Department of Gender and Women’s Studies
3321 Sterling

Main Office Hours
Monday through Friday
8:30 a.m. to 12:00 noon
1:00 p.m. to 5:00 p.m.

Chair: Aili Tripp (3327 Sterling Hall)
Director of Graduate Studies: Chris Garlough (3406 Sterling Hall)
Director of Undergraduate & Curricular Services: Nina Valeo Cooke (3318 Sterling Hall)
Undergraduate Advisor: Susan Nelson (3314 Sterling Hall)
Department Administrator: SuAnn Rose (3321a Sterling Hall)
Curriculum and Student Services Administrator: Diane Walton (3321b Sterling Hall)

Center for Research on Gender and Women
3409 Sterling

Office Hours: Mon, Tues, Wed, Fri - 7am to 12:30pm
Thurs - 11:30am to 5pm

Director – Professor Janet Hyde
Administrator – Dace Zeps
Wittig Feminist Fellow – Visiting Assistant Professor Ann Fink

Break Room - 3319
There is a water cooler that you can subscribe to use. Please see Nina Valeo Cooke in 3318 for pricing by semester. Please label your food: makers are in the kitchen drawers. Let Su Ann know if we need more towels or cleaner in the kitchen area. Teas and coffee above the sink are free for all.

MA Reading Room - 3306
This is a reading room and we ask materials do not leave the library so all can share. Please re-shelve materials alphabetically by author’s last name. The listing of our entire book collection is located at: http://www.librarything.com/catalog/gws-uw/. We accept clean donations of relevant books, please see Su Ann Rose.
PERSONNEL

Dept Chair and Associate Chair
Any questions or concerns about personnel, hiring, salary, teaching evaluations, concerns about students, accommodations, etc. please see our GWS Chair, Aili Tripp.

Office Staff

The Department Administrator is SuAnn Rose. Her main duties include:
- All Payroll, HR and Personnel Benefits
- Manages all department budgetary lines
- Purchases all department supplies and equipment
- Administers travel and other reimbursements
- Administers all department grants and awards
- Administers all hiring processes for all positions
- Copier maintenance, supplies and Department ID’s
- Technology questions/Cyber Security/ and Requests for work related technology
- Records and archives manager
- Building Security and After Hours Access Requests Authorizations

The Curriculum Administrator is Diane Walton. Her main duties include:
- All course-related matters for the teaching staff
- Manages all GWS Course Registration
- Room changes or classroom issues
- Administers department conference room reservations
- Administers department reservations of AV equipment
- Manages all media catalogues for GWS films and VHS tapes in house
- Disburse keys and passwords to technology stations in general assignment classrooms
- Administers all student evaluations: midterms and end of semester
- MA Student Services Administrator (admissions, registration, warrants, and MA applications)
- Administers course photocopy requests for exams and (in house OR via L&S Copy Center)
- Manages all historical course records: course syllabus must be sent to Diane: dwalton@wisc.edu

The Center for Research on Gender and Women Administrator is Dace (dot’sa) Zeps. Her main duties include:
- Administers the operation of the Center for Research on Gender and Women
- Administers the UW System Women and Gender Studies Consortium
- Manages all department space and assigns office space and department keys
- Manages all department web sites and email list serves
- Administers the Visiting Scholars and Fellows Programs
- Manages the weekly eBulletin
- Manages all email lists for the department, research center and consortium
- Physical building maintenance requests and environmental controls
DEPARTMENT LOGISITICS

Conference Rooms
3315 (Seminar Room)
3331 (Small classroom/conference room)
3401 (Large department conference room)

Reservations are required to schedule conference room use. Please contact Diane Walton or Su Ann to schedule the conference rooms for: team meetings, quiet study space, study groups or project meetings, etc.

Desk Assignments
Dace manages all office and desk assignments. Any lost keys need to be reported immediately to Dace. All keys are the property of the University of Wisconsin Madison and you are required to turn in your key(s) at the end of your employment.

Copier - 3328
The copier is a black toner photocopier only or can be used as a PDF document scanner. The last four digits of your EMPLOYEE ID make up your department ID. Su Ann will send you an email with your Empl ID. You can also see your EMPL ID on your paycheck earnings statement in MY UW.

How to access the copier:
Enter your 4 digit ID in the DEPT ID Box
(no password)
PRESS THE ID BUTTON

Scanner Function
There is a pdf scan function. Next to the COPY button is another button called SEND. Change the copied to a scanner by selecting this option. This scan function will copy whatever you put on the copier and send it to your WISCMAIL email in the address box. The files can get very big so make sure you use your WISCMAIL. Diane can assist you with any technical issues.

Department and Committee Meetings
A Department Meeting Calendar will be given to you. Any employee of the department is considered a voting member and may vote in Department meetings as long as they attend the regular Department meetings and participate in one standing committee. The Chair oversees all Committee Appointments. If you want to join a Committee, please send Aili Tripp (atripp@wisc.edu) an email by the first week of the fall semester. Department Committees include: Curriculum Committee, Research Committee, MA Committee, and Personnel Committee. Most committees meet the third Thursday of the month or as called by the chair of each committee. The Chair will send out the Department Meeting notices via email as well.

Mailboxes - 3328
***If you instruct students to drop off materials to your mailbox:
   a. Tell students to put your name on any assignments
   b. Tell students to staple/paperclip their papers: supplies located in the mailroom for students

Outgoing Mail
There is a USPS bucket with handles located in the mailroom (3328) for ALL OUTGOING MAIL. USPS Mail - GWS will only pay postage on USPS mail that pertains to department business – Bring all GWS Business related USPS mail to Diane in 3321. Any mail or package larger than 1 oz will require metered postage and should go to Su Ann Rose. There is also a blue USPS mailbox located near the north entrance to Sterling Hall on Charter Street, in between Sterling Hall and Ingraham Hall on the main sidewalk.
**TECH Support**
See Su Ann Rose if you are having technology issues with department equipment. You can also put in a work order to LSS Tech Zone for all department related technology issues.

**Telephones**
University telephone lines are for business calls only. Please do not use them for personal calls unless you have an emergency. Dial 9 to get an outside line.

**Fax Machine – 3328**
For official UW business only. Dial 9 to get an outside line and use appropriate codes. Campus NO LONGER USES the 5 digit code. You must dial a 9+ the full 7 digit number: to call Su Ann dial 9-263-4704

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**ACADEMICS**

**Access and Accommodations**
The Department of Gender and Women’s Studies wants to ensure that all students are fully included in our courses. Encourage students to tell you if they need any special accommodations in carrying out assignments, in taking exams, or in other aspects of the course. If you have any questions or need help in meeting these requests, you may contact Su Ann Rose or Aili Tripp, who is the Department’s Access and Accommodation Resource Coordinator (AARC) or the McBurney Center.

**Electronic Reserves/Course Readers/Textbook Reserves**
You must have your course reader approved before you can use it to teach and require students to purchase that for your class. Please send your course reader table of contents page to L&S Dean Brian Bubenzer at: brian.bubenzer@wisc.edu for preapproval BEFORE you submit your course reader for student print and publishing.

You may choose to use electronic reserves or to make hard-copy readers for your students. If you are using electronic reserves, you may work with any of the campus libraries, including the Social Science Research Library on the 8th Floor of the Social Science Library or the College Library in Helen C. White. Library personnel will work with you to follow copyright rules and acquire the permissions you will need to use articles. Please see the following website for instructions: https://www.library.wisc.edu/services/course-reserves-materials/

If you prefer hard-copy readers, the aforementioned site has links to the Social Science Copy Center, which will make them for you. You can also have them made by Student Print (in the Memorial Union) or by private vendors, such as Bob’s Copy Shop. Each of these places will help you comply with copyright rules. You should also plan to make copies of course texts available on reserve at one of the campus libraries. The Social Science Reference Library is conveniently located just up the hill from Sterling Hall, but the College Library at Helen C. White is open more hours. The website listed above provides information on textbook reserves as well.

**Course Wait Lists & Authorizations**
Department policy is to keep a waitlist for all courses during and between enrollment periods. Faculty and instructors are expected to monitor their course’s waitlist and have courses fully enrolled. It is in the Departments’ interest to have all classes as full as possible.

Between enrollment periods students are automatically added by Diane from the waitlist to authorized status as students drop seats in courses. The week before the semester begins, faculty and instructors have two options on how to handle the authorizing students off of the wait list.
Wait list options:

1. Faculty or instructors assume Diane the responsibility to continue authorizing students from the existing waitlist in the order that they signed up. **This is the default option.**

2. Faculty or instructors provide Diane with a hand selected list of students they prefer to be enrolled first, and the exact order. Please email a list of the students Diane – names and ID numbers - that you wish to authorize to add your class. Diane will then authorize them to enroll.

*If you prefer to use option 2, please let Diane know the week before the semester begins.* Otherwise, by default, Diane will continue to authorize students to enroll in the order that they are on the waiting list. Faculty and instructors are advised to inform students which method they are using, so that students know how to gain entry into their course from the wait list.

In either case, keep in mind that authorization gives students permission to enroll, but does NOT enroll the student. Only students can change their enrollment for courses. Students may need to be reminded that they will need to enroll via MyUW after they are authorized.

Due to the high volume of authorization requests during the first two weeks of classes, requests may take 1-2 business days to be processed. The default date for authorizing students to add classes is September 15th, 2017, please instruct your students to add your course before that date!

**Directed Study Courses**

Students who wish to do an independent study project should be see our web site for our policy. If you have approved a student request for an independent study project, please give the student’s name, I.D. number, and number of credits you have agreed to supervise to Diane for authorization. She will notify them when they can add the directed study course under Gen&WS 299 or 699.

**Grades**

If a student has a concern about her/his grade, s/he should discuss it with the instructor first and then, if not satisfied, speak to either the Chair or Associate Chair. In courses with TA’s, students should approach the TA first and then follow-up with the instructor.

Complete L&S polices on grading are included at the end of this hand-out and are also available online at: [https://kb.wisc.edu/ls/search.php?q=grading](https://kb.wisc.edu/ls/search.php?q=grading)

**In Class Evaluation of Teaching**

When you teach a Gender and Women’s Studies course for the first time we ordinarily schedule a “peer review” of teaching for the fifth or sixth week of the semester. The chair will contact you about this early in the semester and will let you know who will be visiting your class (usually a member of the Department faculty appointed by the Personnel Committee). You can then work with the reviewer to find a date that is acceptable to both of you. Prior to the evaluation, you should send the reviewer a copy of your class syllabus. Afterward, they will give you a copy of the review and will offer you the opportunity to meet to discuss it.

TAs are evaluated by the instructor(s) of the course. If the instructor and/or TA think it advisable, another instructor in the Department can evaluate the TA as well. A copy of the completed evaluation form is given to the TA and the original is placed in her/his personnel files. The TAA contract says that “a TA shall be given at least 24 hours notice to any faculty visitation for the purpose of teaching evaluation.” The Personnel Committee recommends that at least one week’s notice be given.

The purpose of the departmental evaluation of teaching is to encourage each member of the Department to develop and maintain high quality courses. These formal procedures, however, are intended to supplement, and not replace, ongoing evaluation and collaboration on the part of the teaching staff and other colleagues.
Teaching Evaluations
Gender & Women’s Studies uses a campus-wide online evaluation system coordinated in our department by Diane Walton. Evaluations are sent automatically via a coordinated electronic campus distribution process and allows for adding unique/additional questions, as well as view live response rates and final evaluation reports. Diane coordinates evaluations for all Gender and Women’s Studies courses and instructors near the end of each semester. More information will be shared about the online evaluation process as we near the end of semesters. For instructors teaching a course for the first time, the department also requires mid-term student evaluations. Diane will coordinate this process with you at the mid-point of the semester. All instructors are encouraged to use mid-term evaluations for their own feedback.

Film Showings
Instructors can schedule a film showing by reserving one of the conference rooms via Wisc Cal. You are solely responsible for setting up your student(s) for the film showing. Should you use any of the dept. films, you can check those out directly from Diane. There is a binder on top of the film cabinet in Diane’s office with a sign out and return sheet for all films. Please return all dept. films to Diane as soon as you are finished with them. ***Please note that we do not loan our films out and they never leave the department except when being used by an instructor for a class and should be promptly returned.

Make-up Exams
Instructors should make arrangements for any make-up exams that your students need. You are responsible for monitoring the exams and for reserving conference rooms through the Calendar application through your WISCMail account. Do not assume space is available. See Diane if you need assistance.

Room Changes
You must wait until after your first class meeting to submit room change requests to Diane (if you are a TA, please submit them through your lecturer). Curricular Services assigns the new classroom and it takes an average of 3 days to get a room change request processed at the beginning of the semester. If you are making a room change request, please be sure to state the reason for your request and your preferences for the new room (i.e., time, size, location, room characteristics). Please be aware that classroom space is extremely limited and it may not be possible to honor your request for a change.

Section Changes and Class Rosters
For 100-level courses, there are usually a number of student section changes to be made the first 2-3 weeks of classes. Instructors can now manage their own section changes. Each discussion section should have no more than 20 students. Once you have completed the section changes, remind your students to use the ‘swap’ feature in their student center to change sections. Due to the large volume of students in GWS 103, this course will not be offering section changes.

See the Registrar’s Office web site for complete instructions pertaining to all academic polices: http://registrar.wisc.edu/
**AV Equipment**

AV Equipment must be reserved via the Wisc Cal. All dept. members are expected to familiarize themselves with this application.

The department owns the following equipment:

- Dell PC Laptop Computer with Microsoft Office and Adobe
- MacBook with Microsoft Office and Adobe for Mac
- Two overhead projectors
- One projection screens
- One portable CD stereo (in Diane’s office)
- Tripod and tele-converter
- One technology cart with new projector and power strip so you can add your own laptop for power point presentations
- Cannon Power Shot A300 (3.2 megapixels) digital camera w. rechargeable batteries.

*If someone has already signed up to use the equipment you may need on a particular day you may access other equipment through LSS Learning Support Services. They work on a first-come, first-serve basis, so the earlier you get your request in, the better. You may find that information at: http://lss.wisc.edu.

Diane will send out a new catalogue of in house videos (DVD and a few VHS) for instructional use. All film media must be signed in and out, and can also be reserved in advance in the same binder, located in Diane’s office.

**Resources for Students**

If you have a student who needs assistance with personal problems, test anxiety, study skills, and/or vocational decision-making, the following resources can be helpful:

- **Campus Women’s Center**
  - http://campuswomenscenter.rso.wisc.edu
  - 608-262-8093

- **UW Visitor & Information Pages**
  - 1308 W. Dayton St
  - Union South 329
  - 608-263-2400
  - 1-800-WI-RELAY (800-947-3529)

- **UW Health Services**
  - Daytime Crisis Line/Appointments
  - 608-265-5600 – regular hours
  - 608-265-6565 – after hours

- **Rape Crisis Center**
  - 24 hour hotline: 608-251-7273
  - 251-5126 – main office
  - 265-6398 – campus office

- **Safe Ride/Safe Walk**
  - Red Gym, 608-265-3344

- **McBurney Disability Resource Center**
  - UHS Counseling & Consultation Services