

TABLE OF CONTENTS

2020-21 History Department Office Procedures

Office Information	1
Office hours	1
Medical emergencies	1
Fire	1
Tornado	1
Communications	1
Administration	1
Staff	2
Office Procedures	3
Work requests	3
Scanning	4
Printing	4
Duplicating	4
Faxing	4
Other Office Support (Service/Workshops/Conferences)	4
Department web page support	4
Computing	4
Purchasing computers	5
Confidential material and trash disposal	5
Phones	5
Teaching resources (media)	5
Classroom reservations	5
Conference room scheduling	6
Make-up exams	6
Department newsletter	6
Supplies	6
Mail	6
Payroll	6
Procuring services (research-related, non-hourly)	7
Hiring hourly employees	7
Travel	7
Research accounts	7
Grant proposals	8
Academic Information	8
Faculty absences	8
Academic policies	8
Faculty meetings	9
Office hours	9
Free week and finals week	9
Grading and grade changes	9
Course syllabi	9
Course scheduling	10
Course descriptions	10
Textbooks	10
Course evaluations	10
Teaching portfolio	10

DEPARTMENT OF HISTORY OFFICE PROCEDURES & ACADEMIC INFORMATION, 2020-21

OFFICE INFORMATION

Department Office Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday. (Open 12-1)

Keypad Codes: 844: 3, 2, 5. 854 (South): 1 & 5 together, then 4.

In Case of Medical 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.

In Case of Fire: If the fire alarm goes off, it is mandatory that everyone leave the building. Lock your door and use the stairs to the first or ground floor exits. When evacuating the building, move away from the entrances and follow the directions of safety personnel. If you have a health or accessibility issue which makes it difficult for you to walk down the stairs, please let [Nick](#) or the Chair know.

In Case of Tornado: In the case of a tornado warning, campus tornado sirens will sound. Those on classroom floors (Ground through 3) should move to the hallway or other designated area. Those on the 8th floor should evacuate to a lower level in the building at a safe assembly area (e.g., a hallway or restroom away from windows).

Department/University Communications: Most 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 the College Information Technology Office (CITO) by completing the help request form at <https://cid.webhost.iu.edu/citoweb/help.cfm>.

ADMINISTRATION

Wendy Gamber Chair	855-5876	BH 844B	wgamber@indiana.edu
-----------------------	----------	---------	--

Deborah Deliyannis Associate Chair	855-3431	BH 805	ddeliyan@indiana.edu
---------------------------------------	----------	--------	--

Peter Guardino Director of Graduate Studies	855-6108	BH 841C	pguardin@indiana.edu
--	----------	---------	--

Roberta Pergher Director of Undergraduate Studies	855-4151	BH 826	histdus@indiana.edu
--	----------	--------	--

STAFF

Fiscal Officer

[Chris Roush](#) (5-8491, croush) works in the Finance Office of the College in Owen Hall and serves as our Fiscal Officer. Chris **reviews and approves e-docs** involving History faculty and their research accounts, works with Deana on **student awards, financial matters, and departmental accounts**, serves as a resource regarding grants, **provides guidance** on policies and procedures, and **advises staff**.

Financial Support Manager

[Deana Hutchins](#) (5-0906, dhutchin) serves as Financial Support Manager for the department. She oversees and **manages the Department accounts**, and processes **faculty travel reimbursements, research reimbursements**, and handles other **financial transactions**.

Administrative Services Program Manager

[Nick Roberts](#) (5-3236, nirobert) manages **office operations and support staff**, liaises with College personnel, oversees payroll & **academic affairs edocs**, provides administrative assistance to the Chair, serves as resource for faculty on **IU policies and procedures**, publishes the department's **weekly newsletter**, oversees special projects, and manages the department's **space and facilities**.

Scheduling Officer/Office Services Assistant, Sr

[Mary Medley](#) (5-7581, recphist) is the **scheduling officer**, submitting course offerings, joint-listings, and classroom needs to the Registrar. Mary handles **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. Mary schedules the **conference room & lounge** and does **one-time room scheduling** for film showings, review sessions, meetings, etc. Mary works with faculty on the **ordering of textbooks and desk copies**. Mary handles **mail distribution** and coordinates the office hour directory and online course descriptions.

Chair's Assistant

[Joey Wańczyk](#) (5-7582, jwanczyk) processes **payroll**, sets up **hourly hiring**, sets up domestic and international **service engagements**, assists with **promotion and tenure** dossiers, coordinates the **faculty search** process, and facilitates **faculty visa and permanent resident** processing. Joey also **maintains the website**, serves as **events coordinator** and provides administrative assistance to the Chair, including **donor/alumni relations** and the **alumni newsletter**.

Graduate Staff

[Alexia Bock](#) (5-8234, gradsec) is the Graduate Records Secretary. 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.

[Gaby García](#) (5-8233, histadm) is the Graduate Admissions Specialist. She responds to all inquiries regarding admission to our graduate program. Gaby assists the DGS with the **graduate recruitment and admission** process, assists with the orientation of new graduate students, and maintains **placement dossiers** for current and former Ph.D. students. Gaby also maintains a placement database.

Undergraduate Advisor

[Pete Giordano](#) (5-1437, pgiordan) is the **undergraduate advisor** located in BH 806. Pete helps undergraduate students understand their degree requirements, plan their coursework, and discover resources and opportunities across campus. Pete is also the advisor for several other programs in the College, including French, Italian, American Studies, European Studies, and PACE.

Office Assistant

[Nancy Ashley](#) (6-4261, nashley) is our part-time **office assistant**. Nancy assists with textbook and desk copy ordering, work requests, mail, and the calendar, directory, and office hours document.

OFFICE PROCEDURES

Work Requests: Scanning, Printing, Duplicating, Faxing

Whenever possible, faculty should upload all class material and readings to their [Canvas](#) course.

Work requests for duplicating, printing, or scanning may be submitted via email to recphist@indiana.edu. You may also leave work requests in the 844 work tray on the reception desk using a request form. 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 Mary. 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 electronically or to your mailbox, except for examinations, which are placed in an examination file.

Scanning - Faculty may use the RICOH scanner/copier in BH 844 for business-related scanning at no charge – see [Mary Medley](#) for a code. 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 above.

Printing - The department has a high-speed printer available in BH 844 to which faculty may print from their office computers. The printer's name is BH844-XeroxVersalinkB600. You may pick up your print job after hours, if necessary, using the entrance code to BH 844. If you do not see the printer on your office computer, submit a [CITO help request](#).

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 Mary so they are not left on the printer for others to view. Be sure that when you pick up your print job you check to make sure you are not taking another person's document. Please do not print personal items.

Duplicating - 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 or 48 hours during the start and end of the semester) 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 when charging the copying to your research account. See Mary 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.

Faxing - IU offers a free online fax service in One.IU at <https://one.iu.edu/task/iu/fax-service>.

Other Office Support (Service/Workshops/Conferences)

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 during recruitment periods, 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 Nick. 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. Please note that, depending on availability of staff time, you may have to make some travel and accommodations arrangements on your own. See [Joey](#) for information on hiring an hourly assistant.

Department Web Page Support: Faculty can update their own profile and office hour information on the website. View a tutorial at <https://history.indiana.edu/intranet/profiletutorial.html>. [Joey Wańczyk](#) maintains the site and can make profile updates as needed.

Computing: For assistance with University-owned computers, printers, or software, contact the College Information Technology Office ([CITO](#)). If CITO is unable to help, they will direct you to another resource such as University Information Technology Services (5-6789, <https://uits.iu.edu/tech-help>).

Purchasing Computers: Each faculty and staff member receives one new computer from the College every few years (aka “lifecycle replacement”). If you would like to purchase an additional computer with your research funds, you may browse available models via [IU Shop Catalogs](#) (e.g., Dell or Apple) or you may [ask CITO](#) for recommendations based on your needs. We are not able to purchase from Amazon or other vendors not in the shop catalogs. CITO typically prepares the purchase order and arranges for the computer to be delivered to their office so they can apply the standard build on the machine. *All equipment purchased through IU accounts (including individual faculty research accounts and grant accounts) is considered university property.* If you leave the University, all equipment and furniture purchased must remain at IU. Any equipment used outside of your office must have an equipment loan form on file. See Nick for more information.

Confidential Material and Material/Trash Disposal: Any 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 and do not allow students to see the grades of other students. State privacy laws 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 shredding bin in BH 844. Staples do not have to be removed. Paper clips, binder clips, and other metal must be removed and should be placed in recycling bins.

During the pandemic, we are all responsible for emptying our own trash and recycling into the bins in the hallway. The blue plastic bin in your office is for recycling; the small black bin for trash. Please refrain from leaving food waste in your office trash bin.

Phones: Note that the phone nearly all of us have (Polycom CX300) only operates when you are logged in to your office computer. Information about the phone system can be found at <http://unicom.iu.edu/learnhow.php>. Calls placed within the United States do not need a billing code, as there is no long distance charge. If you need to make an international call, contact Nick to get a billing code.

Teaching Resources: For media equipment needs not already met in your classroom, Mary can schedule equipment delivery through IU Classroom Technology Services, as long as we have advance notice. Check the CTS website for information about individual classroom technology: <https://cts.iu.edu/>.

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

Classroom Reservations: Mary can arrange classroom space for film showings, meetings, review sessions, etc. If you are in need of a permanent change to your course classroom, [contact Mary](#). Note that if you need to make reservations for a graduate dissertation defense or MA review, [contact Alexia](#).

Conference Room Scheduling: The department's conference room, BH 863, is available for make-up exams and meetings. Reserve this room through Mary. The shared large conference room, BH 803, may also be reserved; please see Mary. If you need to make arrangements for a graduate dissertation defense or MA review, see Alexia.

Make-up Exams: Due to the busy schedule in our conference room, appointments are required. Please ask Mary to reserve the conference room or a classroom for a designated block of time during which the student(s) will take their make-up. Alternatively, you can ask your student(s) to reserve a time in advance by contacting Mary. For those students taking their make-up exam in the conference room, have them report to Mary's office. The student 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 find the make-up exam that you have placed in the exam drawer for the student, and will 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, lectures, and other events. Send your copy-ready news to Nick Roberts by noon Thursdays to appear in the next edition of the newsletter.

Supplies: All supplies available to faculty are located in the credenza in 844. If you do not see what you need in the cabinet, check with a staff member. 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 printer cartridges or reams of paper for faculty printers. You may print directly to the high-speed printer in BH 844 at no cost. Mary can assist you in ordering supplies not provided by the department from one of the University suppliers. 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 Nick for additional information.

Mail: U.S. and campus mail are delivered daily. Staff will distribute mail to faculty mailboxes. The department can provide postage for professional correspondence only. Please put our account number **10-281-01** in the right corner of all U.S. Mail envelopes. Outgoing mail should be placed in the correct wooden mailbox on the shelf in 844. Be sure to include your name above the return address so that we will not have to open your mail if it is returned. Mail for other IU campuses should be marked "courier" next to the address. Mary handles UPS mailings; 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 from August through May, with paychecks deposited the last week day of each month. See <https://controller.iu.edu/services/employees/pay-dates> for more information. All employees must be signed up for direct deposit (<https://one.iu.edu/task/iu/direct-deposit>). The Payroll & Tax section of the [Employee Center](#) is where you can view current and previous paychecks and use financial planning tools.

Procuring Services: Contact [Joey](#) before promising any terms of work or payment procedures. If you need to pay someone for work or services with IU funds (including research and grant accounts), you must first speak with Joey to determine the procurement mechanism before reaching an agreement and authorizing the person to begin work. Normally current IU employees are *not* allowed by the IU Tax office to work as an independent contractor and must be hired as an hourly employee. Should an independent contractor be used (e.g., for research assistance or other service, whether the supplier is domestic or not), Joey will need to arrange the procurement paperwork, so provide as much lead time as possible prior to the start of service.

Hiring Hourly Employees: Faculty often hire students for temporary research assistance. Contact [Joey](#) to get set up with an hourly employee. A background check and I-9 Employment Eligibility Verification may be required prior to your employee gaining clearance to begin (this could take several business days). Hourly employees clock in and out as they go. Note that all people working part-time at IU [are limited to 116 hours](#) across any two consecutive pay periods (four weeks), between all jobs, for an average of 29 hours per week. **Also note that most F-1 or J-1 students are limited to 20 hrs/wk during semesters.** If you have a job that requires 29+ hours of work per week, you may need to hire multiple assistants. Hourly pay rates for faculty assistants range from \$10 - \$20 per hour, or more, depending on the rigor, care, skills, and knowledge required. IU does not provide guidelines for setting rates, so it is up to the faculty member. Joey or Nick can assist you in determining an appropriate rate. Do not make agreements to make lump sum payments to individuals for services until you have talked with Joey. Note that all payments for work (whether to an hourly employee or an independent contractor) must go through IU; you may not pay someone using personal funds and ask for reimbursement.

Travel: Faculty are responsible for booking their own travel. “Initiating” travel in the system is no longer required. However, **please continue to let Deana know about upcoming trips.** Faculty now have 120 days from the return date of their trip to submit receipts for reimbursement. This is a recent change, as the limit used to be 60 days. It’s still best to submit receipts as soon as you return, and please remember to make sure the receipts show payment. On the Travel Management website you’ll find travel information, as well as links to Egencia (flights) and Enterprise Campus Car Rental at <https://www.indiana.edu/~travel/index.shtml>.

Research Accounts: Faculty may use their research funds for expenses related to their research. Responsibility for **monitoring expenditures** within a faculty research account lies with the faculty member. Fiscal Officer Chris Roush can assist with account statements. You may contact Deana periodically to get an update on your account balance. Please check with Deana or Chris before committing funds from your account so that they can assist you in following IU’s procedures.

If you would like to purchase something from your research funds, do not use personal funds. Nearly all items must be purchased through IU’s purchasing system. Please consult with **Mary** for purchasing general office supplies, paper, and print cartridges, equipment, furniture, and miscellaneous items. Mary can also order books for you. Note that the University does allow us to reimburse faculty for books and images they have purchased with personal funds. **These reimbursements must be done within 120 days of the purchase, and must be under \$500.** See **Deana** for further information on 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. Mary can provide you with a code for research copying on our copy machine in 844. For large packages, and express couriers, such as UPS, your research account must be charged.

To arrange for a speaker to come in and be paid an honorarium or for travel, talk with [Joey](#) before making a commitment. It is vital to ensure that non-US residents coming to give a talk at IU have their visa and tax situation sorted out. We can help you, but it should be well ahead of the commitment and visit.

Grant Proposals

If you are applying for internal or external funding, **please consult with [Chris](#) before submitting your proposal**. As fiscal officer, [Chris](#) must approve the budgets for all internal applications (such as New Frontiers or CAHI); and he may be able to give guidance on the process. Applications for external grants which will have funds routed through IU should be submitted through the IU Quali Coeus system through the Office of Research Administration. Information on this process can be found at <https://research.iu.edu/funding-proposals/routing-submission/index.html>. You may also contact Grant Services at 855-0516, or e-mail iuprop@iu.edu. If you are considering adding cost share to an external grant proposal, please talk to [Chris](#) before submitting the proposal.

In addition, all conferences or workshops in which fees will be collected must be run through IU's Conference Bureau.

ACADEMIC INFORMATION

Absence: Faculty who must be absent during the semester should **inform the chair** 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. According to VPFAA policy [BL-ACA-H28](#), Faculty Instructional Responsibilities:

“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: Please see the VPFAA's "Start of Semester Memo" for information on student conduct and support, class information, and faculty information, resources, and deadlines at <https://vpfaa.indiana.edu/doc/faculty-start-of-semester-memo.pdf>. Academic policies for IUB can be found at <https://vpfaa.indiana.edu/policies/index.html>. See the Chair if you have questions

regarding the interpretation of these policies. The ASPM can also guide you to the correct office or individual for assistance with specific issues.

Faculty Meetings: Faculty meetings are held on an ad hoc basis on Wednesdays, from 1:00-2:30 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 notice 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. 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. Often other Department or University responsibilities require faculty to be available at least by the Wednesday of the week before classes. Faculty may update their office hours in their personal profile on the department's webpage. Please let Mary know if you later change your office hours. Click [here](#) to see a brief tutorial on how to update your office hours on the web page.

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 given during this time (see policy [BL-ACA-H29](#)). Final examination times are available at <https://registrar.indiana.edu/calendars/exam-schedule.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. Either they can 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 Nick if you have questions.

Grading and Grade Changes: It is expected that faculty supervise the final grading process for their course(s) and enter the [final grades](#). Faculty should keep all grade books and records in case of future inquiries. The faculty member enters grades electronically via [Canvas](#) or [One.IU](#). Incompletes should only be given if the student has completed the majority of the course, is passing, and has a serious issue that 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 the [Submit Instructor eGrade Change](#) task in One.IU. More instructions for changing grades can be found [here](#) on the Registrar’s site.

Course Syllabi: Faculty should provide Mary with a copy of their course syllabi each semester. Syllabi should contain information regarding academic ethics and plagiarism, such as that found

in the [Code of Student Rights, Responsibilities, and Conduct](#). 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: Each faculty member is assigned to one of three course coordinators in three main areas: US History, European History, and non-western History. See the Associate Chair or the Chair if you do not know your course coordinator. The course coordinator is given a framework of the courses that their group must fill in an academic year with the aim of creating balance and predictability in course offerings. The chair, Associate Chair, 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 Associate Chair or Chair before submitting the change to Mary.

Course Descriptions: A course description is required for each course taught prior to the registration period. Mary will inform you when it is time to submit these descriptions, along with instructions and a deadline for completion. Course descriptions are posted in One.IU 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 Mary 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 Mary with this information, before registration, so that she can post the information for students.

Course Evaluations: Course evaluations are completed using the Online Course Questionnaire (OCQ) system. Information is sent to both faculty and students after the semester begins. For more information, see [Bloomington Evaluation Services and Testing](#) or the [OCQ website](#).

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)