• **Syllabi, Course Descriptions, and Book Orders:** Please turn in an electronic copy and a hard copy of your syllabi for all courses and your office hours as soon as these are requested. You are also required to post your syllabus online on your courses’ Blackboard site, on or before the first day of classes. The required elements to be included on each syllabus are listed on the COLFA Policies and Procedures document. A course description for each course needs to be submitted when called for, as well; this will be posted on the department website to help students choose courses. It is very important to turn in your book orders promptly when requested, using the book order form. Please limit your requests for desk copies to those books for which you do not already have copies. Failure to submit book orders and requests for desk copies on time will probably mean that your books will be unavailable at the beginning of the semester.

• **Office Hours:** All faculty should schedule at a minimum one office hour per week for each course (i.e., three hours per week for a three-course load). Please give your office hours to the departmental office when requested so that they can be posted by your office door and used in the departmental faculty directory.

• **Work Requests:** Requests for word-processing or duplication of instructional materials should be left in the In Box at the front desk. We need to allow 24 hours (one full working day) for most requests to be completed. Requests left after 12:00 p.m., Friday may not be ready on Monday morning. We cannot copy large sections of *copyrighted materials* such as texts or entire books. Short selections, parts of essays, short magazine articles, etc., can usually be reproduced.

• **Copies:** All faculty are being assigned codes for their individual copying. These will be placed in your mailbox at the beginning of the semester. Faculty copying is limited to 250 copies a month because our lease with the company determines the number of copies we are allowed, and we have, in turn, divided that number equally among all faculty. For special projects or for those requiring significant collation, please fill out a work request in the main office.

• **Faculty Travel:** All faculty members are required to complete a Request for Travel Authorization and turn it in at least three weeks prior to any travel during the semester. These forms are available in the department office or on the department website. This year’s allotment per faculty member is $1000. Please save all itemized receipts, and keep copies of all receipts you submit. If a Request for Travel Authorization has not been completed prior to the trip, there is no possibility for reimbursement. Please fill out the form completely, including the specific reason your travel will benefit the University and how any missed classes will be covered—forms missing this information will be returned to you.

• **Telephone:** Long distance calls are allowed only on state business. It is illegal to make personal long distance calls from University telephones. Calls from offices are reported to us individually so please be sure to follow the guidelines.
• **Recycling:** Bins are provided in faculty offices and the hallways for recycling. Papers do not need to be separated. Any type and color of paper can be recycled.

• **Reader/Graders:** Reader/graders are available for tenured/tenure track faculty and lecturers teaching lecture courses with heavy enrollments. In general, classes of 100 or more students qualify for reader/graders. Requirements for hiring a reader/grader (and restrictions for their use) are available in the department office. Your reader/grader will also be given a copy of these guidelines. Please submit a statement in writing early in the semester if you have not been given a reader/grader, but believe you are eligible for one.

• **Mail:** Bins for University mail are located in the mail room and in the work room in the main office. University mail can be used for *state business only* and not for personal correspondence. If you wish to send personal correspondence through our mailroom, you’ll need to attach postage. University letterhead is available for professional correspondence, but it should not be used for political activities or letter-to-the-editor columns in newspapers.

• **Absences:** Faculty members who cannot meet a class because of illness or emergency should notify the department office immediately. The University has no provisions for arranging substitutes. If possible, try to find a substitute for the class on your own. Often our colleagues are willing to do a favor knowing that it means they can later call on you. If you do not have a substitute, contact Peggy Garner (458-4374) with information about dismissing the class and posting a “class cancelled” notice. *Reader/graders or Teaching Assistants I can never be used in class as substitute instructors; TA1’s will need to have supervising instructors present when they teach.*

• **Papers Left in the Halls:** Please do not leave papers, examinations, and so on, outside your offices for students to pick up. Since we do not have room in the main office to keep large numbers of papers for students to pick up, please advise students who wish to have papers returned that they should see you during office hours or provide a self-addressed, stamped envelope at the end of the semester.

• **Students Who Need to Turn in Papers to the Workroom:** If students need to turn in papers at a time other than their regular class periods, please ask them to bring the papers to the main office. The papers will be dated and placed in your mailbox by a staff member. Despite all precautions, papers placed under office doors are sometimes lost or unidentified.

• **Fax:** A fax machine is located in the workroom of the departmental office. Our fax number is (210) 458-5366. When you receive a fax, it will be placed in your mailbox.

• **Departmental Course-Instructor Surveys:** Alongside the new online course instructor surveys, the Department will continue to carry out a class survey for each class. Every class will be surveyed every semester. The departmental surveys for each semester are available for your review after your grades have been turned in; however, they should be returned to the
office when you are finished as they are filed there. Please see an administrative associate to review them.

- **Reconciling Rosters:** Reconcile your rosters carefully to be sure that all students are officially registered for your classes. Students may not be dropped by instructors for non-attendance.

- **Students Adds and Drops:** Please refer students to the COLFA Advising Office or the department office when they wish to add your course. Fire codes do not allow us to add more students than the room capacity. Adds can be made only as space is available. It is always a good idea to place on your syllabi the date of the last day to withdraw from an individual class.

- **Assignment of Grades:** Grades are assigned on ASAP. Posting of grades is allowed in the University only under very strict guidelines and never by name or social security number. **Please do not post grades outside your door.** Blackboard can be used to inform students of their grades, if desired. Faculty needing to change a student grade due to completion of incomplete requirements or faculty error should do so in ASAP for undergraduates, or on a paper form available from Reina for graduates. A grade other than W or IN can be changed only in case of an error in grade computation or an error in recording a grade.

- **Security issues:** A number of thefts occur each year in our building and on campus, including theft of equipment and personal items. All faculty who have classes in the Computer Lab (MB 1.206) or the large Seminar Room (MH 2.02.22) have swipe-card access, and are expected to keep the doors locked whenever they are not in the classroom. Please be vigilant about security for the lab, since we have a large amount of valuable equipment there. Please do not leave your office door open while you are out even for a short time. If you come in after hours and open up the mailroom, be sure to close the door tightly when you leave, even if only for a short time. Do not leave the mailroom door open and unattended.

- **Technology:** The department owns two laptops and a portable LCD which can be checked out by faculty or graduate students for use at conferences or for courses. One set will be kept in the Grad Suite, and can be checked out through Reina, the other will be kept in the Main Office, and can be checked out through Peggy. If you plan to take the equipment off campus, you’ll need to fill out a removal of equipment form with one of the administrative associates; the form needs to stay with the laptop at all times. Additionally, cords connecting laptops to LCDs in seminar rooms and remotes for the LCDs can be checked out through Peggy.