

University of California, San Diego
Department of History



GUIDELINES



Effective September 2007

DEPARTMENT OF HISTORY
GUIDELINES

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ADMINISTRATIVE STAFF

ANDREWS, Donna - Network Administrator
Office: Humanities and Social Science Tower 5067
(858) 534-1995 (x41995); <dlandrews@ucsd.edu>

Computer Consultant and Network Administrator for the Department of History; inventories and purchases computer equipment.

BAHRINI, Joan - Academic Personnel Assistant
Office: Humanities and Social Science Tower 5040
(858) 822-1534 (x21534); <jbahrini@ucsd.edu>

Assists CAO and Academic Affairs Coordinator on academic personnel matters, including the compiling of temporary academic appointment files. Assists in the coordination of faculty recruitment and ensures department compliance with academic affirmative action guidelines.

BONDAD, Kimberly - Assistant Fiscal Manager/CAESAR Coordinator
Office: Humanities and Social Sciences Tower 5070
(858) 822-4462 (x24462); <kbondad@ucsd.edu>

Assists with all aspects of day-to-day accounting responsibilities, such as purchasing, disbursements, ledger reconciliation, etc. Assists the Fiscal Manager in researching and preparing computerized analytical materials and reports. Reviews and reconciles the general ledgers and Distribution of Payroll Expense (DOPE)s for payroll purposes. Prepares monthly financial reports using FinLink. Prepares and monitors personnel payroll for staff and student employees. Administrator of CAESAR (Committee on Area and Ethnic Studies and Research) and coordinates work for programs in Classical, German, Italian, Middle East, Russian and Soviet Studies; schedules classes and meetings for these programs; coordinator of undergraduate affairs for students within these programs; handles all university forms pertaining to travel, honoraria, reimbursements,

etc. for member programs, coordinates all conferences related to these programs. Prepares temporary academic files and TA hiring files related to the program.

TBD-Student Affairs Manager
Office: Humanities and Social Sciences Tower 5009
(858)-534-3614 (x43614) <TBD@ucsd.edu>

Manager of the graduate and undergraduate programs, which oversees graduate student advising, admissions, and curriculum planning; fiscal administration, and student payroll/personnel.

HER, Chia-Undergraduate Program Student Affairs Adviser
Office: Humanities and Social Sciences Tower 5041
(858)-534-8940 (x48940) <historyundergrad@ucsd.edu>

Coordinates all undergraduate matters, including registration advising, petitions, add/drops, degree checks, class schedules, responsible for student records and information; prepares course descriptions and catalog copy.

KANDA, Kinuko-Japanese Studies Program Student Affairs Adviser
Office: Humanities and Social Science Tower 3024
(858) 534-3598 (x43598); <jibarra@ucsd.edu>

Special assistant to the Director of Japanese Studies; coordinates work for Japanese program; schedules classes and meetings for these programs; coordinator of undergraduate affairs for students within these programs; handles all university forms pertaining to travel, honoraria, reimbursements, etc., coordinates all conferences. Prepares temporary academic files and TA hiring files related to the program.

LARKIN, Carol-Science Studies Program Coordinator
Office: Humanities and Social Sciences Tower 3008
(858) 534-0491 (x40491); <ssadmin@ucsd.edu>, <clarkin@ucsd.edu>

Administrator of the Science Studies program and special assistant to the Director of Science Studies; coordinator of undergraduate affairs in Science Studies; responsible for class scheduling, fund-raising events,

organizing conferences, special projects, meetings, and lectures; responsible for the processing of university forms pertaining to travel, honoraria, reimbursements, etc. Prepares temporary academic personnel files and TA hiring files related to the program.

NAWAR, Nadyne - Graduate Program Student Affairs Coordinator
Office: Humanities and Social Sciences Tower 5027
(858) 822-0664 (x20664); <nnawar@ucsd.edu>

Responsible for graduate student advising, curriculum planning, admissions; representative for visiting scholars and post-doctoral students; responsible for forwarding graduate mail, information packets, and applications for the graduate program.

PARISH, Gail - Fiscal Manager
Office: Humanities and Social Sciences Tower 5062
(858) 534-6874 (x46874); <gparish@ucsd.edu>

Handles all aspects of department financial affairs; supervisor of Program Coordinators; prepares grant proposals; prepares travel vouchers and reimbursement for faculty; assists faculty with preparation of academic research travel grants; backup to the Chief Administrative Officer (CAO).

PARTRIDGE, Julia-Chinese Studies Program Student Affairs
Adviser
Office: Humanities and Social Sciences Tower 3084
(858)-534-6477 (x46477); <jkpartridge@ucsd.edu>

Administrator of the Chinese Studies Program and special assistant to the Director of Chinese Studies and the Endowed Chair. Coordinator of undergraduate affairs in Chinese Studies; responsible for class scheduling, fund-raising events, organizing conferences, special projects, meetings, and lectures; responsible for the processing of university forms pertaining to travel, honoraria, and reimbursements, etc. Prepares temporary academic personnel files and TA hiring files related to the program. Advises students, processes petitions and degree checks. Responsible for student records and information.

RUIZ, Alejandra - Chief Administrative Officer (CAO)
Office: Humanities and Social Science Tower 5044
(858) 534-3635 (x43635); <aruiz@ucsd.edu>

Office manager and supervisor of all staff; oversees preparation of academic appointment files and all academic review files; principal liaison to administration and public; responsible for overall administrative, financial, and staff personnel activities of the department.

SWENSON, Danielle - Undergraduate Program Student Affairs
Assistant
Office: Humanities and Social Sciences Tower 5029 (858) 534-3613
(x43613); <undergradhistory@ucsd.edu>

Responsible for book orders and seminar room reservations for the History Department; representative for visiting scholars and post-doctoral students; responsible for assisting with undergraduate matters.

STEWART, Maisha - Main Office: Humanities and Social Sciences
Tower 5016 (858) 534-1996 (x41996); <history@ucsd.edu>

Administrative support to the Chair, CAO, and Academic Personnel Coordinator. Coordinates AV reservations through Media Services; coordinates scheduling of Department Master Calendar of events and Galbraith Conference Room; key control and distribution; purchasing and inventory control. Assign office space and communicate with PPS regarding all office and building repairs. Liason with University and Communications Office for all department related events.

TAMAYO-BRION, Leah - Academic Personnel Coordinator
Office: Humanities and Social Science Tower 5024
(858) 534-1997 (x41997); <ltamayobrion@ucsd.edu>

Administers and coordinates all academic personnel matters, including academic personnel reviews/appointments/recruitments/merit and promotion; academic fiscal management/personnel procedure analysis/general administration; non-program staff personnel administration; advises faculty on Academic Affirmative Action policies and procedures.

Works under the direction of Chief Administrative Officer (CAO) and Department Chair.

WAGONER, Dorothy - Judaic Studies Program Student Affairs Adviser

Office: Humanities and Social Science Tower 4008
(858) 534-4551 (x44551); <dwagoner@ucsd.edu>

Administrator of the Judaic Studies program and special assistant to the Director of Judaic Studies and the Endowed Chair. Coordinator of undergraduate affairs in Judaic Studies; responsible for class scheduling, fund-raising events, organizing conferences, special projects, meetings, and lectures; responsible for the processing of university forms pertaining to travel, honoraria, reimbursements, etc. Prepares temporary academic personnel files and TA hiring files related to the program.

BUILDING / SPACE

Galbraith Conference Room:

Galbraith Conference Room (HSS 4025) is reserved for Department meetings, lectures, and special events. Food and drinks are restricted. You must receive clearance from the Main Office before scheduling your event in this room. The individual scheduling the event assumes responsibility for ensuring the room is left in its original condition, i.e., return audio visual equipment, ensure window chairs are not against blinds, lock the room upon conclusion of the event, and report any spills to the Main Office. Padding must be used when writing on conference room tables. Keys and other metal objects (including briefcase and notebook rivets) should not be placed directly on tables. Coasters should be used on the table for any beverages. Do not put liquids or food items in trash. These items should be placed in restroom trash (restrooms are located next to stairwells on the 1st, 3rd, 5th, and 7th floors of the tower).

Keys:

The Main Office assigns office and building keys for all faculty, staff, and graduate students. Graduate students and non-permanent

faculty must make a \$10.00 deposit for each key they sign out. This deposit will be returned when the key is returned to the Department. The deposit will encourage department members to return their keys and will minimize security concerns. The \$10 deposit is forfeited if the key is lost, misplaced, or stolen.

The standard key is cut to open the following two doors: main building and personal office. Faculty may check out any seminar room key (excluding the Galbraith Conference Room, Humanities and Social Science Building #4025) each quarter if they are conducting classes in that particular room. Seminar room keys must be returned to the Department at the end of each quarter. Galbraith Conference Room keys will not be issued. The Galbraith Conference Room will be unlocked by a staff member before each reserved event or class.

Office Space:

Office assignments are organized by Danielle Swenson; please see her for any moving requests (furniture or office location).

Seminar Rooms:

The seminar rooms located in the Humanities and Social Sciences Building are as follows:

Seminar Room 3008 - capacity: 18

Seminar Room 3086 - capacity: 26

Ruiz Room 5086 - capacity: 14

Seminar Room 6008 - capacity: 35

Meetings, lectures, and special events may be scheduled in these rooms only on a space availability basis. You must obtain approval from Student Affairs Assistant prior to scheduling classes and events in the above rooms.

Graduate Computer Lab:

Graduate Computer Lab is located in Humanities and Social Sciences Tower Room 6033. Main Office (5016) controls omnilock code assignments.

COURSE ASSIGNMENTS

Faculty are responsible for collecting from their students all course assignments including paper assignments, mid-terms, and final exams. The History Department staff will neither collect nor stamp materials to be submitted to faculty on or before the due date. Faculty who are concerned about the security of “unpoliced” course submissions to their mailboxes should arrange for student in-class submission or student hand-delivery to faculty during faculty office hours.

The department does not provide bluebooks.

Final Exams:

- 1) Have the Student Consent for Release of Student Information form (Buckley Waiver) incorporated into your final exam. A copy of the form will be provided for you each quarter prior to final exams.
- 2) Put the grade for each exam and the final course grade on the exam itself (preferably not on the front page).
- 3) Alphabetize the exams by last name.
- 4) Sort exams into two groups: those with and those without the Student Consent for Release of Student Information form (Buckley Waiver) signed.

Finals that have waivers will be available for students to pick up as soon as the professor returns the graded finals to the Main Office. Those students who have completed the release form can come to the Department and retrieve their own finals on the fifth floor in front of the elevators. Finals without waivers are stored in the Main Office. Students who did not sign the release form must bring a picture ID to the Main Office to retrieve their finals after the first week of class each quarter. The best way for students to ensure receipt of final exams is to provide the instructor with a self-addressed envelope with sufficient postage to cover mailing.

Make-up Exams:

Please try to arrange make-up exams with your TA or yourself before coming to staff members. If you need assistance of departmental staff, please check with a student affairs staff member before you make arrangements with the student.

NOTE: The History Department's office hours are from

8:00–12:00, 1:00–4:30. Please arrange for students to come to the Department only during these hours to pick up or drop off papers, make-up exams, etc.

The History Department only retains finals for one quarter. Please ensure that TAs and Readers are aware of these guidelines.

Office Hours:

Please provide the Main Office with your office hours schedule no later than the end of the first week of each quarter. Faculty who are not teaching in a given quarter, but who are still in residence and on active duty, must post office hours. Faculty who are on sabbatical or on leave need NOT post office hours during the quarter(s) of leave. If, on a given day, you are unable to hold office hours, teach class, or if your office hours change, please make sure you notify the Main Office and the appropriate staff members.

Syllabi:

According to campus policy, the Department must have a syllabus on file for each undergraduate course taught. Please submit your syllabus to the Main Office by the end of the second week of class. The History Department also keeps original copies of mid-terms, finals, and other paper assignments on file for future reference. These papers will not be released to students unless directly authorized by the professor.

COURSE MATERIALS

Book orders / desk copies:

Please see Nadyne if you or your TA need desk copies or other book materials on a recharge basis, or want books placed on reserve at the library. When submitting your book orders, you may choose either from Groundworks or the U.C.S.D Bookstore. If charging books from Groundworks, a special request form must be obtained from Nadyne.

Course Packets:

Materials must be submitted to Soft Reserves or the Bookstore 6-8 weeks prior to the beginning of the quarter.

You have various options for creating a course packet. Three good places to go for course packets are:

1. University Readers: Material to be reproduced needs to be submitted 3-4 weeks prior to the beginning of the quarter. Free desk copies are provided for instructor and TA's. Contact information: 1-(800)-200-3908; www.universityreaders.com; e-mail: infor@universityreaders.com

2. Soft Reserves:
A.S. Soft Reserves is an Associated Students Academic Service. Soft Reserves reproduces all types of class materials ranging from custom course readers to homework solutions. They also offer master-making services, preparing the materials for the printer. They handle every aspect of gaining permission to reprint copyrighted material from publishers; if submitting copyrighted materials, cite sources including author, editor, title, publisher, and copyright date, etc.

If you have any questions about Soft Reserves, contact them as follows:

Telephone: (858) 534-6256 (x 46256)
Fax: (858) 534-8934 (x 48934)
Mail Code: 0325
e-mail: jmancano@ucsd.edu
Location: Student Center A

3. University Reader Printing Service (URPS):
University Reader Printing is a customized textbook printing service run exclusively by UCSD Students and alumni. They offer free course readers for professors and TA's and deliver readers to classrooms.

If you have any questions about URPS, contact them as follows:

Director of Operations: Bassim Hamadeh
Telephone: (619) 540-8789
e-mail: bhamadeh@aol.com

DUPLICATING / COPYING / PRINTING

Faculty are responsible for all their copying needs. STAFF WILL COPY ONLY THE FOLLOWING MATERIALS: course syllabi, class hand-outs, essay assignments, mid-terms and final exams. NOTE: All duplicating requests must be submitted at least 48 hours before date needed. Duplicating requests of 150 pages or more require at least 72 hours advance notice.

Photocopying:

Photocopy machines are located in the Humanities and Social Sciences Building Tower, rooms 3016, 4096, and 5008. These machines may be used with authorized copy cards which charge copies to appropriate index numbers. Your faculty UCSD ID card is YOUR AUTHORIZED copy card. Please see the Main Office to activate your UCSD ID card.

Copyright Law:

Copyright Law prohibits duplicating any book in its entirety. Faculty are responsible for adhering to copyright policy.

Copyright Policy:

In keeping with academic tradition, University Copyright Policy provides that ownership of copyrights to scholarly or aesthetic works that are prepared through independent academic effort and not as part of a directed University assignment generally reside with the author (unless the work in question was commissioned by the University, or the work was created under extramural support). Such scholarly or aesthetic works include, but are not limited to, books, articles, lectures, and computer software resulting from independent academic study; or artistic works such as novels, videotapes, and musical compositions. Otherwise, all rights in copyright arising from University employment or the use of University resources belong to the University. In limited cases, where the purpose of the agreement is to develop a copyrightable work for the sponsor's publication, the copyright may be assigned to the sponsor, but only if there is provision surrendering this right to the University after a reasonable interval of time, in the event the

extramural fund source has not published within that time. Each campus has a designated official who is able to answer questions about applicability of the Copyright Policy. All University employees and others who use University funds or facilities must adhere to the University copyright policy.

Gestetner Policy:

All copy jobs over 50 pages should be copied on the Gestetner or sent off campus for duplicating.

Laser Printing:

The laser printer located in room 5012 should only be used to print final copies and materials for publishers.

Library Photocopying:

Photocopying at the Library is approved only under unusual circumstances and requires prior approval from Angie Finnerty.

Manuscripts:

Manuscripts copied under the research budget will be charged to your account unless they are turned over to the Department for personnel review purposes.

Personal Copies:

There is a \$0.05 charge per page for all personal copies.

Faculty: Use your UCSD ID card to make copies. For any personal copies, please make your payment with the Main Office.

Graduate Students: Obtain a copy card from the Main Office.

Return card and pay the Main Office for all personal copies.

Research Copying:

Funds are allocated to the Department at the rate of \$100 per Senate member. Year privileges will be extended to visiting faculty members as the budget permits. Money from the Senate account is allocated for photocopying, copying microfilm, and buying microfilm. Please do not use it for other purposes.

Remember to use the research budget number, HIS9193, when

duplicating research material. This number cannot be used for mailing purposes.

EQUIPMENT

The Media Services Department has equipped each classroom with video projector equipment for use with laptop computers. If you need a laptop computer for classroom/special event use, the department has both PC and Macintosh laptops available for checkout. There are also several video projectors available for use in the conference rooms. Please make arrangements with Donna in Room 5067 to reserve the equipment. You are responsible for checking the equipment out and returning the equipment after your class/event.

Computer Equipment Policy:

The History Department can only supply and support one primary computer, whether at home or in your office (that is, the standard issue machine allotted to all faculty and staff, and periodically renewed pending the availability of funding). Whenever possible, the Department will attempt to meet any special needs based on faculty justification and approval by the Chair.

Computer Purchases:

Any computer equipment purchased with University funds (any fund source) must be purchased through the Department. Failure to comply with this policy may result in disapproval of your reimbursement. Please see Donna well in advance of your computer purchases. She will see to it that a purchase order is generated and the necessary steps in purchasing equipment are taken. She will fully coordinate the purchase of any computer-related equipment in the History Department.

Computer Inventory:

Please notify Donna of any changes in the location or condition of your assigned computer equipment. If you take Department-owned equipment home, please remember that you are liable. Make sure you have home owners' insurance.

Important Computer Tips:

Make sure you have backup disks for all the work you do just in case of power outages or other unforeseen problems. Make sure your virus programs, both in your office and at home, are up to date. The Department supports the Norton Anti-Virus software program. If the Norton Anti-Virus program on your primary computer needs an annual renewal, please see Donna.

Computer Services:

Triton link is a web-based system that requires a code/password to access. To request access, please see Donna. All permanent, adjunct, and temporary faculty who are teaching courses for the History Department will be assigned a code/password to access information on Tritonlink. Your password will be given to you through e-mail. The web location for Tritonlink is: <https://tritonlink.ucsd.edu/portal/site/tritonlink-preview>

Tritonlink:

--Find a Student

View a student record, including academic history, college, major, classes, addresses, and holds.

--Class Lists and Wait Lists

View and download information, and send e-mail messages to class lists (rosters) and wait lists.

--Section Enrollment and Wait List Statistics

Display enrollment counts by student level, class level, and college for one or more sections. The display now also includes Wait List counts.

--Majors List

View and download information, and send e-mail messages to majors list(s).

--Minors List

View and download information, and send e-mail messages to minors list(s).

Fax Machine:

The fax machine is for Department-related transmissions only. Please sign in on the log sheet if you are not using your own long distance dialing code. Please remember that you will be charged for all personal faxes. Please pay the Main Office for personal faxes made using the History Department's long distance dialing code.

Films:

The film/video collection has been integrated into the UCSD Libraries' collections. The Department is no longer able to order films and videos for classes. Faculty must arrange to check out films/videos from the library collection and return them themselves. The Film and Video Library is at Geisel Library. For more information, please call Film and Video Library Reserves at 534-3075.

Microfilm and slides:

These are acquired by University funds and must be turned over to the University when your research project is completed. The Department microfilm reader can be used free of charge by History Department Faculty and Graduate Students. The microfilm room is located in H&SS Tower 6033.

Telephones:

Faculty members are provided with a long distance dialing code and a monthly list of the long distance calls charged to their codes.

Please review the calls and reimburse the Department for all personal calls, unless they are approved by Alex or the Chair. If you need a North American or International long distance dialing code to make long distance calls, please see the Main Office. The Department does not provide voice mail services for faculty; however, if you are willing to pay the monthly voice mail fee, the Main Office can order voice mail for your extension. Otherwise, you may bring in your own answering machine. Please note that not all answering machines will work with our current telephone system, so make sure you keep the sales receipt in case you need to exchange it. Please see the Main Office for pricing and more information.

LEAVES/TRAVEL

Inter-campus travel:

Academic Senate members are entitled to reimbursement for one round trip (no per diems) to a UC library for research purposes. Reimbursement is for airfare only. Please let Angie know if you anticipate taking a trip.

Leaves of absence:

Absences from the campus in excess of 14 calendar days require the advance approval of not only the Department Chair, but also the Dean of Arts and Humanities. For all 9-month employees this includes not only foreign travel, but any extended absence during the academic year. Please note that when you teach an undergraduate class and you are absent during finals, you must request advance approval from the Committee on Education Policy (CEP) regardless of the length of the absence. Special Leave of Absence forms are available in Alex's office or on the internet: <http://academicaffairs.ucsd.edu/forms/default.htm>.

For any leaves of 14 days or less during the academic year, you must e-mail the Chair and Alex to request advance approval and inform them of your destination and dates of your absence.

In all cases please notify Alex and the Main Office of any absences and make sure sufficient advance notice is given.

EMERGENCY PROCEDURES

Emergency Building Evacuation Plan:

1. Quickly move to the outside of the building using the nearest door marked with an "EXIT" sign.
2. Close and secure all doors as you leave. Take your keys with you.
3. Do not use elevators. Proceed to a near safe stairway.
4. Be certain all persons in the area are evacuated promptly.
5. Help those who need special assistance - disabled, small children, etc.
6. Report immediately to the designated "safe area." The History Department's safe area is west of the Natatorium and south of the

tennis courts.

7. Wait for instructions from emergency response personnel.

Emergency telephone numbers:

Campus & SIO (fire, police, paramedics)

911 or 4-HELP

First Aid (Student Health)

(858) 534-3300 (x43300)

Emergency contact information form:

Human Resources requires all UC employees to complete an emergency information form each year. This form will be kept confidential with Alex so that we can ensure proper care in case of an emergency. List any medical conditions, drug allergies, regular and special medications that you are taking, etc.

Smoke - Free Policy:

As a renowned research and educational institution, it is appropriate that UCSD take a leadership role in establishing a smoke-free environment, so the University has implemented a Smoke - Free Policy. This policy states that smoking will not be permitted in any indoor area of any University - owned or leased facility. Implementation of this policy will place a special burden on those who choose to continue to smoke. UCSD will assist and support those smokers who wish to quit. Information is available from the Faculty and Staff Assistance Program (x 45523).

SCHEDULING MATTERS

Master Calendar:

All History Department and program-related events are posted on the Master Calendar in the 5th floor hallway outside of Room 5024. To help eliminate schedule conflicts, please check the Master Calendar and confirm with the Main Office before you schedule any History Department or program-related events (i.e. meetings, lectures, visits, receptions, etc.)

Since only confirmed events will appear on the Master Calendar, please be sure to apprise and check with the Main Office and check

with Danielle concerning, possible pending events.

As a courtesy to the Science Studies Program Lecture series, avoid scheduling events on a Monday afternoon. Check with the Main Office before scheduling a Wednesday afternoon event. Wednesday afternoons are reserved for Department meetings.

SPECIAL SERVICES

E-mail:

If you do not have an e-mail account established, please see Donna for the appropriate steps to obtain an e-mail account.

Mail:

Please use budget number HIS1110 for all department-related business. All personal mail should be stamped and placed on the “stamped mail” shelf of the outgoing mailbox. Mail pickup and delivery occurs once a day (12:30- 2:30 PM) Monday through Friday. Holiday mail schedules vary and will be posted on the faculty lounge door as soon as Mail Services provides us with those schedules.

Special Mail Services:

Express Mail, Federal Express, UPS, and the like can be used only for the most urgent departmental business (e.g., recruiting and personnel reviews). You must obtain prior approval from Alex or the Chair before using any special mail services. All special mail services will be charged to individual faculty unless prior approval has been granted. Without such approval, faculty wishing to use any special mail services must include personal credit card information on the airbill.

SUPPLIES

Bookstore:

UCSD Bookstore charges require PRIOR APPROVAL from the Chair or CAO.

Letterhead/envelopes:

Department letterhead and envelopes are available to faculty and by request to graduate students for official University business only. Letterhead and envelopes can be found in room 5008 and in 5005 in the “Letterhead and Envelopes” drawer.

Office Supplies:

The following basic office and instructional supplies are provided in specified cabinets in room 5008:

1. Standard pens (black and blue)
2. Standard #2 pencils
3. Notepads (legal and half - size)
4. Paper clips (no binder clips)
5. Manila file folders and hanging folders
6. Departmental letterhead and envelopes
7. Chalk
8. Laser printer paper
9. Padded envelopes for mailing

If you want to pay for additional office supplies, the Main Office will order them for you by special request.

