IT technician for English. Additionally, student IT technicians are employed in the Dept. of English to perform basic services.

- Technical assistance – For technical assistance, contact the following technical support e-mail list: engl-tech@iastate.edu

  **By using this e-mail list**
  * a trouble ticket is generated
  * all technicians (full-time and student) see your ticket
  * a web link will be provided for you to obtain the status of the ticket at anytime

- Technology orders – All English technology orders need to be approved by Volker Hegelheimer, Chair; Carla Jutting, Fiscal Coordinator; and Bret Larwick, Lead technician.

- New computers – LAS provides a new computer every 4 years for faculty and term faculty on a 2+ year contract. Term Faculty on shorter contracts will be provided a used computer.
• Used computers will be provided to graduate students who have been assigned an office. Other graduate students are invited to use departmental computer labs (312 Ross, and 420 Ross).

• **Directory Picture**
  Faculty – Please forward your photo for the departmental website to Linda Kramer (lskramer@iastate.edu).
  Grad Students – Please forward your photo for the departmental website to Teresa Smiley (tsmiley@iastate.edu).

• **FERPA**
  As an instructor, you have a legal responsibility under FERPA to protect the confidentiality of student educational records in your possession. You have access to student information only for legitimate use in completing your responsibilities as a university employee. **Need to know is the basic principle.**
  Your access to student information, including directory information, is based on your faculty or staff role within the university. You may **not** release lists or files with student information to any third party outside your college or departmental unit.
  Student educational records (other than directory information) are confidential and may not be released without written consent of the student. Student information stored in electronic format must be secure and available only to those entitled to access that information.
  If you’re in doubt about a request for student information, contact the Office of the Registrar via email (registrar@iastate.edu) or phone 294-1840. More information regarding FERPA is available at Registrar-FERPA. Complete the FERPA Training as soon as possible. According to the FERPA website, the training should take 20 to 25 minutes.
Teaching Information

Canceling Classes

The department must be aware of all canceled classes so that staff can effectively answer questions, handle situations that arise due to a canceled class, and record the proper leave time. Instructors need to communicate with students and give notice when class will be canceled if possible. To create an e-mail class list, see http://www.registrar.iastate.edu/faculty-staff/classlists/e-mailclass.

If you need to cancel a class due to illness or any other reason, e-mail engdept@iastate.edu or call the main office (515-294-2180) and leave a message. Also, send an e-mail to your students letting them know you are canceling class.

For emergency or sick leave absences of one week or less, instructors should arrange for coverage among colleagues or from the department's permanent substitutes, Sarah Davis (ssavage), Kristin Stoner (klstoner), Amy Murphy (akmurphy) and Greta Levis (gmelevis). If emergency or sick leave extends beyond one week, instructors must contact Matthew Sivils (515-294-1724, assocchr_engl_ops@iastate.edu) to arrange for extended class coverage.

If you miss class because of an illness or for the care of an immediate family member, record the leave in Workday per the Sick Leave Policy at http://www.policy.iastate.edu/policy/leave/sick.

If you are presenting at conferences or attending other professional meetings, please inform the department chair (chair_engl@iastate.edu) and include plans regarding how your courses will be covered. Visit the department website for information and directions regarding securing a substitute: https://engl.iastate.edu/about-department/faculty-resources/planned-absences-illnesses-emergencies-procedures/.

- Class Lists
  A complete class list can be found in AccessPlus. If you cannot get your class list through AccessPlus, contact Deanna Ward (drward@iastate.edu, 203 Ross, 294-2180). To create an e-mail class list, see http://www.registrar.iastate.edu/faculty-staff/classlists/e-mailclass.

- Class Meeting Times
  Fall semester: Monday, Wednesday and Friday classes in the morning start at 7:45, 8:50, 9:55, 11:00. Classes in the afternoon start at 12:05, 1:10, 2:15, 3:20, 4:25, 5:30. Tuesday and Thursday courses are 1 hour and 15 minutes (8:00-9:15, 9:30-10:45, etc.).

- Classrooms and Labs
  Classrooms are assigned by a centralized university office, Room Scheduling. Labs are assigned by Stacie Schaefer, who makes reasonable efforts to minimize walking time between classes and distance from office buildings. More than 200 people teach over 400 courses for the English department. Getting everything balanced is a tremendous job. Reassignments of classrooms or labs can be processed when there are extenuating circumstances, such as a documented workplace accommodation, a student with an accommodation, a last-minute schedule change, or a mistake. Contact Stacie Schaefer (stacies@iastate.edu, 211 Ross, 294-6229) when these extenuating circumstances arise.

- Classroom Etiquette
  ✓ Leave your classroom in time for the next instructor to set up. You have a five-minute grace period after class ends; however, it’s generally a good practice to encourage students to contact you during office hours.
  ✓ Wipe off the blackboard/whiteboard.
  ✓ Make sure students reset furniture so that the next class can get started right away.
  ✓ Remind students to pick up after themselves by placing trash in the trash bins.

- Copying/Scanning/Printing/Faxing
  There is a limit of 30 copies per student in each course/section.
  Copier/scanner/printer machines are located in 206 Ross and 318 Curtiss. Printers are located on the 3rd and 4th floors of Ross Hall. Questions on how to use the machines can be directed to English IT at engl-tech@iastate.edu. Instructions are posted above the copier/scanner/printer machines in 206 Ross and 318 Curtiss. You can log into the copier/scanner/printer machines with your ISU ID Card or your net ID and password. The copier/scanner/printer machines are used on a first-come, first-served basis, so plan ahead.
  The scanner scans documents or photos into color PDF files which can be sent directly to your e-mail account. The Iowa State Library has scanners that scan in color, gray scale, or black and white.
Printing Services – Copy/printing requests can be submitted electronically at https://www.print.iastate.edu/submitorder.aspx.

Your ISU Account may be charged 5 cents for any copies over the limit at the end of each semester.

Copier/printer/scanner machine in 206 Ross also functions as a fax machine.

- **Course Materials**
  Handouts, exams, and other classroom materials should be provided to students electronically whenever possible. For those materials that require photocopying, instructors should follow departmental guidelines of **30 copies per student**. Instructors are responsible for obtaining any permissions or copyrights for course materials. For more information regarding a CourseWorks packet, see http://www.isubookstore.com/SiteText.aspx?id=535.

Canvas is the university’s online learning management system (LMS) designed to help instructors manage course materials, collect student assignments, facilitate discussions, and record grades. For further information about setting up your course materials in Canvas, go to https://canvas.iastate.edu/courses/75. If you will be teaching an English 150 or 250 course, contact our ISUComm Online Learning Team (OLT) at olt@iastate.edu for assistance with the templates for these two courses.

Immediate Access is a collaborative program between the ISU Book Store, faculty and publishers. Students that are enrolled in an Immediate Access course will receive access to all required course materials on the first day of class and at a reduced cost compared to the national average. If you are interested in this option, please contact John Wierson, University Bookstore, at jwwiers@iastate.edu.

- **Course Evaluations**
  All members of the teaching staff will have course evaluations for each course/section taught that has more than 5 students. Evaluations are done electronically. For more information regarding electronic evaluations, see https://canvas.iastate.edu/courses/49217. Electronic evaluations are released to students three weeks before each semester ends or two weeks before a first half semester course ends. Evaluations are closed before Final Week.

Electronic evaluations are returned to instructors within a week after grades are due for that semester. **Keep copies of evaluation materials for review purposes.**

- **Exams**
  Policies governing dead week, final exams, and final exams week can be found at https://www.registrar.iastate.edu/students/exams. The Final Exam Schedule can also be found on this website. This website states that “final exams may not be given at a time other than that for which the exam is scheduled by the registrar. An instructor may not give a final exam prior to final exam week nor change the time of offering of the final examination as it appears in the final exam schedule. Permission to change the time for which an exam is scheduled may be given only by the dean of the college.” If the instructor elects not to give a final exam in a course of two or more credits, the class is required to meet at the scheduled final exam period for other educational activity such as a review of the course or feedback on previous exams.”

- **Grades**
  The current ISU Policy Library website contains information on academic regulations such as academic dishonesty, grades, classification, academic grievances, and student records (see http://policy.iastate.edu/policy/academics and http://catalog.iastate.edu/academiclife/gradingsystem/-gradepoliciestext).

Both midterm grades (for undergraduates with a grade point of C- or lower) and final grades are submitted on AccessPlus or Canvas. On AccessPlus, click on the Faculty/Adviser tab then Department Class Lists. The classes you are teaching will be listed. Information regarding submitting midterms and final grades on AccessPlus can be found at http://www.registrar.iastate.edu/faculty-staff/classlists/accessplus.

Incomplete (I) grades should be given only for extenuating circumstances. **Incomplete grades must be reported on both the class grade sheet and Incomplete Contract form.** Give a copy of the completed Incomplete Contract form to Deanna Ward, 203 Ross. When an Incomplete is resolved, a Grade Report to the Registrar form must be completed and submitted to 203 Ross. Students have one year from the date of the incomplete or the student’s graduation term (whichever is earlier) to make up the work.

Both the Incomplete Contract and the Grade Report to the Registrar forms are available on the Registrar’s website (http://www.registrar.iastate.edu/forms/). Add info regarding the electronic Grade Change form.
Office Hours
University policy calls for instructors to hold office hours at least two hours per week for every course/section taught. Make sure students know your office hours and can reach you easily by e-mail. Office hours should be reported to Deanna Ward (drward@iastate.edu, 203 Ross, 294-2180) by the second week of class.
All instructors should post their office hours outside their office and on Canvas (if they are using it). Office hours will also be posted on our English Dept. Website.
No English classes are offered MWF 1:10-2:00 to allow for scheduling meetings. Office hours should not be scheduled at this time

Student Accessibility Services
Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 ensure that students with disabilities have an equal opportunity to the educational experience. Iowa State responds to this policy through the work of the Student Accessibility Services (SAS) Office https://sas.dso.iastate.edu/. The SAS Office coordinates an array of services to provide qualified students with access to ISU courses, services, programs, activities, or facilities. To qualify for accommodations, students provide documentation concerning their disability to that office and work with the staff there to identify the accommodations needed by the student. Qualified students will then present their instructors with a Student Accommodation Notification Letter (NL) form that specifies the kinds of accommodations approved by the SAS Office to meet the needs of that student. Before signing the form, instructors shall review the “Notification Letter” with the student and privately discuss ways to provide each accommodation indicated. Instructors are not asked to change the learning outcomes of a course or to take steps that undermine the academic integrity of the course. Contact the SAS Office with specific questions about accommodation requests.
The Department of English Accessibility Services Liaison is Stacie Schaefer (stacies@iastate.edu, 294-6229, 211 Ross).
Faculty with disability accommodation needs can find out more through the Department of Human Resources website: https://www.hr.iastate.edu/tools-for-employees/workplace-accommodations. If you have questions, contact LAS HR (hr_delivery@iastate.edu).
The following statement should be included in the syllabus:
Iowa State University is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations for a documented disability are required to work directly with staff in Student Accessibility Services (SAS) to establish eligibility and learn about related processes before accommodations will be identified. After eligibility is established, SAS staff will create and issue a Notification Letter for each course listing approved reasonable accommodations. This document will be made available to the student and instructor either electronically or in hard-copy every semester. Students and instructors are encouraged to review contents of the Notification Letters as early in the semester as possible to identify a specific, timely plan to deliver/receive the indicated accommodations. Reasonable accommodations are not retroactive in nature and are not intended to be an unfair advantage. Additional information or assistance is available online at www.sas.dso.iastate.edu, by contacting SAS staff by email at accessibility@iastate.edu, or by calling 515-294-7220. Student Accessibility Services is a unit in the Dean of Students Office located at 1076 Student Services Building.

Syllabus (Course Policies/Course Schedule)
All instructors are required to create a syllabus (course schedule/course policy) for all courses they teach. The department maintains an electronic copy of all course syllabi. Copies of your syllabi must be submitted electronically to englsyllabi@iastate.edu in Microsoft Word or PDF by the 10th day of each semester.

Textbook Ordering
Submit your orders for textbooks for the courses you are teaching to the following:
Engl 150 & 250: Deanna Stumbo (229 Ross, stumbo@iastate.edu, 294-3516)
Engl/SpCm: Deanna Ward (203 Ross, drward@iastate.edu, 294-2180)
If you will not be using textbooks or are working directly with John Wierson in the Bookstore, please let Deanna Ward know.
For faculty members who want to select books they authored, see the department’s policy regarding textbook selection procedure in the Department of English Faculty Handbook: http://www.engl.iastate.edu/home/
Other Useful Information

- **Accounting Procedures** – Process has changed. Please see the Job Aids on the https://www.workcyte.iastate.edu website under Resources. More information is also available on the LAS website https://my.las.iastate.edu/people-finder/. Travel & Hospitality cards can now be used for travel and non-travel expenses. To obtain a Travel & Hospitality card, you must get approval from Volker Hegelheimer and Carla Jutting. More information regarding travel policies including reimbursement is available at https://www.policy.iastate.edu/news/travel-policies-revised.

**Graduate Student Travel**

Graduate students can apply for one-time travel funding through the Graduate and Professional Student Senate (GPSS) each fiscal year. Students must be present to receive funding.

Students should complete and submit the electronic Professional Advancement Grant (PAG) form found on the GPSS website. The form must be turned in by the appropriate deadline to be considered for funding.

To apply for department funding, fill out a Professional Travel Funding Application (PTF) found on the English Graduate Program website under Forms. To receive funding, you need to be presenting. Additional information, including award amounts, is provided on the PTF.

**Travel Reimbursement.**

Travel reimbursements (including airline tickets and conference registrations purchased in advance) are now processed in Workday. Questions – contact our Procurement and Expense Specialist at finance_delivery@iastate.edu. More information is available at https://www.policy.iastate.edu/news/travel-policies-revised.

**Itemized receipts** - Electronic itemized receipts should be attached to your reimbursement application in Workday. You will receive reimbursement via direct deposit.

Meal reimbursements – Information is available at https://www.policy.iastate.edu/news/travel-policies-revised. The Department of English requires detailed meal receipts along with credit card and/or cash receipts.

If you drive a personal vehicle, you will receive a mileage reimbursement. If you drive over 400 miles, a flying versus driving comparison needs to be made. Do not submit gasoline receipts. Gas receipts should be submitted only if you use an out-of-state rental car.

**Airline Tickets**

Airline tickets can be purchased by the traveler using personal funds or using their T & H card. If the traveler chooses to use personal funds to purchase an airline ticket, the ticket expense is not reimbursable until the trip has been completed. Use your T & H card to purchase the ticket through one of the university’s contracted travel agencies (Corporate Travel Planners [CTP] or Key Travel). Canceled airline tickets are not reimbursable. Going through one of the contracted travel agencies is strongly recommended.

**Non-travel Items**

Item must be purchased with a p-card. More information can be found at https://www.procurement.iastate.edu/card-services/procedure-card. Amazon purchase are only allowed on the ISU Amazon Business account through CyBuy on the Workday website. Training is available at Learn@ISU. You can also work with a PES through finance_delivery@iastate.edu or with a department admin.

**Hospitality Events**

Use your T & H card for hospitality events. PES (Procurement and Expense Specialist – finance_delivery@iastate.edu) will need the detailed business purpose for the event (who, what, when, where, why and how this benefits ISU), itemized receipt and list of attendees.

The university will not reimburse for alcohol. Handy resource – P-card or T&H card - https://www.procurement.iastate.edu/card-services/which-card-should-i-use

**Faculty Professional Development Funds**

At some point during your career, you might receive professional development money for work and service performed outside of the department. Let Carla Jutting know if you expect to receive such money. She will discuss with you the appropriate ways to spend it. **Purchases made with professional development money are the property of ISU and remain in the department if you leave the university.**

**Confidential Papers**

There are two gray bins in 183 Ross and a gray bin (labeled English) on the lower level in Curtiss for confidential documents (staples are acceptable but no other metal). If you have a lot of confidential material, contact Deanna Ward (203 Ross) for the confidential bin key that opens the top of the bin. A paper shredder is in 206 Ross.

**Department Meetings**
English Department meetings are being held on Webex. Meeting times and days will be on the department website under Department Calendar (https://www.engl.iastate.edu), and meeting requests will be sent to department members’ Outlook calendars.

- **Departmental Directory**
  The Departmental Directory is located in the public folder on the Engl server. (Public → Dept. Directories & E-mail Lists folder) The directory lists names, office addresses, office phone numbers, and Net-IDs of English department members. The directory will be updated periodically during the semester. For help in accessing this server, contact English IT at engl-tech@iastate.edu.

- **Departmental Server - Public Folder**
  Departmental information, such as departmental directories, letterhead templates, instructions for reserving a meeting room (Meeting rooms are closed for Fall semester.), meeting minutes, handbooks, forms, etc., is available in the public folder on the Engl server. Be sure to check out this server/folder. For help in accessing this server, contact English IT at engl-tech@iastate.edu.

- **Disposal of Furniture, Books, Office Supplies, Etc.**
  - Contact Deanna Ward to dispose of office furniture appropriately.
  - Disposal of textbooks should be done by
    - giving books to selected students
    - contacting Ed Goedeken (goedeken@iastate.edu) at Parks Library
    - contacting Graduate Meteorology Club (gradmeteorclub@iastate.edu); they take books on behalf of Better World Books as a fundraiser for their club.
    - contacting Gail Nonnecke (nonnecke@iastate.edu) and David Acker (dacker@iastate.edu), who send books to the ISU campus in Uganda
    - send an email to englprofess@iastate.edu
    - dispose of unclaimed items.
  - Disposal of office supplies should be done by
    - send an email to englprofess@iastate.edu
    - dispose of unclaimed items
  - **DO NOT LEAVE ITEMS ON THE BENCHES IN Ross Hall OR COMPARABLE SPACES IN Landscape Architecture or Curtiss Hall.**
  - **DO NOT LEAVE ITEMS** in 206 Ross or 318 Curtiss
  - DO NOT EXPECT SOMEONE ELSE TO DISPOSE OF ITEMS YOU DO NOT WANT.

- **E-mail Communication**
  - Your ISU e-mail account is the official e-mail address that you should give your students and that faculty/staff will use to communicate with you (see http://policy.iastate.edu/policy/e-mail/).
  - Messages over one paragraph in length may be better addressed via phone call, face-to-face conversation, or meeting.
  - Before you click <Reply> or <Send>, check to make sure your message will go to the correct person(s).
  - Messages related to a substitute should be sent to Sarah Davis at ssavage@iastate.edu.
  - Messages unrelated to university business should be sent to englchat@iastate.edu.
  - Messages related to teaching ideas should be sent to engltech@iastate.edu.
  - Other distribution lists are available on the English Department E-Mail Groups handout located in the public folder on the Engl server. (Public → Dept. Directories & E-mail Lists folder)

- **Equipment - Media**
  Departmental media equipment can be reserved at https://booking.its.iastate.edu/cire/SignIn.aspx. Resource Types are ENGL Accessories, ENGL Cameras, ENGL Laptops. The cameras and other media equipment are available in 203 Ross. The computer in 206 Ross can be used to reserve equipment/rooms.
  For problems with classroom media equipment, contact the Solution Center (solution@iastate.edu, 515-294-4000, 192 Parks Library).

- **Free Items**
  Email regarding items for distribution will be sent to englchat Please confer with the email sender to get these items.

- **ISU Alert**
  The ISU Alert system quickly alerts Iowa State University students, faculty, and staff of potentially dangerous situations. The system is activated for severe weather, hazardous material incidents, bomb threats, or other immediate dangers. Log-in to AccessPlus and click on ISU Alert to choose how you want to be alerted.
• **Library Resources**
  
  Dan Coffey is our subject librarian (dcoffey@iastate.edu, 294-3672). He is the primary contact for English Dept. faculty and grad students for questions and information regarding library collections, instructional support, and reference services. ISU Library’s website is [http://www.lib.iastate.edu/](http://www.lib.iastate.edu/).

• **Mail**
  
  Any packages that do not fit in your mailbox are placed on the large package shelf in 206 Ross. You will receive an e-mail notifying you that you have a package on the large package shelf.

Outgoing mail – We have bins for outgoing U.S./International mail (business use only) and outgoing campus mail in 206 Ross and 318 Curtiss. See [Campus Addressing](#) for more information. Locations where you can mail personal items, buy stamps, etc., can be found at - [https://tools.usps.com/go/POLocatorAction.action](https://tools.usps.com/go/POLocatorAction.action).

*Campus Mail must include the following:*
  - Delivery address
    - Recipient name
    - Department name
    - Building and room
    - University mail code

Used campus envelopes are available under the mailboxes in 206 Ross. Used campus envelopes are available in the gray cabinet in 318 Curtiss. #10 envelopes and departmental/program letterhead are available in 206 Ross and the gray cabinet in 318 Curtiss.

• **Meeting Rooms and Times**
  
  **MEETING ROOMS ARE CLOSED FOR FALL SEMESTER. WE WILL REVISIT OUR CLOSED POLICY AT THE BEGINNING OF SPRING SEMESTER.** Remember to reserve meeting rooms. You can access the room scheduling procedures from the public folder (on the ENGL drive): Public → Guides → Outlook Calendaring.

No English classes are offered MWF 1:10-2:00 to improve the ease of meeting scheduling. Office hours should not be scheduled at this time.

• **Office Etiquette:** Be a good citizen!
  
  - Work with officemates and neighbors to respect each other’s space, sound needs, and schedules.
  - Children in the workplace create unique opportunities and advantages, as well as concerns for safety, confidentiality, and officemates. Refer to the [Children in the Workplace](#) policy if you intend to bring a child to work.
  - Animals are not permitted in university buildings unless they are specially trained for and under the control of an individual with disabilities or used for teaching and research purposes. See the [Animals on Campus](#) policy for further details.

• **Office Incidentals**
  
  **Building Maintenance** – The following list shows who to contact for concerns regarding building maintenance:
  - Ross/Curtiss – main office, dward@iastate.edu, 203 Ross, 515-294-2180
  - Landscape Architecture – main office, Iskramer@iastate.edu, 102 LA, 515-294-8405
  - Any building emergencies, FP&M Service Desk, 294-5100

  **Courtesy Fund** – All department employees are given the opportunity to contribute to this fund. The money is used for flowers and/or expenses related to funerals and illnesses. Carla Jutting maintains this fund. Carla will let the staff know when we need to refresh the funds in this account.

  **Kitchen Area** – The kitchen in 213 Ross and 318 Curtiss is a common area for all to use. Clean up after yourself.

  **Coffee** – Coffee is made by the coffee drinkers. Coffee is $1 per cup. You can also pay by the semester ($30) or the year ($60). Arrangements for payment can be made with Carla Jutting (259 Ross, cjutting). The money collected is used to replenish coffee supplies.

  **Refrigerator/Freezer** – Please put your initials and date on any items that you put in the refrigerator/freezer. Remove it if you don’t consume it.

  **Microwave** – Microwaves are available in 213 Ross and 318 Curtiss. Cover your food and clean up after use.

  **Kitchen supplies** – If you do not drink coffee but use other supplies in the kitchen (plastic silverware, dishwashing soap, napkins, plates, bowls, etc.), you may donate $10/year toward the purchase of these items. Arrangements for payment can be made with Carla Jutting (259 Ross).
Dirty dishes – Please do not leave your dirty dishes in the sink overnight. If you oversee an event within the department, make sure someone will clean up afterward.

Trash can in 213 Ross – When full, please empty into the large trash can on 2nd floor.

Office Supplies
Instructors purchase their own supplies.

Parking

Faculty can purchase either a reserved or general parking permit for parking on campus. More information regarding permits is available at http://www.parking.iastate.edu/permit/car/staff. Maps of ISU parking lots are available at http://www.parking.iastate.edu/map.

Parking permits can be purchased at the Parking Division office in the Armory (Room 27) or through the AccessPlus Employee tab. You will need your license plate number and vehicle information to complete the paperwork.

Another option is to purchase one-day “scratch” permits. These permits are valid in any general staff parking lot on campus and can be purchased at the Armory (Parking Division).

Phones
For personal long distance calls, use your cell phone or phone card.

Community phones – 203 Ross and 318 Curtiss. If you do not have a phone and have an office in Ross or Curtiss, your contact phone number is 515-294-2180. If you have an office phone, see https://www.it.iastate.edu/services/telephone-faculty for instructions on how to set it up.

To call a campus phone from another campus phone, enter the last five numbers you wish to call:
- For numbers beginning with 572, PRESS 2-XXXX
- For numbers beginning with 294, PRESS 4-XXXX
- For numbers beginning with 296, PRESS 6-XXXX

For off-campus local calls from a campus phone, PRESS 8 + local number.

For long distance calls from a campus phone, PRESS 8 + 1 + area code + number.

Printers
Personal printing costs 5¢ per page.

Ross
Paper for printers in 312, 361 (unmarked door), and 461 (unmarked door) Ross can be picked up in 206 Ross.

Curtiss
Paper for the printer and copier/scanner/printer in Curtiss is available in the gray cabinet 318 Curtiss.

Privacy Room – 346 Ross Hall – Closed?
The department has designated 346 Ross Hall, a former storage closet, as a privacy room. Many members of the department share office space and do not have the same opportunities to close the door when some privacy is needed. Why might privacy be needed? The room can be used for lactation, personal phone calls, screaming, crying, praying, or meditating—activities that benefit the healthy well-being of department members. Department members in Curtiss and LA can, of course, use the room although it may not be convenient. Thank you for respecting this space for its intended purpose and for respecting each other as the space is used.

Procedures – There is a calendar on the door of 346 Ross for individuals to indicate when they would like to use the room. If not reserved, anyone can walk in. There are door hangers to signal vacancy or in use. First priority goes to someone who signed up. If you take something in with you, make sure you take it out.

Professional Ethics, Rights, and Responsibilities
The Department of English Faculty Handbook outlines specific policies of the English Department. All department employees are bound by the policies and codes of conduct in the ISU Faculty Handbook (http://www.provost.iastate.edu/resources/faculty-handbook) as well as the ISU’s Policy Library (http://policy.iastate.edu/).

Conflicts of Interest and Commitment
Conflicts of interest and commitment, or perceptions of conflicts of interest and commitment, can occur in a variety of forms. An annual conflict of interest form is required from every employee. More details on the policy are available at http://www.provost.iastate.edu/faculty-and-staff-resources/coic.

Meeting Classes
Instructors are responsible for meeting their classes, including for final exams, at the scheduled times and locations.

**Travel for Professional Purposes.**
Instructors planning to travel to a conference or other professional meeting are required to report the activity and plans in place to cover teaching to the Department Chair. Normally, the instructor should maintain the continuity of the class by arranging for a substitute or planning a special assignment to cover the period of absence.

**Student Papers and Records when Instructors Leave the Department**
When members leave the department, they must return their keys to FP&M Building Services. Current files should be organized, and a statement describing the contents should be left in the main office. Instructors who teach 150, 250, 250H, 302, 309 or 314 are required to give Deanna Stumbo, 229 Ross, the following materials from courses taught that semester: grade records (gradebook or photocopy of grades), a course policy sheet and syllabus, and all student papers and final exams. A student might ask for a grade review, so we need these materials on hand.

**Credit by Examination**
In keeping with university policy, the Department of English offers students the opportunity to test-out of all courses, except 400-level seminars and courses in which the small-group seminar experience is a crucial part of the academic work. Requests to test-out of courses with variable content will be considered on an individual basis. For test-outs in the English Department, students must demonstrate the attainment of skills and knowledge equivalent to that of a student who passes the course with a C or better during the regular semester.

*Test-out policies and procedures* will be determined by the relevant committees:
- Engl 150 & 250 – ISUComm Foundation Courses Committee
- Engl 302/309/314 – Advanced Communication Committee
- SpCm 212 – Anne Kretsinger-Harries
- All other undergraduate courses (for which test-outs are not given) – Undergraduate Studies Committee

**Relationship to Staff**
The successful operation of the department depends on a relationship between faculty, graduate students, and staff that is cordial and built on mutual respect. To that end, the department has adopted the following procedures and policies:
- When requesting staffs’ assistance, especially regarding tasks that interrupt staffs’ ongoing work or involve staffs’ office space, faculty should allow plenty of time for the request and understand that it might need to be approved by a supervisor.
- Notices for deadlines will be sent over e-mail once, with a follow-up reminder sent shortly before the deadline arrives. It is the responsibility of everyone in the department to respect these deadlines.

**Trash and Recycling**
Ross office - A large trash bin will be on each floor in Ross. Empty your office trash can into this receptable. Additional garbage bags can be found in the bottom of the trash can. If you need garbage bags for Ross office, contact Deanna Ward at drward@iastate.edu.

Curtiss office – Large trash bins are in the hallway for you to throw your trash into.

Dumpster for Ross is located off the NE corner of the building; Dumpster for Curtiss is located off the SE corner of the building.

For Information on what can be recycled in the blue bin in your office see [https://www.fpm.iastate.edu/Recycling/single_stream_recycling.asp](https://www.fpm.iastate.edu/Recycling/single_stream_recycling.asp). Your small blue bin can be dumped into the large blue recycling bin on each floor in Ross, next to the elevator on 3rd floor Curtiss and outside room 6 in LA.

**Classrooms – Custodians will collect trash on Mondays, Wednesdays, and Fridays.**

**Weather Awareness**
Rarely does ISU cancel class for inclement weather. For information, check the ISU home page or local TV and radio stations. For more weather information, see [https://www.ehs.iastate.edu/weather](https://www.ehs.iastate.edu/weather). For Iowa State’s policies regarding severe weather and emergency closings, see [http://policy.iastate.edu/policy/weather](http://policy.iastate.edu/policy/weather).