OFFICE PROCEDURES/PERSOANL

Department Office Hours: 7:30 a.m. - 4:30 p.m., Monday - Friday. (Open 12-1)

In Case of Emergency: Dial 911. If you have a medical emergency, note that paramedics will report to the globe on the ground floor; please have someone meet them there for directions to the emergency. If the fire alarm goes off, it is mandatory that everyone leave the building. Lock your door, and use the stairs to exit to the first or ground floor exits. When evacuating the building, please move away from the entrances and follow the directions of the safety personnel. If you have a health issue which makes it difficult for you to walk down the stairs, please let Becky or the Chair know. In the case of a tornado warning, the campus tornado sirens will go off. Safety officials have told us that occupants of the 7th floor and lower do not need to go downstairs, but should move to interior walls away from windows. Eighth floor occupants should move down to the 7th floor.

Department/University Communications: All official communications from our department and the university are sent via e-mail. We ask that faculty and students read their e-mail on a regular basis to keep up with important notices and deadlines. If you are having trouble accessing your e-mail, please contact College Information Technology Group (CITO) by completing the help request form at: http://www.indiana.edu/~cito/help

Personnel:

Eric Sandweiss 855-0210 or BH 702 sesandw@indiana.edu
Chairperson 855-3236

John Hanson 855-5212 or BH 742 histdgs@indiana.edu
Director of Graduate Studies 855-8234

Deborah Deliyannis 855-3431 BH 735 histdus@indiana.edu
Director, Undergraduate Studies

Rebecca Spang 855-2437 BH 711 rlspang@indiana.edu
Honors Director

Nancy Ashley (5-7581, nashley) receives, prioritizes, and completes all work requests from faculty (including requests for printing, duplicating, and scanning). She also maintains the department syllabi file, and handles supply and equipment purchasing for the department. Nancy schedules the conference room, and does one-time room scheduling for film showings, review sessions, meetings, etc. In addition, Nancy works with faculty on the
ordering of textbooks and desk copies. Nancy serves as receptionist, distributes mail, sends faxes and Fed Ex mailings, and coordinates the office hour directory. Nancy also updates the faculty profile information on the departmental web page.

Deana Hutchins (5-7582, dhutchin) serves as accounting representative for the department. She processes faculty travel reimbursements, assists with financial reimbursements, contractual payments, and handles other financial transactions. She enters student awards in the financial aid system, and assists Becky and the faculty with account management and reconciliation. Deana also manages the on-line course description process each semester.

Undergraduate Advisor:

Jim Basore (5-1437, basorej) is our undergraduate advisor, located in BH 706. Jim monitors the academic progress of all history majors, and advises them of degree requirements. Students may see him by e-mailing or calling for an appointment Monday through Friday, 8:30-4:30.

Graduate Staff:

The graduate records specialist is Alexia Bock, (5-8234, gradsec). Alexia maintains all current graduate student records, monitors student progress, and arranges qualifying exams, proposal defenses, dissertation defenses, field reviews, and AI and grader appointments.

The graduate admissions specialist, Sara Skinner (5-8233, histadm), responds to all inquiries regarding admission to our graduate program. She manages the graduate recruitment and admission process, assists with the orientation of new graduate students, and assists graduate students with the placement process. Sara also maintains a placement database.

Chair’s Assistant:

The assistant to the chairperson is Nick Roberts (5-3236, nirobert), and he is located in BH 702. Nick prepares promotion and tenure dossiers, coordinates the search and screen process, processes faculty research reimbursements, payroll, and faculty visa and permanent resident processing. He provides administrative assistance to the Chair, including appointment scheduling, correspondence, donor/alumni relations and assists with the alumni newsletter.

Department Administrator/Fiscal Officer:

The department administrator/fiscal officer is Becky Bryant (5-0906, bryant). Becky manages office operations and staff, provides administrative assistance to the Chair, manages the budget and monitors all expenditures, serves as liaison for faculty regarding IU policies and procedures, prepares and maintains the schedule of classes each semester, supervises registration/enrollment, publishes the department’s weekly newsletter, and manages the department's space and facilities.
Work Requests: (Printing/Scanning/Duplicating/Faxing):

Whenever possible, faculty should upload all class material and readings to OnCourse (https://oncourse.iu.edu/) or Canvas (https://canvas.iu.edu/)

Faculty may use the scanner in BH 707 for business-related scanning at no charge – see Nancy Ashley for a code. But note that if you use this code for copying, it will be billed to your research account. If you need copies for class or service-related work, see the work request paragraph below.

The department has a heavy-duty, high-speed printer available in BH 742 for faculty to print to from their Ballantine Hall computers. You may pick up your print job between 7:30-4:30, Monday-Friday. Items that are sent to the printer on evenings and weekends may be picked up when the office reopens. In order to set up the printer on your office computer, contact the College Information Technology Office by submitting a help request at http://www.indiana.edu/~cito/help

Please do not print personal items. If you have a very large document, call the department staff before sending the print job. Print confidential items to your office printer, or coordinate the printing with Nancy so they are not left on the printer for others to view. Please be sure that when you pick up your print job you check the front and back to make sure you are not taken another person’s document.

Work requests for duplicating, printing, or scanning may be given electronically as an e-mail attachment to Nancy. You may also place work requests in the work box in BH 742, with a work request form attached. Clear instructions should be given in regard to format, number of copies needed, and deadlines. Be sure to indicate the time of day needed, rather than just the date needed. Confidential work requests may be handed to Nancy. At the beginning and end of each semester, we need at least 48 hours (not including weekends) to complete work. During the rest of the semester, at least 24 hours is needed. Completed work will be returned to your mailbox, except for examinations, which are placed in an examination file.

Our copying budget is too small to allow faculty free access to our department copy machine. We will make copies for you (with 24 hours notice) on our account for class and service work; we can also make research-related copies for you charged to your research account (you must put your research account number on the request form.) If you want to use the department copier yourself, you may use it only when charging the copying to your research account. See Nancy to have a code set up so that copies can be directly billed to your research account. We cannot use departmental copiers for personal use. There is a Copies & More at the Indiana Memorial Union, where you can make personal copies.

The department has a fax machine for all work-related facsimile transmissions. We cannot send personal faxes, but you may take your personal faxes to Copies & More or the UPS store at the Indiana Memorial Union building. For work-related faxes, Nancy will send the fax for you. Complete a fax request form and leave the information to be faxed in the work box, and it will be faxed within the hour. Our fax number is 812-855-3378. International faxes must be 10 pages or less in length.
Other Office Support

Our first priority is to provide support to faculty with materials needed for class. During very busy times, such as the start or end of a semester and faculty and student recruitment time, we may have to delay lower priority requests (travel reimbursement, purchasing, or financial reimbursements.) If you need assistance with a department service related project, please talk to Becky. Depending upon the time of the year and the workloads of individual staff, we may be able to provide assistance. If you are planning to hold a workshop or conference, you will need to hire someone on an hourly basis to assist you. See Nick for information on hiring an hourly assistant.

Department Web Page Support: Contact Becky if you have an update to our web page, and she will forward it on to the appropriate person.

Computing: For general computing assistance with University owned computers, contact the College Information Technology Group (CITO) by completing the help request form at http://www.indiana.edu/~cito/help

If this group is unable to help, they will direct you to another resource for further assistance, such as the University Information Technology Support Center (5-6789, or http://ithelp.indiana.edu/.)

Please note that all equipment purchased with IU funds (including individual faculty research accounts and grant accounts) is considered university property. Any equipment used outside of your office must have an equipment loan form on file. See Nancy for more information. Note that if you leave the University, all equipment and furniture purchased must remain at IU.

Confidential Material and Material/Trash Disposal: All confidential material (grade rosters, blue books, student ID and social security numbers, etc.) must be kept in a secure location. Do not post grades or leave blue books or graded papers outside your office, also do not allow students to see the grades of other students. The state recently passed privacy laws which make each of us criminally liable if we release (even inadvertently) confidential information to the public. When you are ready to dispose of confidential materials, please bring the material to the locked shred bins in BH 707, 702, or 742. Staples do not have to be removed. Paper clips, binder clips, and other metal must be removed.

Trash is picked up from faculty offices once per week; currently the 7th floor offices are cleaned on Monday night, and 8th floor offices on Sunday night. The larger blue plastic bin in your office is for recycling, the small black bin is for trash. You may also take your recycling and trash to the bins in the hallway, which are emptied nightly. Please do not leave food waste and beverages in your office, as they attract mice.

Phones: Each faculty member has a long distance billing code to charge work-related calls to the department account. Please limit the number and length of your long distance calls; and no personal calls should be charged to IU accounts. Personal calls should be placed using a personal calling card or cell phone. You may place international calls for urgent matters only. If your monthly phone bill becomes too high, we may recommend a long distance billing code charged to your grant-in-aid account. Please be careful with 800 numbers; some become pay calls. Note that the current phone system only operates when
You are logged in to your office computer. We advise you to restart your computer each day, to avoid issues with the phone. More information about the phone system can be found at [http://unicom.iu.edu/learnhow.php](http://unicom.iu.edu/learnhow.php).

**Teaching Resources:** For media equipment needs not already provided in your classroom, Nancy can schedule equipment delivery through Media Resources, as long as you give them advance notice. Check the website maintained by Media Resources for information about individual classroom technology: [http://www.indiana.edu/~cts/roomdb/index.php](http://www.indiana.edu/~cts/roomdb/index.php).

See the University’s Center for Innovative Teaching and Learning [http://citl.indiana.edu/](http://citl.indiana.edu/) for information regarding support available to you and your course assistants in the classroom.

**Classroom Reservations:** Nancy can arrange classroom space for film showings, meetings, review sessions, etc. If you are in need of a permanent change to your course classroom, see Becky. Note that if you need to make reservations for a graduate dissertation defense or MA review, contact Alexia to arrange for the room.

**Conference Room Scheduling:** The department has a conference room (BH 704) available for make-up exams and meetings. You may sign up to use this room through Nancy. If you need to make reservations for a graduate dissertation defense or MA review, see Alexia to arrange for the room.

**Make-up Exams:** Due to the busy schedule in our conference room, we cannot accommodate ad hoc make-up exams without an appointment. Please ask Nancy to reserve the conference room or a classroom for a designated block of time, and ask the students to take their make-up at this time. Or you can ask your students to reserve a time in advance by contacting Nancy. For those students taking their make-up exam in the conference room, have them report to the department office. (Remind the student that they must take the exam during department office hours, so they should allow enough time to be done by 4:15 p.m.) A staff member will pull the make-up exam that you have placed in the exam drawer for the student, and escort the student to the conference room with the exam, bluebook and pen. Department staff cannot proctor exams.

**Department Newsletter:** A department newsletter is produced on a weekly or bi-weekly basis throughout the academic year. The newsletter includes announcements of faculty and student awards and achievements, fellowships, employment opportunities, impending deadlines and lectures. Send your copy-ready news to Becky via e-mail by noon on Thursday to appear in the next edition of the newsletter.

**Supplies:** All supplies available to faculty are located in the cabinets under the faculty mailboxes. If you don’t see what you need in the cabinet, check with Nancy. Due to budgetary restrictions, we may have to ask you to purchase some more expensive items from your research account. For example, we currently cannot afford to provide disks, printer cartridges or reams of paper for faculty printers. You may print directly to high-speed printer in BH 742, at no cost. Nancy can assist you in ordering supplies not provided by the department from one of the University stores. Supplies, computer equipment and software, furniture, and most other items must be purchased through IU’s purchasing system. Do not purchase these items with personal funds, as we will not be able to reimburse you. See
Becky for additional information.

**Mail:** Both U.S. and campus mail are delivered around 11:30 a.m. (except for Mondays and after holidays, in which case it is sometimes delivered after lunch). Once mail is delivered, Nancy distributes to the faculty mailboxes. The department provides postage for professional correspondence only. Please put our account number 10-281-00 in the right corner of all U.S. Mail envelopes. Outgoing mail should be placed in the correct wooden mailbox by Deana's desk. Be sure to include your name above the return address, so that we won't have to open your mail if it is returned. Mail for other IU campuses should be marked "courier" next to the address. Federal Express mailings are handled by Nancy; faculty must pay for these mailings with their research account. Larger mail items and packages must also be charged to your research account.

**Payroll:** Faculty are paid in ten equal installments beginning on August 31 and continue on the last day of each month through May, with the final academic year check arriving around May 31. A schedule of pay dates will be distributed at the start of the school year. All employees must be signed up for direct deposit; and you may check your pay by going to OneStart at [https://onestart.iu.edu/my-prd/Portal.do](https://onestart.iu.edu/my-prd/Portal.do) and click on the login button. Click on the HRMS tab, then the Faculty tools tab. This takes you to a new page, where you will see an Employee Self Service Box. Contained in the box are the options View Paycheck and View Paycheck History. You can view your current or past pay by clicking on these options.

**Payment for Services:** If you need to pay someone for work or services with IU funds (including research and grant accounts), you must first speak with Nick to determine the payment procedure, before reaching an agreement and authorizing the person to begin work. For many payments IU now requires a contractual agreement, and they are asking for at least a one-month lead time before work can begin. In other cases the person will need to be put on our payroll so that they can clock in and out as they work, and we may have to run a background check before the hire can be approved. So in all cases of payment for services, we need plenty of lead time. Note that all people working part-time at IU are limited to 29 hours per week in all combined jobs.

**Travel:** Faculty are responsible for booking their own travel, but also must initiate the travel with Deana prior to taking the trip if the travel is being paid from an IU account. Faculty have 60 days from the return date of their trip to submit receipts for reimbursement, but we ask that you submit your receipts as soon as you return, to give Deana time to process the travel reimbursement. Note that the department may have the funds to support one conference trip per year for faculty. Faculty must apply through Becky for these funds, and the allocation is based on distance. E-mail Becky Bryant to request your one time travel allotment, be sure to include where you are going, the name of the conference, and travel dates. International Programs also has an overseas travel fund; go to [http://www.indiana.edu/~ovpia/ovpia/funding/uWide.php](http://www.indiana.edu/~ovpia/ovpia/funding/uWide.php) for more information.

**Research Accounts:** Faculty may use their grant-in-aid of research funds for expenses related to their research. Responsibility for initiating and monitoring expenditures within a faculty research account lies with the faculty member. Account balances are available online; Information on viewing monthly statements can be found at [https://fms.iu.edu/reports/standard-reports/](https://fms.iu.edu/reports/standard-reports/) Note that you will need to first register at this
site to gain approval. You can also contact Becky periodically to get an update on your account balance. Please check with Nick or Becky before committing funds from your account, so that we can assist you in following IU’s procedures.

If you would like to purchase something from your research funds, do not use personal funds. All items must be purchased through IU’s purchasing system. Please consult with Nancy for general office supplies, paper, and print cartridges, equipment, furniture, and miscellaneous items. Nancy can also order books for you, but note that currently the University allows us to reimburse faculty for books purchased with personal funds. See Nick for further information on book reimbursements. Note that all items purchased with an IU research account become the property of Indiana University, including computers and furniture. If you leave IU, these items must remain in the department.

Printing and duplicating may also be charged directly to your research account. Nancy can provide you with a code for research copying on our copy machine in BH 707. For large packages, and express mailings, such as Federal Express, your research account must be charged.

If you want to hire someone to do hourly work for you with funds from your research account, let Nick know before the person begins work. We need ample lead time, as there are several steps in the hire process that have to be taken before the employee begins work. Hourly pay rates for faculty assistants range from $10 - $20 per hour, depending upon the difficulty of the work. Nick can assist you in determining an appropriate pay rate. Do not make agreements to make lump sum payments to individuals for services they are going to perform until you have talked with Nick. Note that all payments must go through Payroll; you may not pay someone using personal funds, and ask for reimbursement. Temporary workers at IU are limited to 29 hours per week, in all combined jobs at IU. If you have a job that requires more than 29 hours of work per week, you may need to hire multiple assistants.

To arrange for a speaker to come in and be paid an honorarium or for travel, talk with Nick before making a commitment. Often non-U.S. residents who are visiting the country are asked to give talks at IU, but they are not actually coming on the right visa to receive payment. We can help you sort this out, but it should be well ahead of the commitment and visit.

The University requires that we process all travel and other financial reimbursements on a timely basis. Please submit your receipts as soon as your travel or purchase is completed; we must process reimbursements within 60 days of the end of the trip or purchase.

**Grant Proposals**

If you are applying for internal or external funding, please consult with Becky before submitting your proposal. As fiscal officer, Becky must approve the budgets for all internal applications (such as New Frontiers or CAHI); and she may be able to give guidance on the process. In addition, note that the University is asking that all conferences or workshops in which fees will be collected must be run through IU’s Conference Bureau. External grants which will have funds routed through IU should be submitted through the IU Kuali Coeus system through the Office of Research Administration. Information on this process can be found at [http://researchadmin.iu.edu/gc.html](http://researchadmin.iu.edu/gc.html) If you are considering adding cost share to an
external grant proposal, please talk to Becky before submitting the proposal.

ACADEMIC INFORMATION

Absence: Faculty who must be absent during the semester should inform the chair (Eric) before leaving, and should include information on how the class time is being covered. This information will be forwarded to staff so that all are informed in case of student inquiries. Also inform the staff if you will miss your office hours or class due to illness, so that a sign can be posted on your door. The Bloomington Faculty Council and Dean of Faculties inform faculty each year that:

“Faculty members teaching courses have the responsibility to provide instruction as scheduled. Variations from the schedule may occur for a variety of reasons, including illness, professional activities and pedagogical considerations. When such variations occur, it is the responsibility of the faculty member both to provide equivalent activity for the students in the course and to notify the chairperson of the department offering the course of the change in schedule.”

Academic Policies: Faculty are reminded of the importance of referring to the University's Academic Handbook, so that all are familiar with policies on matters of academic ethics, grading, student cheating, sexual harassment, and other issues. The Academic Handbook and Guide is located under Faculty Resources at http://www.indiana.edu/~vpfaa/policies/index.shtml See Becky or the Chair if you have questions regarding the interpretation of these policies. Becky can also guide you to the correct office or individual for assistance with individual issues.

Faculty Meetings: Faculty meetings are held on an ad hoc basis on Wednesdays, starting at 3:30 p.m. Faculty are asked to keep this time slot open throughout the academic year. If you choose to schedule another lecture or event during the faculty meeting time slot, you run the risk of conflicting with a faculty meeting. Although every effort is made to give advance warning of faculty meetings, last minute agenda items do surface throughout the year, and it is possible that a faculty meeting may be called at the last-minute. Announcement of an upcoming faculty meeting is done via e-mail, and posted on the board in the department office. Included in the announcement is the location of the meeting. Faculty may e-mail the Chair to request an agenda item for a future meeting.

Office hours: In addition to regular office hours held during the semester, faculty should be available the week before classes begin for advising of new students. Even if a faculty member has no new students or has already contacted their own students, there may be other new History graduate students who need to consult with you concerning admittance into your course. And there are often other Department or University responsibilities that require faculty to be available at least by the Wednesday of the week before classes. Let Nancy know if you change your office hours.

Free Week and Finals Week: By action of the Bloomington Faculty Council, the week before finals (Monday through Sunday) is considered free week, and no major or final examination may be required during this time. Final examination times are available at http://registrar.indiana.edu/finalesamsche.shtml. This information should be listed in the syllabus and must be adhered to. If a different final exam time during finals week is desired,
then the original final exam time must also be available to students who have a conflict with the new time. Students having **more than three** final exams scheduled on the same day have two options. They can either take all the exams, or they can consult with the instructors involved to determine if a make-up is possible. If the instructors are not willing to schedule a make-up, then the instructor of the fourth final exam of the day is obligated to adjust the student's final exam, provided the student has notified that instructor or department before the halfway point of the semester. See **Becky** if you have any questions regarding the interpretation of these policies.

**Grading:** It is expected that faculty supervise the final grading process for their course(s) and enter the final grades, and faculty should keep all grade books and records in case of future inquiries. Grades are entered by the faculty member electronically via OnCourse, Canvas or OneStart. Incompletes should only be given if the student has completed the majority of the course, is passing, and has a serious issue which prevents them from completing the course by the end of the semester. A written record of the reason for the incomplete should be filled out during final grade time and turned in to the department office. If you need to submit an undergraduate grade change or a removal of incomplete, you may do so through Onestart, by going to the Services tab, selecting Faculty Systems, and then eGrade Change.

**Course Syllabi:** Faculty should provide **Nancy** with a copy of their course syllabi each semester. Syllabi should contain information regarding academic ethics and plagiarism, found in the Academic Guide at [http://www.indiana.edu/~vpfaa/policies/index.shtml](http://www.indiana.edu/~vpfaa/policies/index.shtml). The official final examination time must be posted in the syllabus, and any deviations to the regular class meeting schedule must also be included in the syllabus, after confirming these deviations with the Chair.

**Course Scheduling:** All teaching requests must be approved by the field chair before submission. The department chair, in consultation with the DGS and DUS, will also review course offerings and times before the schedule is sent to the Registrar. Changes made after this point should be cleared by the field chair, before submitting the change to **Becky**.

**Course Descriptions:** A course description is required for each course taught prior to the registration period. **Deana** will inform you when it is time to submit these descriptions, along with instructions and a deadline for completion. Course descriptions are posted in Onestart for students to review before registration.

**Textbooks:** If students will be required to purchase textbooks for your class, federal law mandates that we make this information available to students when they register. If you want to order your books via Nancy Ashley through Barnes and Noble/TIS Bookstores, please submit your order to her when requested. If you choose to order your books from another location, please also provide Nancy with this information, **before registration**, so that she can post the information for students.

**Course Evaluations:** The campus is moving to a mandatory Online Course Questionnaire (OCQ) in the Fall of 2015. More information will be sent to faculty after the semester begins.

**Teaching Portfolio:** The History Department places a high value on both undergraduate and
graduate teaching, and all instructors are expected to collect other material documenting their teaching. Evaluation of teaching for tenure, promotion, and other purposes normally includes these types of information;

a. A teaching portfolio including syllabi, collected readings, assignments, web-pages, and other materials developed for distribution to students.

b. Reports and letters based on observations and class visitations from peers, teaching specialists, and others.

c. Letters from former students, both solicited and unsolicited.

d. Standard course evaluations and other questionnaires (for those courses taught prior to Fall 2015).