

University of Wisconsin-Madison
Department of Gender and Women's Studies
475 N Charter Street
3321 Sterling Hall
Madison, WI 53706

New Staff Orientation Handbook
2013-2014

Department of Gender and Women's Studies
3321 Sterling

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

Chair: Judy Houck - 3327

Associate Chair: Christina Ewig- 3301

Director of Graduate Studies: Finn Enke - 3408

Outreach Coordinator and Undergraduate Advisor: Nina Valeo-Cooke - 3318

Department Administrator: SuAnn Rose - 3321

Curriculum and Student Services Administrator: Diane Walton - 3321

Student Worker: Vacant - 3328

Center for Research on Gender and Women
3409 Sterling

Office Hours: Monday through Friday 8:00-1:00

Director – Janet Hyde - 3409

Administrator – Dace Zeps - 3409

Women Studies Consortium
3315 Sterling

Office Hours: Monday through Friday 8:00-1:00

Director – Helen Klebesadel - 3315

Administrator – Dace Zeps - 3409

Break Room - 3319

Due to a summer pest infestation we are asking that you promptly clean up all food products and do not store food products in your desks unless using air tight sealed containers. Let Su Ann know if we need more towels or cleaner in the kitchen area.

MA Reading Room - 3306

The materials in the department's reading room are available for staff, students and community members. Please keep in mind that it is a reading room, not a library—materials may **NOT** be checked out. Reading materials may not leave the library. The Department does not have staff to monitor the reading room. Please reshelve materials alphabetically by author's last name.

WHO TO SEE

Dept Chair and Associate Chair

Any questions or concerns about personnel, hiring, salary, teaching evaluations, concerns about students, accommodations, etc. please see the dept. Chair, **Judy Houck**. Any curricular issues or inquiries about the MA or the PhD Minor should be referred to the Associate Chair, **Christina Ewig**.

Office Staff

The Department Administrator is **SuAnn Rose** (surose@wisc.edu)

Her main duties include:

1. Payroll/Personnel/Benefits and all Human Resources issues
2. Manages all dept. budgetary lines
3. Administers travel/other reimbursements
4. Oversees awards for accounting purposes/administer all grants
5. Administers all hiring processes
6. Manages Copier, Printers, PC's
7. Oversees after hours building access
8. Technology questions and requests
9. Physical Building Maintenance requests and environmental controls
10. Records keeper and archives
11. Serves on the Personnel Committee

The Curriculum Administrator is **Diane Walton** (dwalton@wisc.edu)

Her main duties include:

1. All course-related matters for the teaching staff/room changes
2. Mail processing and requests
3. Administering Wisc Cal for all dept. conference room reservations
4. Administering Wisc Cal for dept. reservation of AV equipment
5. Student registration questions and student authorizations
6. Has keys to technology stations in general assignment classroom
7. Preparing student evaluations: midterm and final
8. MA Student Services Administrator (registration, warrants, and MA application process)
9. Large course photocopying jobs with advance processing time (sent to L&S Copy Center)
10. Electronic copies of your course syllabus should be sent via email to Diane before the start of classes
11. Serves on the Curriculum Committee and MA Committee

The Center for Research on Gender and Women and Women's Studies Consortium Administrator is

Dace (dot' sa) Zeps (dazeps@wisc.edu)

Her main duties include:

1. Oversees the operation of the Research Center
2. Manages all dept. space and assigns office space
3. Oversees all department keys
4. Handles all dept. supplies and purchases
5. Webmaster for all dept. web sites and oversees email list serves
6. Manages the dept. directories
7. Administers visiting scholars
8. Assists the Director of the Research Center
9. Serves on the Research Center Committee
10. Publishes eBulletin announcements weekly

Department Logistics

Conference Rooms

Should you need to reserve one of our conference rooms you must use the Wisc Cal application on line through the My UW portal. You are responsible for familiarizing yourself with Wisc Cal as this is the dept.'s tool to schedule all conference rooms for all users.

Desk Assignments

Check with Dace for your office/desk assignments, which are made at the beginning of each semester. Keys to the building are distributed at the staff orientation or by seeing Dace. Please remember to return your key to Dace at the end of your appointment.

Cleaning

Main offices, classrooms, and common spaces are cleaned daily (3304, 3306, 3319, 3331, 3401, 3409, 3425) 3301-3328 are cleaned on Monday and 3405-3434 are cleaned on Tuesday. Service standards can be found at <https://www2.fpm.wisc.edu/ppnew/services/custodial/standards.htm>. Again, please do not store food in your office (see break room note above).

Copier - 3328

The copier is a black toner photocopier only. Your copier ID is the last 4 digits of your employee ID. You can find that number by looking at your earnings statement in the upper middle column. Enter your 4 digit number and press the ID button, there is no need to enter a password. There is also a scan function that you can use and send anything you scan to your email or any email in the address book. TAs will have a photo copier budget of 2,500 copies or five reams of paper per semester. Please use your budget wisely. If you need to make more photo copies than your budget allows, please see SuAnn. We do expect you will post most handouts electronically to LEARN@UW. We ask that you are conscientious and earth friendly when it comes to copier and printer usage.

Department and Committee Meetings

Department meetings will be held approximately twice a semester on the first Thursday of each month, 3:30-5:30 p.m. Any person currently employed in the department is considered a member and may vote in Department meeting 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 Jane an email by the beginning of classes. Current Committees include: Curriculum Committee, Research Committee, MA Committee, and Personnel Committee. Most committees meet the third Thursday of the month as called by the chair of each committee.

Mailboxes - 3328

***If you instruct students to drop off materials to your mailbox

1. Tell students to put your name on any assignments and find the correct mailbox
2. Inform students to staple their papers. There are supplies in the mail room for students to use.

Outgoing Mail

There is a mail bin located under the mailboxes in room 3328. Please note that GWS will only pay postage on US mail that pertains to department business. Please use letterhead and dept. envelopes. You must seal envelopes for US mail and also include the return address for safe mail handling security requirements. There is a USPS mailbox located near the north entrance to Sterling Hall on Charter Street, in between Sterling Hall and Ingraham Hall on the main sidewalk.

Telephones

University telephone lines are for business calls only. Please do not use them for personal calls unless you have an emergency.

Fax Machine – 3328

For official UW business only. Dial 8 to get an outside line and use appropriate codes. Campus numbers use the 5 digit code. For example just dial 5-2409 for the campus number 265-2409.

UW-Madison On-Line Faculty and Staff Directory

The on-line staff information is available at <http://www.wisc.edu/wiscinfo/directories/>. It is important to remember to update your individual listing (i.e., office, email, home address information) ***at any time during the year as changes occur***. To change this information, you should log in to your MY UW page. The link is found at <https://my.wisc.edu/portal/render.userLayoutRootNode.uP>, click on work record tab, and choose the personal information link to make changes in your personal information. Home address information is not displayed in the on-line directory due to privacy concerns. Employee Information changes are updated nightly to the on-line staff directory. Employee Information changes are also reflected on the campus mailing labels and Centrex operator information throughout the year.

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 Jane Collins, who is the Department's Access and Accommodation Resource Coordinator (AARC) or the McBurney Center.

Electronic Reserves/Course Readers/Textbook Reserves

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

<http://library.wisc.edu/reserves/faculty-instructors.html#options>

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 Authorizations

We normally freeze, most, if not all, enrollments for Gender and Women's Studies courses before classes start in the fall. This way, as students drop out of a course, instructors have extra spaces to allow students from their waiting list to add their class. (We normally advise students to go to the first day of class to sign up for the waiting list; instructors keep their own lists). Please give Diane a list of the students you wish to authorize to add your class (please make sure to include their student I.D. numbers!). She will then authorize them. Please be aware that Diane cannot register a student for your class--only the student can. Make sure the students know that they have to wait until they are authorized, and then go into their My UW portal and add the class themselves. Due to the high volume of authorization requests during the first two weeks of classes, please ask students to wait 1-2 days after you give Diane your authorization requests before they try to add. The default date for authorizing students to add classes is September 14, 2012, so please instruct your students to add your course before that date!

Directed Study Courses

Students who wish to do an independent study project should 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 and I.D. number to Diane for authorization. She will notify them when they can add the I.S. course.

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 on line at: <http://www.ls.wisc.edu/handbook/ChapterSix/chVI-26.htm>

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

Diane will distribute student evaluation forms to every Gender and Women's Studies instructor at the end of each semester. TAs and instructors are evaluated on a separate form. For cross-listed courses, instructors who are budgeted through the department should use the GWS evaluation form so their scores can be figured into the department's totals and mean scores. For instructors teaching a course for the first time, the department also requires mid-term student evaluations (Diane will distribute these to 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. 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

You should work out arrangements for any make-up exams that your students need. You are responsible for monitoring the exams and for reserving conference rooms through the Wisc Cal application. Please do not assume the space is available when making arrangements with your students to use those spaces.

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 section. See the Registrar's Office web site for complete instructions pertaining to all academic policies: <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

1. Dell PC Laptop Computer with Microsoft Office Programs (Word, Excel, Front Page, and Power Point)
2. 1 overhead projectors
3. 2 folding tripods
4. One portable CD stereo (in Diane's office)
5. Transcription recorder
6. Digital Recorder
7. Micro projector for Mac Books
8. Standard projector for PC
9. 1 AV cart with new projector/power strip so you can add your own laptop for power point presentations
10. Kodak 10.2 megapixel camera with batteries
11. portable PA system (microphone and speaker)

*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>.

Please see the film list in the binder in Diane's office labeled: "***Video Checkout***" for the most complete videocassette listing the department has. Videos must be signed in and out, and can also be reserved in advance in the same binder.

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:

Rights & Responsibilities Web Site
<http://www.students.wisc.edu/rights/>

Campus Safety Web Site
<http://www.safeu.wisc.edu/>

Campus Women's Center
333 East Campus Mall, Room 4416
<http://campuswomenscenter.com>
(608) 262-8093

Rape Crisis Center
333 East Campus Mall, Room 7901
24 Hour Crisis Line: (608) 251-7273
Campus Office: (608) 265-6389
email: rapecrisis@rso.wisc.edu
website: www.danecountyrc.org

LGBTCC @ UW-Madison
123 Red Gym, 716 Langdon St
<http://lgbt.wisc.edu/>
(608) 265-3344