Instructional and Administrative

Policies & Procedures for

English Department Faculty and
Members of the Teaching Staff

Spring
2014
University of Connecticut
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INSTRUCTIONAL POLICIES & PROCEDURES

1. Course Syllabi

At the start of each semester submit to Doreen Bell or to your Regional Campus Director a file copy of the syllabus for all undergraduate courses (except Freshman English) that you are currently teaching. Syllabi for Freshman English courses should be delivered to the Freshman English office, Austin 162. See more about constructing your syllabus below.

2. 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 are our 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. [Note: GEOC website is in transition; as of 3/7/2014 these documents have not been uploaded. If you need to see a proposal before it is available on the GEOC website, please e-mail Karen Piantek (karen.piantek@uconn.edu).]

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

3. 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://www.writingcenter.uconn.edu/w_course_info.php.

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.

4. 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.

5. 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.

6. 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 as 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/faculty_info.html.  

7. 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.

8. 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 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.

9. Mid-term grade reports for all students

The University requires that Instructors in all courses provide a mid-term evaluation to each student before the 8th week of the semester. (The date is typically specified on the academic calendar.) According to the senate by-laws, “Students who, on the basis of performance in the course, appear to be in danger of receiving D, F, U or N grades shall be notified of the mid-semester academic progress in each 1000- and 2000-level course by the Registrar.”

10. Mid-Term Grade reports for At-Risk Students
As per the May 12, 2003, University Senate By-laws, “The instructor is urged to provide the students with an evaluation early enough in the semester so that those needing to do so can take effective remedial action. The instructors of 1000- and 2000-level courses shall notify the Registrar by the end of the sixth week of the semester of students who appear to be in danger of earning D, F, U, or N grades. The Registrar will alert the students, their advisors, and others, as appropriate. If a student is doing unsatisfactory work, the full responsibility for improvement is left to him or her. He or she is strongly advised, however, to confer with his or her advisor, with the instructors concerned, and with others qualified to assist him or her in improving his or her standing in the University.”

Mid-term grades are submitted using the PeopleSoft system. Go here for information on PeopleSoft navigation. [http://registrar.uconn.edu/faculty_staff_mid_terms.htm](http://registrar.uconn.edu/faculty_staff_mid_terms.htm)

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/](http://www.registrar.uconn.edu/) and click on “FERPA” on left navigation panel. Please see item #20 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
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. Courses substituting for English major requirements and application of transfer/Study 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.

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:_

8 instructional-matters.docx
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://www.dos.uconn.edu/student_code.html. See especially Appendix A.

18. Scheduling of Final Exams

Current university regulations indicate that written final examinations are held at the end of each semester in all 1000-level and 2000+-level courses. The requirement may be waived at the discretion of the instructor in those courses defined as independent study courses by each department. Other exceptions to the rule may be made in the case of seminars, practicums, and purely laboratory courses. In these courses and others where a convincing case can be made for final evaluation of students’ work by means other than a written examination, departments can gain exceptions with the approval of the dean of the school or college before the beginning of the semester in which the course is to be offered.

You should therefore expect to administer some form of in-class final exam in all regularly scheduled 1000- or 2000+-level courses except for 3003W and the creative writing courses.

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

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.

**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, Doreen Bell 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. Remember to 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:

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

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

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 and TAs are provided with keys to their own offices only. 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.

Faculty may place personal mail in the outgoing mailbox (marked “U.S. 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 dot edu. Faculty who wish to have their e-mail automatically forwarded to another e-mail address should see http://www.forward.uconn.edu/

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

All regular faculty (Storrs and regional campuses) are included in a Department listserv 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
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. 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 Doreen Bell 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 Freshman English 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 a slide projector, an overhead projector and screen, a TV with VCR capability, a CD/tape player, two LCD Projectors, one on a portable stand, a DVD player, and a loaner laptop. Use of any of these should be scheduled with Doreen Bell.

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 Freshman English and other 1000-level courses should use the copy machine in the Freshman English 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 at 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. 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

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/. 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 Doreen Bell’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. 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.
Doreen Bell 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. 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 Martha Cutter – 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 2013-2014 academic year are Martha Cutter, Pam Brown, Liz Hart, Donna Hollenberg, Glen MacLeod, and Bhakti Shringarpure.

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/](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 from Doreen Bell prior to departure. Upon your return, give your **original receipts**—as well as a copy of the award letter—to Doreen 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.

**Books:** Whenever possible, books should be purchased from the UConn CO-OP using a BO46 form, which you should obtain from Doreen before going to the CO-OP. If the CO-OP 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.

**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. Stern Room**
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) and written on the paper calendar in the mail area of Room 208. 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.

40. Subscriptions

We subscribe to the Chronicle of Higher Education and the Times Literary Supplement. We hope that the faculty will take the opportunity to peruse them. These can be found in the Milton Stern Common Room and should be enjoyed in that room.

This document is intended to provide faculty, adjuncts, 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 26 February 2014