

IOWA STATE UNIVERSITY ENGLISH



Department of English New Faculty/TA Handbook

WELCOME

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

EMPLOYEE TO DO LIST

Workday Account
 Faculty - Sign Letter of Intent, Position Responsibility Statement, and University (Faculty) Onboarding
 TAs – Sign Electronic Appointment Form in Workday and Attend Department’s New TA Orientation
 Sign up for Payroll and Benefits
 ISUCard
 E-mail Account/Net-ID
 AccessPlus Account
 Keys/Building Access Cards
 Information Technology
 Directory Picture
 FERPA Training

TEACHING INFORMATION

Canceling Classes
 Class Lists
 Class Meeting Times
 Classrooms and Labs
 Classroom Etiquette
 Copying/Scanning/Faxing
 Course Materials
 Course Evaluations (now Student Ratings of Teaching)
 Exams
 Grades
 Office Hours
 Student Accessibility Services
 Syllabus (Course Policies/Course Schedule)
 Student Ratings of Teaching (fka Student/Course Evaluations)
 Textbook Ordering

OTHER USEFUL INFORMATION

Accounting Procedures
 Confidential Papers
 Department Meetings
 Departmental Directory
 Departmental Server – Public Folder
 Disposal of Furniture, Books, Office Supplies, Etc.
 E-mail Communication
 Equipment - Media
 Free Items
 ISU Alert
 Library Resources
 Mail
 Meeting Rooms and Times
 Office Etiquette
 Office Incidentals
 Office Supplies
 Parking
 Phones
 Printers
 Privacy Room – 346 Ross Hall
 Professional Ethics, Rights, and Responsibilities
 Trash and Recycling
 Weather Awareness



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)	chair_engl@iastate.edu	294-4455
Assoc. Chair of Faculty Dev. – Jo Mackiewicz (413 Ross)	assocchr_engl_fd@iastate.edu	294-8273
Assoc. Chair for Term Faculty – Jim Gilchrist (245 Ross)/Kristin Stoner (231 Ross)	assocchr_engl_tf@iastate.edu	
Director of Communication Innovation – Abram Anders (223 Ross)	adanders@iastate.edu	294-3217
Administrative Specialist – Julia Hutchcroft (201 Ross)	juliah2@iastate.edu	294-4455
Fiscal Officer (Accounts & Grants) – Luke Grove (259 Ross)	lgrove@iastate.edu	294-7837
Program Assistant/Communications – Linda Kramer (2701A Gilman)	lskramer@iastate.edu	294-8405
English Main Office – Candy Miller (203 Ross)	candym@iastate.edu	294-2180
General Dept. Editor/JBTC Managing Editor - Lori Peterson (237 Ross)	ljpeters@iastate.edu	294-9639
Procurement & Expense Specialist (reimbursement & travel) – Sara Craft	finance_delivery@iastate.edu	294-8004
Finance Specialist – Angela Kim	finance_delivery@iastate.edu	294-2260
LAS HR Coordinator – Christy Kadner	hr_delivery@iastate.edu	294-3533
Curriculum & Scheduling:		
Associate Chair of Operations (Teaching Assignments, Courses, & Office Assignments) – Matthew Sivils (333 Ross)	assocchr_engl_op@iastate.edu	294-1724
Program Assistant & Student Accessibility Resource Liaison – Stacie Schaefer (211 Ross)	stacies@iastate.edu	294-6229
ISU Comm Foundation & Advanced Communication:		
Foundation Courses (Interim) Director (150 & 250) – Lesley Bartlett (257 Ross)	lesleyb@iastate.edu	294-6433
Foundation Courses Assistant Director – Amy Walton (249 Ross)	acwalton@iastate.edu	
Advanced Communication Director (302, 309, 312, 314) – Jeanine Aune (255 Ross)	jeaune@iastate.edu	294-3606
Advanced Communication Assistant Director, Casey White (249 Ross)	cdwhite@iastate.edu	
Staff Assistant - Deanna Stumbo (229 Ross)	stumbo@iastate.edu	294-3516
Graduate Programs:		
Director of Graduate Education – Bethany Gray (355 Ross)	begray@iastate.edu	294-3236
Assoc. Director of Graduate Education – Tina Coffelt (253 Ross)	tcoffelt@iastate.edu	
Staff Assistant - Teresa Smiley (227 Ross)	englgrad@iastate.edu	294-2477
Staff Assistant – Jennifer Kilborn (221 Ross)	jkilborn@iastate.edu	294-8406
Advisors (Undergraduate):		
Literary Studies/Creative Writing Advisor – Christiana Langenberg (343 Ross)	clang@iastate.edu	294-1655
English Education Advisor – Madison Akers (115 Hamilton Hall)	akersme@iastate.edu	294-4353
Ling/TComm/TESL minor/Speech Comm minor Advisor – Samantha Robinson-Adams (307 Ross)	slr@iastate.edu	294-5206
Learning Community Director: Brenna Dixon (313 Ross)	bjdixon@iastate.edu	294-9391
Online Learning Director: Katie Fulton (435 Ross)	klfulton@iastate.edu	294-7525
ESL Courses Directors:		
Engl 99 – Gary Ockey (349 Ross) & Jayme Wilken (335 Ross)	gockey or @iastate.edu	
Engl 101B/101C/101D – Jim Ranalli (319 Ross)	iranalli@iastate.edu	294-5501
Speech Communication:		
SpCm 212 Director (Interim) – Maggie LaWare (Ross)	mlaware@iastate.edu	294-7353
SpCm 212/312 Staff Assistant – Deanna Stumbo (229 Ross)	stumbo@iastate.edu	294-3516
SpCm 312 Coordinator – Katie Fulton (435 Ross)	klfulton@iastate.edu	294-7525
Information Technology:		
Systems Support Specialist – Andrew Sutton (506 Ross)	engl-tech@iastate.edu	294-8049
LAS External Research Support: Sandra Norvell (126 Design)	snorvell@iastate.edu	294-1594
ISU Subject Librarian: Dan Coffey (152 Parks Library)	dcoffey@iastate.edu	294-3672
ISU Police:	dpsinfo@iastate.edu	294-4428

Websites to Know

General:

Department of English – <https://engl.iastate.edu/>
 Department of English Faculty Resources - <https://engl.iastate.edu/about-department/faculty-resources/>
 Department of English Media Reservation Page –
<https://booking.its.iastate.edu/cire/login.aspx?ProductPref=RR&reloginError=true>
 Iowa State University – <http://www.iastate.edu>
 ISU Directory & Suppressing Your Information – <http://info.iastate.edu> <http://info.iastate.edu/howto/>
 University Policy Library – <http://policy.iastate.edu>
 LAS College – <https://las.iastate.edu/>
 Campus Police – <http://www.police.iastate.edu/>

Employee:

Workday – <https://iastate.edu/signons>
 Workcyte – <https://www.workcyte.iastate.edu>
 New Employee Self-Service – <https://www.hr.iastate.edu/careers/new-employee/self-service>
 AccessPlus – <https://iastate.edu/signons>
 Human Resources – <http://www.hrs.iastate.edu/hrs/>
 International Students and Scholars – <http://www.isso.dso.iastate.edu/>
 Software Training – <https://www.it.iastate.edu/resources/employees> (under “Apps and Tools”)
 Learn@ISU - <https://training.ehs.iastate.edu/iowaSU/site/>
 LinkedIn Learning - <https://iastate.edu/signons>

Business:

Accounting Office - <http://www.controller.iastate.edu/accounting/homepage.htm>
 Provost Office - <http://www.provost.iastate.edu/>
 Procurement - <http://www.procurement.iastate.edu/?~purchasing/homepage.html>
 LAS College - <http://www.las.iastate.edu/>

Academics:

Registrar Office – <http://www.registrar.iastate.edu/>
 Schedule of Classes – <http://classes.iastate.edu>
 Final Exam Schedule – <http://www.registrar.iastate.edu/exams/>
 Center for Excellence in Learning and Teaching – <http://www.celt.iastate.edu/>
 Canvas (Learning Management System) - <https://iastate.edu/signons>
 Online Learning Team (Dept. of English) - <https://support.isucomm.iastate.edu>
 ISU Library Guide for New Faculty & TA's - <https://instr.iastate.libguides.com>
 FERPA Training – <http://www.registrar.iastate.edu/policies/ferpa-training>

Faculty:

Information for New Faculty Employees – <http://www.hrs.iastate.edu/hrs/node/446>
 LAS College New Faculty Resources – <https://my.las.iastate.edu/resources/>
 ISU *Faculty Handbook* – <http://www.provost.iastate.edu/resources/faculty-handbook>
 LAS Absence from Campus Policy – <https://my.las.iastate.edu/resources/> (Miscellaneous Policies under Document Library)
 Faculty Benefits – <https://www.hr.iastate.edu/employee-benefits>
 Grants (CEAH) – <https://ceah.iastate.edu/faculty-research-support>
 LAS Grant Support – <https://my.las.iastate.edu/resources/pre-award-grant-support>
 Grants Hub – <http://www.grantshub.iastate.edu/>
 Office of Research Ethics – <http://www.compliance.iastate.edu/>
 Student Employment Guidance for Managers - <https://www.hr.iastate.edu/tools-for-employees/managers-of-student-employees>

Graduate Students:

Graduate College – <http://www.grad-college.iastate.edu>
 Dept. of English Graduate Programs – <http://www.engl.iastate.edu/graduate-students/>
 Graduate Student Benefits – <https://sship.hr.iastate.edu/>
 LAS Grant Support – <https://my.las.iastate.edu/resources/pre-award-grant-support>
 Grants Hub – <http://www.grantshub.iastate.edu/>
 Office of Research Ethics – <http://www.compliance.iastate.edu/>
 Student Wellness - <https://www.studentwellness.iastate.edu/>

New Employee To-Do List

- **Workday**

Workday is available at <https://iastate.edu/signons>

More information about Workday can be found at <https://www.workcyte.iastate.edu/support/knowledge-maps>. Click on Faculty Knowledge Map and click on each category to find Knowledge Articles about the various services offered through Workday.

- submit/edit address/phone information (campus and home)
- access/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/lowaSU/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, 294-2477 or englgrad@iastate.edu).

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/>

- **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. Instructions for check-in and health screenings can be found on the following websites:

Check-in: <https://isso.dso.iastate.edu/scholar-check-in>

New 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>.

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, which is the English main office phone number.

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 Letter of Intent to sign.

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, englgrad@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 hrshelp@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://sship.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 varied. (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 <https://www.hr.iastate.edu/self-service> 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 <https://policy.iastate.edu/policy/e-mail>).

- **AccessPlus**

The link to AccessPlus is located on the Iowa State home page or <https://iastate.edu/signons>. 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 Hall:

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

If you have an office in Ross, then you will be issued an X... key that opens the building. If you have an office in Curtiss, then your ISUCard will open the building. You will also be issued a key to open your assigned office.

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

- **Information Technology**

The Lead IT technician for the English Department is housed in 506 Ross Hall. Additionally, student IT technicians are employed in the Department 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; Luke Grove, Fiscal Coordinator; and the Lead IT technician, Andrew Sutton.
- 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 TA 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).
Graduate Students – Please provide your photo for the departmental website per instructions received from Teresa Smiley (englgrad@iastate.edu).

- **Online Directory Information – IMPORTANT INFORMATION**

The Iowa State main webpage (www.iastate.edu) has a link to an online directory where others can find information about you, such as what department you are in, your office phone number (if applicable), and your office location. See <https://www.info.iastate.edu/>. Search your name; if it is showing any personal information you do not want listed (such as a cell phone), go back to <https://www.info.iastate.edu/> and click on “How To Suppress My Info” and follow the instructions. Once a request to suppress student information has been submitted via AccessPlus, the ISU Directory Information will update overnight, Monday-Friday only. Changes made on the weekend will update Monday overnight. These screen shots may help:

1. In AccessPlus, click "Address Change" on the left sidebar



2. On the bottom of the "Address Change" page (top not shown for privacy), there is an "ISU Directory Information" link underlined and in gray in the second to the last sentence. Click this link.

Non ISU E-mail

Parent/Guardian Address (Used primarily for notification of honors, awards, etc. Check box and give Name and Address for a Relative other than Parent or Guardian when appropriate.)

Parent Guardian Spouse Other None

Title: Name: (Last First MI)

Street:

City: State: NON USA Zip:

Send comments and questions about your Current Student Address to the [Office of the Registrar](#); or call 515-294-1840. **Note: Address changes will NOT be processed via e-mail.**

Your name, ISU e-mail address, in-session address and phone number, curriculum and year-in-school will be published in the ISU Directory (phone book) during semesters when you are registered unless you request that your information be suppressed. To restrict release of your information, update your privacy preferences for your [ISU Directory Information](#). See the [privacy policy](#) for more information.

3. On the "Request to Opt-Out" page, choose what you want to Opt-Out of and hit submit.

Request to Opt Out of ISU Directory Information

Information will be suppressed from the on-line directory and not released to the public.

Please consider very carefully the consequences of your decision to withhold the release of directory/public information.

Information that you select to suppress will not be released to the public unless accompanied by your written authorization. This includes requests from family, friends, potential employers, and other institutions. For more information, see [ISU Confidentiality Policy](#).

Iowa State will honor your request to withhold the release of directory information, but cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, the institution assumes no liability for honoring or failure to honor your instruction that information be withheld.

Under 20 USC Section 1232g(b) of the Family Educational Rights and Privacy Act of 1974 as amended, the institution is required to disclose the information if a contractual agreement to provide such information exists.

Once your request to suppress information is submitted, the online directory will be updated overnight, Monday-Friday only. That information will not appear in subsequent directory lists or files other than those created for university offices as needed to conduct university business.

In-session address - Suppress my in-session address.

In-session telephone number - Suppress my telephone number.

Iowa State email - Suppress my email address. Emails received from you will appear as from "user suppressed".
(Graduate Assistants and salaried employees should not choose this option because it will create problems with the global email directory.)

OR

All directory/public information - Suppress all my information. Emails received from you will appear as from "user suppressed". This option will prevent inclusion on the Dean's List, both on the web and in hometown newspaper.

(Graduate Assistants and salaried employees should not choose this option because it will create problems with the global email directory.)

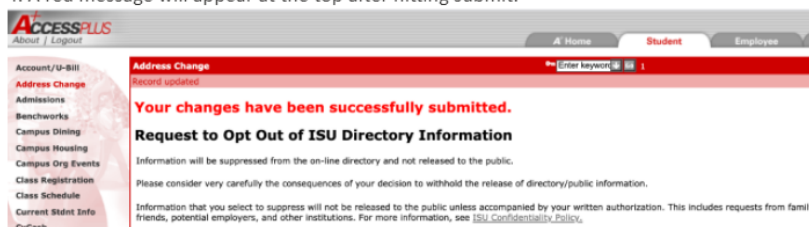
If you have safety or harassment concerns, contact the Department of Public Safety at 515-294-4428.

Changes made here will not affect employee address information. [Go to AccessPlus/Employee/Address Changes](#).

The request to prevent disclosure is only applicable to institutional release of your student information. Your information may still be accessible through non-university sources (such as non-university phone directories available on the web).

For assistance contact the [Office of the Registrar](#).

4. A red message will appear at the top after hitting submit.



- **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 approximately 15 minutes. <https://www.registrar.iastate.edu/resources/policies/ferpa-training>

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. If you need to cancel a class due to illness or any other reason, e-mail engldept@iastate.edu (and cc: Matt Sivils assocchr_engl_ops@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. To create an e-mail class list, see "Class Lists" below.

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; for more information, refer to <https://engl.iastate.edu/about-department/faculty-resources/planned-absences-illnesses-emergencies-procedures/>.

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 as Emergency Leave 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 communicate early to secure a substitute. If your absence will be longer than 2 days, please notify 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 Candy Miller (candym@iastate.edu, 203 Ross, 294-2180). To create an e-mail class list, see <https://www.registrar.iastate.edu/faculty-staff/class-lists/create-an-email-list>.

- **Class Meeting Times**

Fall and Spring Semesters: Monday-Wednesday-Friday classes in the morning begin at 7:45 a.m., are 50 minutes in length, with 15 minutes between each class (for example: 7:45, 8:50, 9:55, 11:00, 12:05).

Tuesday and Thursday courses begin at 8:00 a.m. and are 1 hour and 15 minutes (for example: 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 is 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**

Copier/Scanner/Printer/Fax 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 or Candy Miller in 203 Ross. 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 accordingly. **You must preface any fax number with an "8" to get an outside line.**

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>.

- **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/support>

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://www.celt.iastate.edu/canvas-isu/>. 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, ISU Bookstore, at jwwiers@iastate.edu.

- **Student Ratings of Teaching (fka Course Evaluations)**

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

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

- **Exams**

Policies governing Prep 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 <https://catalog.iastate.edu/academics/grading/#grade policiestext>

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/Advisor 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 <https://www.registrar.iastate.edu/faculty-staff/grade-processing>

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 Candy Miller, 203 Ross, for the department file. When an Incomplete is resolved, a Grade Report to the Registrar form must be completed and submitted electronically to the Office of the Registrar. 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 AccessPlus website: <https://accessplus.iastate.edu>. (Click on the Faculty/Advisor tab).

IMPORTANT – PLEASE NOTE:

When completing the online grade report for grade changes, when it asks for the Department Chair's email, use volkerh@iastate.edu, **not his chair email, chair_engl@iastate.edu. The form does not route properly if he submits approval from his chair email.**

- **Office Hours**

University policy calls for instructors to hold office hours at least two scheduled 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 Candy Miller (candym@iastate.edu, 203 Ross, 294-2180) by the second week of class (you will receive an email from her requesting them). The English department faculty are expected to offer some in-person office hours if you are teaching in-person courses.

All instructors should post their office hours outside their office and on Canvas. Office hours will also be posted on our Department of English website at <https://engl.iastate.edu/about-department/office-hours/>.

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 Human Resources (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 accommodation 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 the 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 accommodation is not retroactive in nature and are not intended to be an unfair advantage. Additional information or assistance is available online at <https://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 candym@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 & SpCm 212/312: Deanna Stumbo (229 Ross, stumbo@iastate.edu, 294-3516);
All other Engl/SpCm: Candy Miller (203 Ross, candym@iastate.edu, 294-2180)**

If you will not be using textbooks or are working directly with John Wierson at the ISU Bookstore, please let Candy Miller 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/> About → Faculty Resources → English Department Faculty Handbook) or <https://iastate.app.box.com/s/2mamggbelk3621dr80if8uiwnt7fdttn>

Other Useful Information

Accounting Procedures – You should contact Luke Grove, lgrove@iastate.edu, with expense related questions. He can assist you with questions regarding travel, non-travel and professional development purchases and/or reimbursements. He will also help you identify funding worktags and provide account balances.

Professional Development Funds

At some point during your career, you might receive professional development money for work and service performed within the department or outside of the department. Let Luke Grove know if you expect to receive such money. He 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.**

Faculty Travel

The department reviews the budget and allocates professional development money on an annual basis. There may also be opportunities for faculty to secure travel funding from university resources outside of the department. Please contact Luke if you are interested in pursuing additional funding for research or conference travel.

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.

• **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 such as paper clips or binder clips). If you have a lot of confidential material, contact Candy Miller (203 Ross, 294-2180) for the confidential bin key that opens the top of the bin. Bins are checked often to see if they are at capacity, and Candy will arrange pick-up when needed. A paper shredder is in 206 Ross for smaller amounts of documents. ***Please refrain from using these bins for papers that do not contain sensitive information and could otherwise be placed in the blue recycling bins.***

• **Department Meetings**

English Department meetings are being held on Webex. Meeting times and days will be on the department website under Department Calendar (<https://engl.iastate.edu/about-department/upcoming-events>), 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 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 Candy Miller to dispose of office furniture appropriately.
- Disposal of textbooks should be done by
 - giving books to selected students
 - contacting Dan Coffey (dcoffey@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 Dr. Kevin Duerfeldt (kduref@iastate.edu), who send used books to the ISU training center/living facility in Uganda
 - sending an email to englprofess@iastate.edu
 - email Keith Jeschke with Recycle-A-Textbook at schkeith18@aol.com, or call 563.590.8798
 - disposing of unclaimed items
- Disposal of office or other supplies, or other types of books such as novels should be done by

- sending an email to englchat@iastate.edu (use the BCC field so any responses go only to the sender)
- disposing of unclaimed items
- Placing usable items in the box marked “Free” in Ross 206 mailroom (NO books please)
- DO NOT LEAVE ITEMS ON THE BENCHES IN **Ross Hall** OR COMPARABLE SPACES IN **Curtiss Hall**.
- DO NOT LEAVE ITEMS in 206 Ross (except in the box marked “Free”), 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. Receiving emails directed to englchat is completely voluntary, and Candy Miller will update the list as needed or requested.
- Messages related to **teaching** ideas should be sent to englteach@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@iastate.edu. 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, what to do with old textbooks, etc., and reference services. ISU Library’s website is <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 – All mail to be sent out via USPS needs to come to Candy first. We have bins for outgoing U.S./International mail (business use only) and outgoing campus mail in 206 Ross and 318 Curtiss. Locations where you can mail personal items, buy stamps, etc., see [Campus Addressing](#) for more information.

Campus Mail must include the following:

- Delivery address
 - Recipient name
 - Department name
 - Building and room
 - University mail code (you **must** receive a label from Candy Miller before sending mail out)

Used campus envelopes are available under the mailboxes in 206 Ross, as well as 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

Remember to **reserve** meeting rooms in both Ross Hall and Curtiss Hall. You can access the room scheduling procedures from the public folder (on the engl drive): public → guides → Outlook Calendaring. You may also contact Candy Miller in 203 Ross for assistance.

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 co-workers, colleagues, 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 disruption to co-workers or colleagues. 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.
- Beginning in the Fall of 2023 and moving forward...permission is required from either Stacie Schaefer (stacies) or Candy Miller (candym) prior to permanently affixing anything to office walls.

- **Office Incidentals**

Building Maintenance – The following list shows who to contact for concerns regarding building maintenance:

- Ross/Curtiss – Candy Miller, candym@iastate.edu, 203 Ross, 515-294-2180
- Any building emergencies, Facilities Planning & Management (FP&M) Service Desk, 294-5100

Janitorial Services – The following is the schedule for janitorial cleaning services in Ross Hall as of Fall 2022:

- Instructional Spaces – Three times/week – one full clean, two spot cleans
- Restrooms – Daily
- Common Areas – Two times/week (hallways, corridors, stairways, vestibules, etc.)
- Offices & Administrative – Two times/month (they do not move any personal items or electronic equipment, and they do not vacuum personal rugs)

Recycling – See information on *Trash & Recycling* on Page 16 for more information.

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. Luke Grove maintains this fund. Luke 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. ***Please clean up after yourself.*** Custodians only empty the trash, they do not clean these areas, so if you make a mess, please clean it up. Due to office space constraints in Curtiss, office occupants may not have their own microwave/mini-refrigerator and are asked to use the ones provided in 318 Curtiss.

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.***

Coffee – Coffee is made by the coffee drinkers. There is a Keurig machine in Ross 213 and a regular coffee brewer in Curtiss 318; please supply your own coffee for each.

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 & 318 Curtiss – Will be emptied by custodians.

- **Office Supplies**

Instructors purchase their own supplies.

- **Parking**

Information regarding commuter parking is available at <https://www.parking.iastate.edu/permit/staff/>

CyRide (Ames bus transportation) information is available at <http://www.cyride.com>.

Faculty can purchase either a reserved or general parking permit for parking on campus. More information regarding permits is available at <https://www.parking.iastate.edu/permit/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 Smart Cards for Meters and Pay by Stall lots; or a short-term Staff permit for special circumstances. The short-term staff 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://iastate.service-now.com/it> then click on Products and Services > Voice & Conferencing 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 + area code + 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 is 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

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 put 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 ENGL 150, 250, 250H, 302, 309, 312, 314 or SP CM 212/312 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 – Maggie LaWare
- All other undergraduate courses (except 400-level seminars, 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 by 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 receptacle.** Additional garbage bags can be found in the bottom of the trash can. If you need garbage bags for Ross offices, contact Candy Miller at candym@iastate.edu.

Curtiss office – Large trash bins are in the hallway where you can discard any trash you may have.

Dumpster for Ross is located off the NE corner of the building on the loading dock; 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. Your small blue bin can be dumped into the large blue recycling bin on each floor (near elevator) in Ross, next to the elevator on 3rd floor Curtiss and outside room 6 in LA. **Please use the gray shred bins for documents containing sensitive information that needs shred instead of recycled.**

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

• Safety Information/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>. For Iowa State's policies regarding severe weather and emergency closings, see <http://policy.iastate.edu/policy/weather>.

In the event of a weather-related warning, you may **opt-in to receive notifications from the University** by going to www.isualert.iastate.edu/receive

In the case of a severe weather warning, take shelter in the inner hallway of the ground floor of Ross Hall. Stairwells are located in both the SE corner and the NW corner of the building.

Fire

Evacuation Guidelines (Environmental Health and Safety) <https://www.ehs.iastate.edu/prep/emergency-procedures>

- At the sound of an appropriate fire alarm, or if you are instructed to evacuate, leave your work area, proceed to the nearest exit, and leave the building immediately.
- Exit the building in a calm, relaxed fashion and proceed to clear area at least 150 feet from the building. Keep walkways clear for emergency vehicles.
- If you are the first to recognize an emergency situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Department of Public Safety. Wait for emergency responders and provide them with information.

- When evacuating, **DO NOT USE ELEVATORS**. In emergency situations, elevators may stop on floors with hazards such as fire or smoke. **USE THE STAIRS**.
- Assist any physically impaired individuals in need of assistance. Elevators should not be used. If the individual is not able to exit without using an elevator, help them to a secure location, such as a stairwell. Immediately inform emergency personnel of the individual's location.
- If you have time and are not compromising your own safety, ensure that your work environment is left in a safe condition before leaving the area. Report any hazardous conditions to responding emergency services.
- There are special concerns for emergency evacuations in the event of a fire. Refer to the Fire Safety Guidelines for more information.

Tornado

In the event of a weather-related warning, you may **opt-in to receive notifications from the University** by going to www.isualert.iastate.edu/receive

In the case of a severe weather warning, take shelter in the inner hallway of the ground floor of Ross Hall. Stairwells are located in the SE corner and the NW corner of the building.

Tornado Watch: Weather conditions are considered favorable for tornadoes to form in and near the watch area.

Tornado Warning: A tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or had developed, into a tornado.

Bomb Threats/Other Threats

Most bomb threats are received by telephone. These incidents should be considered serious until proven otherwise.

Act quickly, remain calm and use the following information for guidance.

If a bomb threat is received by telephone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call ISU Police (911 from a campus telephone or 515-294-4428 from a cellular device) or, as soon as the caller hangs up, immediately notify law enforcement authorities yourself.
5. If your telephone has a display, copy the number and/or letters that appear in the window.
6. Upon termination of the call, do not hang up, but from a different telephone, contact ISU Police to provide information and await further instructions.
7. Complete the Bomb Threat Checklist. Try to document the exact words used.

If a bomb threat is received by handwritten note:

- Call ISU Police: 911 or 515-294-4428
- Handle the note as minimally as possible.

If a bomb threat is received by email:

- Call ISU Police: 911 or 515-294-4428

Do not delete the message.

Do Not:

- Use a two-way radio or cellular device; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Signs of a Suspicious Package:

No return address	Strange sounds	Misspelled words
Excessive postage	Unexpected delivery	Incorrect titles
Stains	Misspelled word	Foreign postage
Strange odor	Poorly handwritten	Restrictive notes

https://www.ehs.iastate.edu/sites/default/files/uploads/forms/isu_pd_bombthreatchecklist.pdf

<http://www.police.iastate.edu/violent-incident-response-training>

There is no evacuation process in the event of a bomb threat or other threat. Follow the procedure listed above.

If the police ask you to, notify instructors in classrooms if you can and quietly remove students/instructors from classroom.

Custodians will inform if something is out of place.