

**Instructional and Administrative  
Policies & Procedures for  
English Department Faculty and  
Members of the Teaching Staff**

**Academic Year  
2016-2017  
University of Connecticut**



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## INSTRUCTIONAL POLICIES & PROCEDURES

### 1. Course Syllabi

At the start of each semester submit to Claire Reynolds or to your Regional Campus Director an electronic copy of the syllabus for all undergraduate courses (except First-Year Writing) that you are currently teaching. Syllabi for First-Year Writing courses should be delivered to the First-Year Writing office, Austin 162. See more about constructing your syllabus below.

Information regarding the development of a syllabus is available from the Center for Excellence in Teaching and Learning: <http://cetl.uconn.edu/syllabus-design/>. The Provost maintains links suitable for inclusion in syllabi on such topics as attendance and absences, accommodations for students with disabilities, harassment and discrimination, as well as plagiarism and the student code: <http://provost.uconn.edu/syllabi-references/>

### 2. Most important Electronic Resources

To access your class schedule and rosters as well as information about your advisees and to enter mid-term and final grades use PeopleSoft: <http://studentadmin.uconn.edu>.

To post syllabi, electronic readings, and other resources for your students, use UConn's version of Blackboard: <http://huskyct.uconn.edu>. You must request that a course be activated on HuskyCT by accessing the "HuskyCT sections" tab within PeopleSoft's Faculty Center.

### 3. Conformity to catalog descriptions and rules for General Education Courses

In constructing your syllabus, bear in mind that your course must conform to catalog copy. For example, English 1616 is titled "Major Works of English and American Literature." The catalog copy reads, "Includes important works from the major genres and historical periods since *Beowulf*." Therefore it would be improper to construct a syllabus in which all the texts were exclusively American or exclusively British or included only poetry or were all post-1800.

For general education courses, the course proposals the English Department submitted represent a contract with GEOC, and our courses must conform to the promises we have made. Copies of most (if not all) of our general education course proposals will be found at <http://geoc.uconn.edu/course-proposals-e-g/>.

If the catalog description of a course you are teaching says that it counts toward a general education content area, please consult the proposal.

#### **4. Criteria to be met by all “W” or Writing Intensive Courses**

Courses appropriate for the “W” designation must meet specific requirements. Please read carefully all material on this subject at <http://writingcenter.uconn.edu/w-course-information-2/>.

**As per GEOC guidelines, non-W courses may not be converted to “W” courses, nor may any course commingle students taking it for “W” credit with those taking it for non-“W” credit.**

#### **5. Writing in non-W courses**

Writing in literature courses forms an essential part of a student’s learning. In addition to a midterm and final, some form of writing assignment, whether an essay, series of shorter papers or reading responses, or a journal about the readings, should be included among the forms of student work and instructor assessment for English Department courses. The English Department expects the assignment of multiple kinds of writing, ungraded as well as graded:

- For 1000-level courses other than Freshman English: a minimum of 6-8 pages of writing.
- For courses at the 2000 level or above: a minimum of 8-12 pages of writing.

#### **6. Converting Courses for Honors Credit**

Honors students may ask your cooperation in converting your course to honors credit for them. Any Honors Scholar can arrange to convert any 2000+-level course (including an independent study course) into an Honors Conversion Credit Course. Honors conversion credit is awarded for learning activities that are relevant to the course, that are educationally worthwhile, and that go significantly beyond normal course requirements, e.g., researching and writing an extra scholarly paper for a course, attending a symposium or lecture series and writing a critical review of the ideas presented, or participating in weekly seminars that complement a class.

With the permission of the instructor, Honors Scholars may also receive conversion credit for taking a graduate course. No additional Honors activity is required, although students must earn a course grade of “B-” or higher.

Honors Scholars may not convert a course if that course or its equivalent is available that semester as an Honors section or course.

## 7. Advanced Study or “Capstone Courses”

The following courses are the Department’s advanced study courses (also known as “capstone courses”) that fulfill both the “Writing in the Major” and “Information Literacy” requirements for the English major: 4101W, 4201W, 4203W, 4301W, 4302W, 4401W, 4405W, 4407W, 4600W, 4601W, 4613W, and 4695W.

Regarding the Writing in the Major standards, the English Department has promised GEOC that “The writing component of each course trains students to use writing skills essential to the discipline such analytic and interpretive argumentation, deployment of a vocabulary appropriate to discourse about literature, and proper documentation according to the MLA style of citation.”

The courses should also comply with the Department’s Information Literacy Plan, which is posted on the Department’s website at <http://english.uconn.edu/wp-content/uploads/sites/451/2014/04/Information-Literacy9.29.2011.pdf>.

## 8. The UConn grading system

The meaning of grades is fully spelled out in the By-Laws, Rules, and Regulations of the University Senate, which may be found on the web at <http://senate.uconn.edu/>. See especially Section II.E.3.

The most pertinent passage reads as follows:

*Undergraduate marking shall be done according to a letter system, in which A and A- shall represent excellent work; B+, B, and B-, very good to good; C+, C, and C-, average to fair; D+, D, D-, poor to merely passing; F, failure; I, incomplete; X, absent from semester examination.*

UConn does not officially recognize any percentage system of grading. If you grade individual assignments with a notation such as 82 rather than B-, you must explain to students in advance how you will assign letter equivalencies to the percentage grades in calculating their final averages.

## 9. Grades of W(Withdrawal), I(Incomplete), X(Absent from Exam), and N

Students may seek to drop a course or courses, under the conditions and time limits specified in the university catalog, at various stages during the semester. Depending on the moment, advisors, Department Heads, and CLAS administrators rather than individual instructors generally rule on such petitions. If a student succeeds in petitioning for Withdrawal, the registrar’s office will record

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a transcript mark of *W* for the course in question. Because it is not our prerogative as instructors to assign a “W” mark, we may not threaten (or promise) to do so either orally or in the syllabus.

Marks not only reflect judgments about the quality of performance. They also attest to the completion of course work. The mark of *I* for *Incomplete* shall be reported only when a portion of the assigned work has not been completed because of the necessary absence of the student or other reason equally satisfactory to the instructor, and then only when the instructor judges the work already done by the student to be of passing quality. Thus, you need not feel obliged to award an *Incomplete* to students who beg for a last-minute reprieve after neglecting to keep up with assigned work throughout the term.

A student who is absent from a semester examination shall be given a mark of *X* for *Absent* if in the opinion of the instructor the student might by means of a satisfactory performance on the examination complete the work of the course with a passing mark. If in the opinion of the instructor such a student would fail the course regardless of the result of the examination, the student shall be given a mark of *F*. When a mark of *Absent* is given, the student may later have an opportunity to take an examination if the absence is excused by the Dean of Students. Excuse will be granted only if the absence is due to grave cause, such as the student’s serious illness or the serious illness or death of a member of the immediate family.

Students may obtain credit for courses in which their marks are *Incomplete* or *Absent* only by completing the work of the course in a satisfactory manner before the end of the third week of the next semester in which they are enrolled. If this is not done, the grade in the course becomes an *F* (*Fail*).

The grade of *N* is recorded when no grade is reported for a student who has been registered in a course section; this usually indicates a registration problem.

## 10. Mid-term grade reports

[from the CLAS Faculty Workbook]:

In 2003 the University Senate approved a midterm grading process known as the Early Warning System which requires that instructors post mid-term grades: “Under the revised bylaw, by the end of the sixth week of the semester, instructors shall submit midterm grades for students in 1000-level courses who have earned a D, F, U, or N grade up to that point. (Rosters will be available for 2000, 3000 and 4000 level courses, as well as those at the 1000-level. The Senate bylaw only requires submission of midterm warnings for students in danger of earning grades of D, F, N, or U in 100-level courses, but a number of instructors have asked to have the option of entering warnings for students in 2000-, 3000 and 4000 level courses). The mid-term grades will NOT appear on any of the varieties of the transcript or advising report as they are not

official grades. Students will not be able to view the mid-term grades on the system in this release of PeopleSoft. Notification of mid-term grade warnings will be provided to the students, their advisors, mentors, FYE instructors, as appropriate via email.”

Mid-term grades are submitted using the PeopleSoft system. Go here for information on PeopleSoft navigation: <http://www.peoplesofthelp.uconn.edu/instructor/in05cs90.html>

These grades, though reported to the Registrar, are advisory only. Use them as a wake-up call for students you believe to be at risk even if you have only a limited number of grades for the student by mid-semester or if the only problem is excessive absence.

## 11. Privacy of Grades

When returning graded papers, exams, or quizzes, the University requires that the student’s name and grade should not be simultaneously visible. The grade should be placed on the back or inside the paper or bluebook. Student grades should not be publicly posted in such a manner that the identity of an individual student can be discerned.

According to the Registrar’s Guidelines for Faculty...

***Do not share student educational record information, including grades or grade point averages, with other faculty or staff members of the University unless their official responsibilities identify their “legitimate educational interest” in that information for that student.***

***Do not share information from student educational records, including grades or grade point averages, with parents or others outside the institution, including in letters of recommendation, without written permission from the student.***

Do not leave students’ papers or exams in public places. For further information on privacy, see <http://www.registrar.uconn.edu/> and click on “FERPA” on left navigation panel. Please see item #19 below regarding leaving papers for students and having students leave papers for you.

## 12. Change of Grades

Once you have turned in a final course grade, university policy ordinarily requires that grade to stand unless you discover that you have made a recording or computational error or find that you have overlooked some “components in a student’s body of work.” You are not permitted to change a grade simply because you wish to reconsider the matter, because a student pressures you to do so, or because you wish to accept additional work from the student. Current regulations specify that

*“An instructor may neither accept additional work nor give additional examinations once the grade has been submitted.”*

Regulations passed by the University Senate in 2000 establish fairly complex procedures for addressing cases of disputed grades. For further information about the appeals process, see “Appeals of Assigned Course Grades” in the Academic Regulations section of the Undergraduate Catalog.

### **13. Maintaining Grading Records**

All instructors are required to keep grading records from a completed course for five years after its end. Grading sheets can be built with relative ease from People Soft data by exporting student names into an Excel spreadsheet. The resulting form may be printed out and/or kept as an electronic file. If an instructor wishes, the Department can archive grading records for a course for the mandated five-year period. This option may be particularly useful for graduate students and adjunct instructors.

### **14. Course Substitutions for English major requirements and application of transfer/Education Abroad courses toward the major**

Advisors should note that the courses counting toward the several English major requirements are listed under those requirements in the Undergraduate Catalog and on the English Plan of Study. With one exception these courses alone can count toward the requirement; substitutions are not permitted. The one exception is that if students pass a number of English courses at the 2000 level or above as non-majors and later declare as a major, they may be permitted with the approval of the Associate Head to substitute another English course (usually a genre course) for ENGL 2600. The course used as the substitute cannot then be counted toward any other requirement. In no case is the ENGL 2600 requirement simply waived.

Transfer students whose courses from another institution have been accepted as the equivalents of specific UConn courses may with the approval of the Associate Head count up to twelve such credits toward the aggregate of major and related courses, but only nine of them toward the major itself.

To count as an English course, Education Abroad courses must be certified by the Associate Head to be the equivalent of some course in the English catalog. If that course counts toward the English major, the Education Abroad course counts in the same way.

## 15. Overenrollment

**There should be no more than 19 students enrolled in a “W” course.** Otherwise, except in the case of Freshman English offerings, you as instructor have considerable discretion about whether to overenroll students in your courses. Certainly you should feel no obligation to overenroll students, even if you’re made to feel guilty for resisting. Instead of immediately overenrolling a particular student whom you’d like to have in class at the start of term, you may wish to urge that student to wait for likely openings as drops occur.

## 16. Class Attendance

According to the Undergraduate Catalog,

*“The instructor describes the computation of the grades and the relation between grades and attendance at the beginning of the semester. Where grades depend on classroom participation, absences may affect the student’s grade. However, if a student were absent and the instructor reduced the grade, the reduction would be due to lack of class participation, not the student’s absence. Except for final examinations, instructors have final authority in permitting students to submit assignments late or make up examinations.”*

To prevent misunderstanding or claims of misunderstanding on the part of students, you are strongly advised to indicate on the course syllabus what you require by way of written or other work *and precisely how you will determine final grades*, that is, what proportion of the final grade will be based on particular assignments, tests, or other requirements.

Take special note of these remarks in the University Senate By-Laws:

*“Instructors are expected to turn in marks which indicate the extent to which the student has mastered the work of the course. In some courses, the demonstration of mastery may depend in part on classroom activity (e.g., oral recitation or discussion of laboratory work). In such courses, absences may affect the student’s accomplishments and so be reflected in grading; however, marks are not to be reduced merely because of a student’s absences as such (emphasis added). In all courses instructors are expected to indicate at the beginning of the semester how they will determine the student’s marks.”*

Thus, you are permitted as an instructor to demand regular class attendance so long as you are careful to fulfill the circumstances indicated above. *To be clear: you cannot fail a student simply for missing class.*

According to state statute and CLAS policy, if students declare that for religious reasons they cannot attend a class or perform an assigned task, you must accommodate them. You may, of course, assign them alternate work to make up for what they miss, but religious

practices are to be respected. You should not question the interpretation they place on the rules of their own religion.

Please note the Provost's e-mail regarding absences due to student activities.

*Instructors are strongly encouraged to accommodate student requests to complete work missed by absence resulting from extra-curricular/co-curricular activities performed in the interest of the university and/or those that support the scholarly development of the student. Such accommodations should be made in ways that do not dilute or preclude the requirements or learning outcomes for the course. Examples include participation in scholarly presentations, performing arts, and intercollegiate sports, when the participation is at the request of, or coordinated by, a University official. Students involved in such activities should inform their instructor in writing prior to the anticipated absence and take the initiative to make up missed work in a timely fashion.*

## 17. Plagiarism

You should include on or with your syllabus some explicit written warning about plagiarism and academic misconduct. You may, for example, cite the following remarks from UConn's *Student Code*:

*A fundamental tenet of all educational institutions is academic honesty; academic work depends upon respect for and acknowledgment of the research and ideas of others. Misrepresenting someone else's work as one's own is a serious offense in any academic setting, and it will not be condoned. Academic misconduct includes, but is not limited to, providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation (e.g. papers, projects, and examinations) . . . [or] presenting as one's own the ideas or words of another for academic evaluation; doing unauthorized academic work for which another person will receive credit or be evaluated; and presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the instructors involved. The appropriate academic consequence for serious offenses is generally considered to be failure in the course. For less serious offenses regarding small portions of the course work, failure for that portion is suggested with the requirement that the student repeat the work for no credit.*

Be sure to remind your students that *one can be guilty of plagiarism in a draft* as well as a final paper.

For a fuller account of procedures to be followed if you find a student guilty of academic misconduct (and also if the student contests your finding), please consult the Student Code at <http://community.uconn.edu/the-student-code-preamble/>. See especially Appendix A.

## 18. Scheduling of Final Exams

Instructors of undergraduate courses shall provide a clear form of assessment of student work that shall be consistent with and sufficient for the learning goals of the course. During the semester or term, examinations shall be held only during regularly scheduled class periods. Permission for exceptions to this rule may be granted by the deans or designees of the school or college in which the course is offered. Exceptions must be granted prior to the start of registration. Sections of courses for which such exception has been granted shall carry a footnote to that effect in the published Schedule of Classes. In the event of student absences from assessments given during the semester, decisions regarding possible make-up assessments shall be the prerogative of the instructor.

In-class final examinations must be given in the places and at the times scheduled by the University. In the case of online final examinations, though faculty may choose to make examinations available an extended period of time, students must be allowed the opportunity to take the examination during the time scheduled by the University.

Each instructor shall determine for his or her own courses the weight to be assigned to the final assessment in computing the semester grade of a student. Each instructor in charge of a course will assume responsibility for proctoring in-class assessments, including those during finals week. (2016-17 Undergraduate Catalog)

**University policies specify that instructors must not unilaterally reschedule the time announced for a final exam in the official schedule.** Statements from the Registrar's office include this explanation: *"Even apparent consensus among students to change an exam time can mask an unanticipated intrusion by the majority upon the legitimate expectations of a few. . . . Similarly, a unilateral decision to administer a final exam during the last week of classes (instead of during the examination period) can intrude unfairly upon students' end-of-semester obligations in their courses."*

**Thus, the university has sound reasons for insisting that instructors *not* administer final exams for undergraduates during the last week of classes. This practice violates the rights of more conscientious students to plan and to study adequately for finals. It also frustrates the efforts of conscientious instructors to sustain their teaching through the last scheduled class day. Understandably, students whose attention is diverted toward (illegal) exams in that final week will participate less fully in other courses still moving toward completion.**

**Instructors of graduate courses are permitted but not obliged to administer a final exam.**

***Therefore, do not schedule your final exam during the last week of classes!***

### **19. Course cancellation policy for the Storrs campus**

By six weeks prior to the start of the semester, all 2000+-level non-consent courses should have at least 10 students enrolled or be canceled. Enrollment requirements for consent and 1000-level courses will be decided on a case-by-case basis by the Head.

All 5000-level courses should have at least six students, three of whom should be graduate students, and all 6000-level courses should have at least four graduate students. All graduate courses will be capped at 10 students. This means that 5000-level courses cannot be overenrolled (because they are part of a two-year rotation) while 6000-level courses can be overenrolled by two students (because these courses may not be offered again during a student's time at UConn).

### **20. Leaving papers for students/Having students leave material for you**

When asking students to put something in your mailbox, be sure to tell them exactly where your mailbox is. Faculty mailboxes are located in Room 208. Graduate student mailboxes are in Room 210. Do not just say "in the main office."

**Do not ask students to drop papers or exams into your unattended mailbox, or to put papers or exams into unattended envelopes tacked to your door, or to slide papers or exams under your office door, etc. Do not ask students to leave papers or exams with office staff or to have staff note that such papers or exams were received by a certain date or time. Be present to collect all papers and exams. Make the students HAND them to you. Put them in a folder. Many of the troubles that we have at the end of term concern papers or exams that students claim were dropped off but cannot be found by the instructor.**

If you must leave papers for your students, you may do so if you put the papers in a box clearly marked, which you may leave on the counter in the mail room. Please tell your students **exactly** where the box is (i.e., not just "*in the main office*") and let them know that the papers will be available only for a limited period of time. As noted in #11 Privacy of Grades (above), **the University requires that the student's name and grade should not be simultaneously visible.**

**Please do not leave unwanted "free" books outside your office when you are not in your office.**

### **21. Office Hours/Canceling Hours or Classes**

It is the standard expectation in the English Department that each regular faculty member designate a minimum of *three hours each week* as office hours. Before the beginning of each semester, staff from the main office will provide you with a schedule card to post on or by your office door so that students and others know when and where to find you.

Instructor absences: if you know in advance that you will miss a class session for whatever reason, it is your responsibility to find a replacement instructor. Simply dismissing class is not an option. In the case of sudden illness or emergency, notify the staff in the main office if you cannot meet your office hours or classes on a given day. **If you must cancel a class or your office hours, do not leave this information on voice mail:** be sure to speak to someone in the office so that you are sure the message has been received.

Adjunct faculty need not observe the three-hour minimum for office hours but are asked to provide at least one hour of office presence for each course assigned.

## **22. Avoiding Conflict of Interest when Assigning Textbooks You Have Written**

To locate recent university statements of policy and procedure on this matter, please consult “Assignment of Textbooks and Other Intellectual Property,” at <http://policy.uconn.edu/?p=525> . Faculty wishing to use their own texts in their courses should submit a letter of explanation to the Department Head as early as possible. Requests are considered by the Executive Committee.

### **ADMINISTRATIVE POLICIES & PROCEDURES**

## **23. Faculty Consulting**

All consulting regardless of the remuneration must be approved by the Faculty Consulting office via the new *online approval* process. See <http://consulting.uconn.edu/> regarding the policies, procedures, and online forms. There is also a separate Departmental document on our website regarding consulting.

## **24. Leaves**

Faculty contemplating a leave or sabbatical must submit a leave request letter to the department head via Melanie Hepburn:

No later than September 1 for a leave that begins the following fall semester

No later than February 1 for a leave that begins the following spring semester.

The leave request packet should include the following items *completed by the requester*:

- A request letter from the faculty member clearly stating what sort of leave is requested, the date of the last leave/sabbatical, what research/writing will be done during the requested leave, and what will be produced as a result of the research/writing (e.g., book, article, creative work, etc.) NOTE: Faculty at a regional campus should send a copy of the request to the regional
  - campus director.
  - In lieu of a current *cv*, a list of the last 6 years' of activities (excerpted from the *cv*).
  - Copies of any letters of invitation during the sabbatical that show travel plans/stipends during the leave.
  - And the following items *completed by the Department Head*
  - A letter of support
  - A sabbatical leave form signed by the Department Head and Regional Campus Director, if applicable

Sabbatical leaves are considered by **the Department Head, who may consult as desirable with** the Department's Executive Committee. If approved, the Department will complete the necessary letters and forms, and the request is then forwarded to the Dean (and then Provost) for approval. Final approval is granted by the Board of Trustees.

- Requests for sabbaticals in the fall are approved by the Board at its February (or March) meeting.
- Requests for sabbaticals in spring will be approved by the Board at its August (or September) meeting.

Graduate employees should submit a formal request to their supervisors (in advance) for any of the three leaves per semester sanctioned by their union contract with the university. Non-teaching employees (who work for the Connecticut Writing Project, Creative Writing, First Year Writing, and the Writing Center) must make a formal request to their supervisors (in advance) for each leave or absence occurring after the end of the semester but before the end of the contract period. Consult with your supervisor. Forms may be found on the HR website:

<http://hr.uconn.edu/ga-leave-administration/>.

## 25. Keys

Regular faculty are provided with keys to their own offices as well as to the Austin building and the main office (#208). Adjunct faculty are provided with keys to their own offices and the main office. TAs are provided with keys to their own offices. TAs may be given exterior door keys for a deposit of \$30.

## 26. Building Access

The Austin building is open Monday through Friday from 7 AM to 9:30 PM. The building is usually locked on weekends.

## 27. Mail

Mail is delivered to the Department daily between 10:30 AM and noon. Faculty mail boxes are located in Room 208. TA mail boxes are in Room 210. Envelopes are available for inter-office as well as interagency mail. Mail to the Hartford campus only can go via Interagency Mail. Items sent to the other regional campuses must be sent via regular mail to the full mailing address. All mail must include the Unit number of addressee/addressor.

Faculty may place personal mail in the outgoing mailbox (marked First-Class Mail) as long as it carries sufficient postage. **The Department cannot mail unstamped personal mail.**

## 28. E-mail

All university employees are assigned an e-mail address of *first name dot last name @ uconn.edu*. Faculty who wish to have their e-mail automatically forwarded to another e-mail address should see <http://www.forward.uconn.edu/>.

**Faculty and students are required by UConn policy to read and respond to email in a timely manner:** <http://policy.uconn.edu/2011/05/19/electronic-communication-policy/>

## 29. Department Listservs: The use of the listservs should be confined to departmental matters.

All full-time and adjunct faculty (Storrs and regional campuses), Storrs staff, and TAs are included in a Department listserv [ENGL-DL@listserv.uconn.edu](mailto:ENGL-DL@listserv.uconn.edu)

All regular faculty (Storrs and regional campuses) are included in a Department listserv [ENGFAC-L@listserv.uconn.edu](mailto:ENGFAC-L@listserv.uconn.edu).

Anyone included on the DL or the FAC listserv may post to that listserv as long as the message is sent from a computer whose e-mail address is the same as the person's e-mail address on the listserv.

All undergraduate majors are included in their own listserv [engl-UL@listserv.uconn.edu](mailto:engl-UL@listserv.uconn.edu).

### 30. Office Supplies

Department Stationary (paper and envelopes) is available for your use. These are located in the main office mailroom in the cabinets under the counter.

**Other office supplies are primarily for use by office staff only.** You should plan to supply your own printer paper, and most programs have their own budgets and should use that money for their supplies. However, if faculty need something (pen, paper clips, a reasonable amount of paper, etc.) to tide them over, they may take what they need but we ask that they take only what they need until they can get their own. (See also Equipment below.)

### 31. Business Cards

The Department does not supply business cards for faculty. However, we will order cards, and faculty can reimburse the Department (generally less than \$20 for a minimum supply, 250 cards).

### 32. Equipment

Department equipment is for school use only and not for personal use.

Copier: the copier in the main office, which includes a scanning function, is available to all regular and adjunct faculty. Special codes are required for use. See office staff regarding which code applies to you for your particular use. The Department's copy machine is located in the main office and is available for use between the hours of 7:00 AM and 4:00 PM Monday through Friday.

There is also a copier in the First-Year Writing office (room #162—see below at **Xeroxing**). This copy machine is for use by graduate students and should be available from 7:30 AM to 4:30 PM Monday through Thursday and occasionally on Friday. See the staff in the Freshman English office for the schedule.

A shredder is located in the Supply Room (beyond the Mail Room). The Supply Room is open during normal business hours (8 AM to 4 PM).

A fax machine is located in the main office and, like the copier, is not for personal use.

The Department also owns an LCD Projector, a DVD player, and a loaner laptop. Use of any of these should be scheduled with office staff.

### 33. Xeroxing & Scanning

The Department's copy machine is located in the main office and is available for use by all regular faculty and staff between the hours of 7:00 AM and 4:00 PM Monday through Friday. The copy equipment is **not for personal use** nor is it to be used to duplicate dissertations, books, or PTR materials.

TAs making copies for First-Year Writing and other 1000-level courses should use the copy machine in the First-Year Writing Office (Austin 162).

Faculty are encouraged to scan documents rather than photocopy them whenever possible. Documents can be scanned on the Department copier. Documents already on the computer can be converted to PDFs using the Adobe Reader and PDF Creator Software that is installed on the computer. Scanned documents can be distributed via e-mail or placed on a Husky CT site and students can read them or print them out as needed.

The Department expects that all users will stay within the bounds of current copyright laws.

### 34. Curriculum Vitae and Department Website

The Department maintains a current copy of the *CV* of all faculty. *CVs* are posted on the Department website using a standard format. *CVs*, updates to *CVs*, and photos should be sent to Claire Reynolds at [claire.reynolds@uconn.edu](mailto:claire.reynolds@uconn.edu).

The Department Website is at <http://www.English.uconn.edu/>. Each instructor has a page on the website including *CV*, information on his/her research, and recent publications, and instructors can update their own pages. For uploading *cv* or images, email them as attachments to Claire. Also included on the website are pages for each Department Program, e.g., Graduate Studies, Creative Writing, American Studies.

### 35. Research and Travel Funding Sources—Faculty: Please follow instructions on the Travel page of our department website: <http://english.uconn.edu/travel/>

**Approval is required for all travel, even if travel is to be paid by another institution.** In order to be reimbursed for travel expenses (1) you must have either grant money or travel funds awarded to you for the trip, and (2) if to an international destination, your trip must be approved by the Provost. Both of these activities must occur prior to departure.

**First: Request Funding.** The Research Administration department is the source for internal funding of conferences and travel, as well as small and large (internal) research. See

[https://secure.vprge.uconn.edu/travel\\_form/](https://secure.vprge.uconn.edu/travel_form/) . You will need your NetID to complete this form. See below for more sources of funding.

When applying for travel funding be sure to put Claire Reynolds's name and e-mail down as the "Preparer." This ensures that she will receive a copy of your funding award which she needs in order to process your reimbursement.

When entering the travel dates be sure to enter the dates of your actual travel, not just the conference dates. Receipts for expenses incurred outside the dates on the approval form will **not** be reimbursed.

**Next: Request Approval** to travel by completing the form at [http://web.uconn.edu/travel/ta\\_help.php](http://web.uconn.edu/travel/ta_help.php). You will need your NetID and Password to access this form. When completing the form, be sure to describe the justification for the travel—it is best if you can say you are presenting, were invited, or you are a conference committee member. **Do not enter "TBD" in the account number area of the form**—you must enter KFS number(s), or the request will not be approved. The travel dates on this form should coincide with the dates on the funding request form. Enter the KFS account number(s) from your Travel Award form and/or grant if applicable.

**Complete the Pre-Trip section of the Travel Webform.** In order to qualify for reimbursement, you must fulfill this department requirement. You will find a link to the form on our website Travel page.

Claire Reynolds processes travel reimbursements, and there will be no reimbursement for a trip after three months. Faculty must provide **original** receipts for all reimbursable expenses. Receipts must be itemized and show that the expense was paid, and they must show the actual form of payment (e.g., cash, check, credit card). If the receipt does not indicate payment, a credit card statement can accompany the receipt. Note that a credit card statement alone is not sufficient. Food charges on a hotel bill must be itemized. Charges for alcoholic beverages will not be reimbursed. See <http://research.uconn.edu/ips/faculty-travel-guidelines>. See also "Reimbursable Expenses" below for more on travel.

Three units that should be of particular interest to faculty seeking research funding are Research Administration, the Office for Sponsored Programs, and the Humanities Institute. Another important source of research funding is the Office for Sponsored Programs, which assists faculty in finding external money for their research efforts: <http://www.osp.uconn.edu/extfunding.php>. Because these grants are on a larger scale and come from outside the university, the application and pre-award process is more involved. In many instances, faculty who receive one of these awards go on a research leave with pay while the monetary award comes to the university.

There are several other internal opportunities for funding, including the Provost's awards, at <http://www.provost.uconn.edu/recognition/>. There are also several awards and prizes that faculty might be eligible for, some of which require being nominated by a colleague. The Humanities Institute also offers a fellowship for faculty. For deadlines and other pertinent information, see <http://web.uconn.edu/uchi/opportunities.php?site=Fellowships%20and%20Grants>.

Note that each of these funding sources has its own guidelines and deadlines. **Money typically dries up in early spring, so it is advisable to put in your funding request as far in advance as possible.**

### **36. Research and Travel Funding Sources—Graduate Students**

Travel Funds (\$1,000) are available to English Department doctoral students who have successfully completed their General Examinations. Like faculty, Grad Students also must get approval to travel **regardless of the type of funding**, but they use a different form and process. Find the form at [http://grad.uconn.edu/doc/Doctoral\\_Student\\_Request\\_for\\_Travel.pdf](http://grad.uconn.edu/doc/Doctoral_Student_Request_for_Travel.pdf). The application process is explained at <http://grad.uconn.edu/funding/internal.html>.

Note that the Grad School requires that travel funds be used “only for travel to meetings for which the doctoral student is presenting his/her research or to participate in professional development activities related to doctoral study” (<http://grad.uconn.edu/funding/internal.html>).

### **37. Speakers**

There are limited funds available in the Department budget to pay visiting speakers. There are also several sources of speaker funding throughout the university (e.g., the Humanities Institute, the Human Rights Institute). Faculty inviting speakers who wish to get funding from the Department should complete the Speaker Request form (provided by Wayne Franklin—chair of the Seminars & Symposia Committee). All speakers, whether they are paid or not, should be invited by the Department Head via a written invitation clearly stating our expectations for the event. See the Department website for a template of the speaker invitation. The members of the Seminars & Symposia Committee for the 2016-17 academic year are Mary Burke, Martha Cutter (chair), Wayne Franklin, Kathy Knapp, Tom Shea, and Chris Vials (Spring 2017).

There is also a limited amount of funding available from the Dean's office. For more information see <http://clas.uconn.edu/faculty-staff-resources/>.

### **38. Reimbursable Expenses**

**IF FACULTY HAVE BEEN GIVEN A GRANT OR OTHER RESEARCH MONEY AND WISH TO USE THIS MONEY TO TRAVEL OR TO PURCHASE BOOKS OR SUPPLIES, SPECIFIC POLICIES AND PROCEDURES APPLY.**

Conferences and Travel: Even when funds are earmarked for travel or otherwise available in a grant, faculty should first submit a Faculty Travel Funding Request to the Research Foundation See item 35 above.

**If the trip is international**, regardless of the funding, be sure to apply for funds and approval in a timely manner because Travel must receive a copy of the Provost's approval prior to departure. Upon your return, give your **original receipts**—as well as a copy of the award letter—to Claire for reimbursement. Copies of charge card receipts or statements are not acceptable except in the instance where a receipt does not indicate that it was in fact paid. If money was provided by the Research Foundation, your reimbursement will come out of those funds first, then out of your grant money or the money from other sources.

**If the trip is funded by a federal grant**, a U.S. flagship airline must be used when commercial air transportation is the means of travel between the United States and a foreign country or between foreign countries.

**We urge you to check first before planning a trip or making any type of purchase for which you expect reimbursement. Failure to do so may result in delayed payment or no reimbursement at all.**

### **39. Ordering Books**

Whenever possible, books for personal use should be purchased from the UConn Bookstore. If the Bookstore does not have or cannot order the book(s) you want, your second option is asking Melanie to purchase the books for you from Amazon or another online source. Books ordered online can be purchased with the Department ProCard. The amount of the purchase is then deducted from the funds allotted to the faculty member. See Melanie for ProCard purchases. Finally, if the book is unavailable from either of the first two options, see Melanie for purchase alternatives.

#### **Official communication from the Provost about the UConn Bookstore:**

UConn selected Barnes & Noble (B&N) College to serve as the University's next bookstore operator. Going forward, the main location on Hillside Road in Storrs and the other retail sites at our properties throughout Connecticut are now known collectively as the [UConn Bookstore](#).

Barnes & Noble runs hundreds of campus bookstores across the nation and will provide excellent service, increased affordability of academic materials, and robust community engagement at UConn Bookstores.

Barnes & Noble has hired the employees of the bookstore's previous operator, and as a result, many of the same individuals with whom you're used to interacting can still serve your needs. A list of key leadership and store contacts for each location is included at the end of this message.

Textbook affordability is critically important to us and to our students, and UConn Bookstores will provide comprehensive, competitively-priced access to academic materials.

Many dedicated people have been working on the logistics of the UConn Bookstore's transition, and you will, we know, have questions about those specifics. More information will be shared during the transition process, but here are some details as a starting point:

- Students will have extensive access to new and used books, [rental](#) textbooks, course packs and [digital content](#) – all with Barnes & Noble's price match guarantee programs.
- Barnes & Noble also maintains relationships with over 7,000 publishers with a catalogue of textbooks and/or reference books through Open Educational Resources (OER), which allows access to those publishers' documents and has saved students up to 80 percent on course materials.
- Barnes & Noble will also run a full-service website for the UConn Bookstores at: [uconn.bncollege.com](http://uconn.bncollege.com). It will include all course materials requested by faculty who are teaching the classes and let students order and reserve textbooks online, along with other items.
- Through [FacultyEnlight](#), Barnes & Noble's very successful online adoption program, our faculty will be able to identify affordable course material options and content in one simple location. More information and training on these programs will be provided in coming weeks.
- During textbook [buy-back](#) periods, students will be guaranteed to receive at least 50 percent of the price they paid for the book – whether it was new or used when they bought it – as long as the book is being used again in future semesters. If it will no longer be used in classes, the UConn Bookstore will still buy back the books for at least the minimum wholesale price, or potentially higher.
- Like its predecessor, the UConn Bookstore is an authorized reseller of Apple products, will sell a wide variety of licensed UConn apparel and accessories, and will stock various

amenities such as graduation-related items, dorm supplies, cards and gifts, convenience items, art supplies and general merchandise. Barnes & Noble will also continue to sell and service computer hardware.

- The UConn Bookstore will continue to accept [Husky Bucks](#).
- At least 100 community engagement and author events will be held each year as part of our shared commitment to providing intellectual and social experiences that enrich our campuses and communities. Full-service cafes will also continue to be operated at the locations in Storrs Center and Hillside Road.
- The University will establish an advisory committee of UConn students, faculty and staff that will meet regularly to build an ongoing relationship between the store operators and the community. Customers will have ample opportunity, through that committee and other channels, to provide feedback on the goods and services at the UConn Bookstores, including through surveys, focus groups and comment cards.
- Thanks to contractual guarantees with Barnes & Noble, UConn will receive revenue that will be devoted entirely to student financial aid and student support. In fact, the budget during the next 2 years includes \$8.5 million from Barnes & Noble specifically for that purpose.
- We continue to talk with Barnes & Noble and others about plans for a UConn Bookstore location to serve downtown Hartford, including our [new campus](#) slated to open there in fall 2017. Although specifics are still being worked out, we are excited by the many possibilities this presents for UConn and our downtown neighborhood.

The future of the UConn Bookstore is very positive and we will continue to provide you with additional information in the coming weeks and months.

Mun Choi  
Provost & Executive Vice President for Academic Affairs

Sally Reis  
Vice Provost for Academic  
Affairs

#### UConn Bookstore Contacts by Location

**STORRS (Hillside Road):** Len Oser, General Manager – [leonard.oser@uconn.edu](mailto:leonard.oser@uconn.edu) – Phone: 860-486-6463

**STORRS CENTER:** Robert Smith - [robert.smith@uconn.edu](mailto:robert.smith@uconn.edu) – Phone: 860-486-8525

UCONN HEALTH: Matthew Marrotte - [matthew.marrotte@uchc.edu](mailto:matthew.marrotte@uchc.edu) - Phone: 860-679-2332

HARTFORD: Richard Fitol - [richard.fitol@uconn.edu](mailto:richard.fitol@uconn.edu) - Phone: 860-570-9197

AVERY POINT: Harry Gore - [harry.gore@uconn.edu](mailto:harry.gore@uconn.edu) - Phone: 860-405-9056

STAMFORD: Pamela Williams - [pam.williams@uconn.edu](mailto:pam.williams@uconn.edu) - Phone: 203-251-8544

WATERBURY: Brenda Bouley - [brenda.bouley@uconn.edu](mailto:brenda.bouley@uconn.edu) - Phone: 203-236-9872

SCHOOL OF LAW: Vanessa Prinstil - [vanessa.prinstil@uconn.edu](mailto:vanessa.prinstil@uconn.edu) - Phone: 860-570-5313

GRADUATE BUSINESS LEARNING CENTER (HARTFORD): Richard Fitol - [richard.fitol@uconn.edu](mailto:richard.fitol@uconn.edu) - Phone: 860-728-2515

#### **40. Stern and other Department Rooms**

The Milton Stern Common Room (217) is meant to be a common space. The Stern Room is not to be used for classes except in emergency situations. The Stern Room may be used for meetings, exams, and other sorts of gatherings. Events must be scheduled on the department web site calendar through Claire Reynolds ([claire.reynolds@uconn.edu](mailto:claire.reynolds@uconn.edu)). When scheduling this room, be sure to indicate the room as 217, the duration of the event, the day, time, and purpose, and the person responsible for the event. Smaller rooms, **216**, **237**, and **240**, may also be reserved through Claire.

#### **41. Voting in faculty meetings**

When establishing the order of priority of three or more options for hiring or other matters, the English Department shall normally conduct its vote as follows: the vote shall first be taken to determine top priority, each member having one vote only, and if no option commands a majority of those present and voting on the first ballot, a run-off shall be held between the top two vote-getters. After the results of that vote are announced, the second and subsequent priorities shall be determined one by one following the same method.

Any department members wishing to conduct votes on priorities by a different method must circulate a motion to that effect via ENGFAC-L listserv at least 48 hours before the department meeting in question. The motion must spell out the full rules by which the voting would be conducted. Once this requirement has been satisfied, a motion to vote according to the rules circulated in advance shall be in order at the meeting. (Adopted May 2, 2012).

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This document is intended to provide faculty, adjunct faculty, and graduate students with current information and is therefore updated as needed. If there are additional items you would like to see covered here, please let Bob Hasenfratz or Melanie Hepburn know.

**Revised August 15, 2016**