

GENERAL DEPARTMENTAL INFORMATION FOR SOCIOLOGY FACULTY

The staff of the Department of Sociology is pleased to provide the following information to our faculty to help navigate the administrative hurdles associated with the business of the University. We always welcome feedback and look for ways that we can better serve you in your teaching, research and service endeavors.

Department of Sociology General Information

Office Hours:	Academic Year	Monday – Friday 8:00am - 4:30 Closed for Lunch Noon – 1pm
	Summer	Monday – Thurs Friday 8:00am - 4:30 8am – 2:30pm Closed for Lunch Noon – 1pm
Physical Location:	Social Science Building (SSB) 401	
Main Phone Line:	(858) 534-4627	
Fax:	(858) 534-4753	
Mailing Address:	UCSD Department of Sociology 9500 Gilman Drive MC 0533 La Jolla, CA 92093-0533	
Campus Mail Code:	0533	
Department Website:	http://sociology.ucsd.edu/	

Administrative Staff

Stephanie Navrides (858) 534-4757 snavrides@ucsd.edu
Management Services Officer
Department Business Officer. Manages all administrative aspects of the department including staff supervision, finances, facilities, space and equipment.

Tanya Pohlson (858) 822-1673 tpohlson@ucsd.edu
Fiscal Manager
Manages departmental fiscal matters; coordinates department purchasing; contracts and grants; reimbursements; inventory; travel; GSR employment; travel/research grants for graduate students and extramural graduate fellowship grants.

Manny dela Paz (858) 534-4626 edelapaz@ucsd.edu
Graduate Program Coordinator
Provides information on the graduate program and coordinates all graduate program matters including admissions, registration/enrollment, T.A./Reader employment, fellowships, processing of graduate student forms and petitions, tracking requirements, scheduling rooms for graduate student examinations and defense, and editing catalog copy.

Shannon Goodison (858) 534-4628, sgoodison@ucsd.edu
Undergraduate Program Coordinator
Provides information on the undergraduate program and coordinates all undergraduate program matters including advising students on the Sociology major, minor and honors program, processing undergraduate petitions and declarations of major/minor, and editing catalog copy. Schedules undergraduate and graduate courses for the department.

Beverly Bernhardt (858) 534-2779 bbernhardt@ucsd.edu
Assistant to the Chair and Personnel Manager
Provides administrative assistance to the Chair including maintaining the Department Chair calendar. Coordinates the faculty review process and academic recruitments. Manages all aspects of staff human resources. Processes payroll & personnel system entries for staff and faculty.

Christy Earley (858) 534-4627 cearley@ucsd.edu
Assistant Student Affairs Officer
Provides a variety of student services and academic support in the Student Affairs area of the Department. Serves as the first point of contact for all incoming inquiries. Provides instructional support including desk copy orders, class rosters, course evaluations, media services, mail, class syllabi, room reservations, grade sheets, and schedules rooms for make-up exams and review sessions.

Susan Taniguchi (858) 534-0495 staniguchi@ucsd.edu
Fiscal Assistant
Processes reimbursements for travel and purchasing. Reconciles Faculty Allowance accounts. Distributes office keys and omni lock codes. Maintains copy cards.

Katrina Koopman Richards (858) 246-0251 kkoopman@ucsd.edu
External Affairs Assistant
Coordinate and manage special event and alumni relations activities, develop and maintain the Departmental website, serve as departmental publications coordinator, and coordinate undergraduate outreach.

For more a more detailed listing of what each staff member does, please see appendix A.

Absences

Academic appointees with academic-year appointments are expected to be in residence from the first day of the fall quarter through the last day of the spring quarter, except during official University holidays. The UCSD Academic and Administrative Calendar lists the actual quarter dates and official holidays. Academic-year appointees may be absent during the periods between quarters without requesting an official leave, unless they are traveling on official University business. Periods of academic recess (e.g., periods between quarters) include recess from formal classes, but not recess from research, committee and other administrative duties, or other University obligations.

Requesting an Absence

For planned absences (of any length), please complete a ***Leave of Absence Request Form*** which is available in the copy/mail room next to the fax machine to request an absence. This form must be submitted to the chair for approval in advance of your departure (at least two weeks prior if possible). See Beverly if you have questions regarding the policy on absences.

Final Exam Week

An absence during final exam week should be an exceptional request only, made at least one month in advance as it must be approved by the Department Chair, the Senior Vice Chancellor for Academic Affairs and the Committee on Educational Policy.

Unplanned Illness

If you are ill and cannot teach and/or be available for your office hours, please contact the main office (858) 534-4627 as soon as possible so that cancellation notices may be posted. If you are able, send an email message to your students via Triton Link. If you are unable to access Triton Link, and wish to have an email sent, please indicate this when you call the main office.

Add/Drop

The enrollment (Add/ Drop/Change) period for each regular academic quarter begins during the fifth week of the previous quarter (excluding summer). Undergraduates are assigned enrollment appointments based on the number of units they have completed. Students enroll via WebReg or in person by submitting an Enrollment Request form or Add/ Drop/ Change cards at the Registrar's Office.

Enrollment in classes ends several days before the quarter begins to allow time for Class Lists, Section Enrollment Statistics, and Wait Lists to be printed and distributed before the first day of classes.

The official add/drop period is the first two weeks of the quarter. During this time, if space is available in your classroom, students may add the class using WebReg. Some students will drop during this period, so space to add students may become available throughout the two-week period. As students drop, waitlisted students will automatically be moved into a class/section. Students wishing to add a class during the add/drop period need to use WebReg and enroll in the class they want if it is open, or waitlist for a class that is full. With the new automatic waitlist system, students

do not need to get add cards signed by the instructor or department. In fairness to all students, the Department of Sociology will typically not override a waitlist. Only in extraordinary circumstances will the department consider an override of the waitlist process.

During weeks three and four, students can continue to drop courses through WebReg. Students can only add at the registrar's office with an add card which has been signed by the professor and stamped by the department.

After the fourth week, students can continue to drop courses through the end of the ninth week but it will be posted as a W (withdraw) on their transcript. Students can only add a course by petition, which needs the approval of both their instructor and their college.

Questions regarding the ADD/DROP process should go to Shannon.

Audiovisual/Media Services

All general use campus classrooms (including our own SSB 101) are fully equipped with self-serve media stations. Self-serve media stations contain a computer/video projector, a DVD/CD player, a VHS VCR, and a sound system. (SSB 414 has all of the above equipment except for the VHS VCR). Media Services no longer provides laptop computers for use in the classroom; however, the department owns three laptops for check-out by the faculty for use in the classroom. Because these laptops are shared they must be checked out just before class and returned immediately afterwards. See Christy to check-out a laptop.

Media Services offers training courses for faculty to learn how to operate the media station and they will be glad to do a walk-through with you prior to your first class. In addition, the media station in SSB 101 can be used for a trial run. Please check with Christy to find an available time.

Requests for all other media equipment should be given to Christy with as much notice as possible. Please plan ahead to avoid late fees! Media Services requires 48 hours notice for audio visual orders and will charge a \$10.00 late fee if orders are received less than 48 hours in advance. Instructors are responsible for paying the \$10.00 late charge for late requests or late cancellations. These charges will be billed to your faculty allowance.

The department owns some audio visual equipment (digital recorder, overhead projectors) so check with Christy to see if the equipment you require is available in the department.

Book Orders – Exam Copies – Desk Copies

Textbook orders can be placed directly with either the UCSD Bookstore or Groundwork Books. Christy will send reminders when it is time to place your orders. Orders should be submitted in a timely manner so that the books are available to students at the start of the quarter. Textbook adoption forms from the bookstore are available from Christy. Orders can also be placed online through the bookstores web site. Please be sure to give Christy a copy of all textbook orders so that desk copies can be ordered for your TA's or Readers as necessary. And, please note, Christy does not place textbook orders – faculty place their own orders.

Exam copies of textbooks (i.e. complimentary copies of a book) can be requested by faculty directly from the publisher. This should be done well in advance of the start of the quarter. While Christy can help faculty send these requests (either by letter or by an on-line request on the publisher's

web site) faculty need to take responsibility for requesting exam copies. Publishers typically respond to faculty and will not send exam copies to the department or departmental staff. In the event a publisher refuses to send a complimentary exam copy and the faculty member must purchase the book, the department will pay for the book.

Christy will monitor enrollments prior to a quarter and request the appropriate number of desk copies for use by TA's and Readers. She will issue desk copies to TA's and Readers directly. This allows the staff the opportunity to meet TA's and Readers and ensure that their employment paperwork is in order. Please send your TA's and Readers to the front office to pick up their desk copies. On occasion, we will not be able to acquire a complimentary desk copy from the publisher (or a sufficient number). In those instances the TA or Reader will be given a note from the department authorizing them to purchase the book at the Bookstore or at Groundwork Books and charge the expense to the department instructional index.

Computing Services

The Social Science Computing Facility (SSCF) is located on the first floor of the Social Science Building in room 141. SSCF techs will provide support for your primary computer workstation. They will set up new computers, set-up network access, and provide advice on firewalls and virus protection. To request their assistance, complete a work order at the SSCF web page: <http://dss2.ucsd.edu/sscf/HelpDesk/>.

To use this service, you need to create a login username and password which you can do by clicking on "new user."

Copying

There is a copy machine for faculty use in the departmental mailroom. Your campus ID card is used to activate the machine and Susan will initialize your ID card for use at the machine. To use the machine you will need to enter an index number which tells the copier where to charge the expense for the copies. Typically, faculty will have access to the undergraduate and graduate instructional indices (SOC9477 – undergraduate instruction, SOC9478 – graduate instruction), as well as their own faculty allowance and any other pots of money they have (i.e. contracts and grants). Once your card is activated, please see Susan if you are ever denied access to the copy machine. For your convenience, the index (account) numbers to be charged for instructional copying are posted above the mailroom copy machine.

Large copy jobs should be sent out for duplication to the Imprints office. The graphic request forms needed when sending items to Imprints are available in the mail room adjacent to the fax machine. The Imprints Job Ticket can also be found online through blink. Plan ahead so that course syllabi, course handouts and course exams are sent to Imprints rather than using the department copy machine which is more expensive. See Christy if you need help completing an Imprints order form. Once you complete an order form, call the Imprints office and tell them you have an order for pick up and leave the order form and original at the front desk for pick-up.

Funds for copying course materials is limited so please do not copy large volumes of reading material for your students. Rather, use a reader service that will compile your course readings into a reader and sell it to your students. As a rule of thumb, please use a reader service if the cost of reading materials is expected to exceed \$10.00 per student. On campus, you can make arrangements with AS Soft Reserves <http://as.ucsd.edu/services/softreserves/professor.php> or

(x46256). There are off campus copy services, such as University Reader Printing Service (619) 540-8789, Postal Plus (858) 452-9933, Cal Copy (858) 452-9949 or Kinko's (858) 457-3775; however students will need to pick up and pay for materials at the off-campus locations. Remember to include copies for TA's and/or Readers in your order.

For copying related to faculty research, use the Academic Senate COR copying index SOC9460.

Course Evaluations

CAPE (Course and Professor Evaluations) is a campus service that surveys students in most classes near the end of each quarter. The CAPE office contacts professors directly to schedule a time for them to conduct the in-class evaluation. The CAPE office publishes the results online at www.cape.ucsd.edu. Please allow time for the CAPE runner to distribute evaluations to your class. These evaluations are an important part of your academic review.

Course Reserves

UCSD Libraries' Course Reserves provides print and digital reservation services free of charge. This service lets you:

- Place books on reserve at circulation desks
- Post articles and other course materials electronically
- Reserve high-quality music files that can be made available 24 hours a day
- Reserve and post digital images
- Arrange for an array of media services including individual and group viewing with analog and digital options

To get started, see the Instructor's Guide for Submitting Reserve Requests, <http://libraries.ucsd.edu/services/reservesguide.html>.

For more details, visit the Course Reserves Web site, <http://libraries.ucsd.edu/services/reserves.html>.

E-Mail

An @ucsd.edu email account will be set-up for all faculty. Tanya will arrange for your email account to be set-up upon your arrival. All University communication will be done via your @ucsd.edu email account. Please be mindful of space limits on your account and heed messages that your mailbox is full by emptying out unnecessary emails.

Faculty Allowance

Each regular Faculty member receives an allowance of **\$1,000** at the beginning of each academic year for expenditures related to their research such as travel, entertainment, books, equipment and supplies. In addition, standard business expenses such as telephone equipment, toll charges and mail charges are charged to your faculty allowance. These funds may be used for official University business in accordance with established University policies. If you are in doubt as to the appropriateness of a particular purchase, please consult with Tanya or Susan prior to the purchase.

Expenses related to your teaching should be charged to the proper instructional accounts (SOC9477 – undergraduate instruction, SOC9478 – Graduate Instruction). For courses outside the department, please check with the department/program offering the course for account information.

Basic office supplies are purchased by the department and made available to you in the supply cabinet in the mail room. You do not need to use your faculty allowance to purchase standard items such as pads of paper, pencils, pens, tape, markers, paper clips, binder clips, etc. However, if you need something highly unusual (or expensive) you may be asked to pay for it with your faculty allowance.

Currently, faculty allowance balances (both positive and negative) are carried forward from year to year.

Faculty who are on sabbatical leave continue to receive their faculty allowance. Faculty on leave without pay do not receive a faculty allowance during their absence.

Faculty Meetings

Faculty are asked to hold Tuesdays and Thursdays between 12:30 – 1:50 pm for faculty meetings, committee meetings, colloquia, job talks, etc. You will not be scheduled to teach during these hours and we ask you not to schedule office hours and other appointments during these times.

FAX Machine

The department fax number is **(858) 534-4753**. The fax machine is located in the mailroom for use by the faculty, staff and graduate students. If you want to send a fax and need assistance see Christy. If you receive a fax it will be placed in your mailbox.

Instructions for sending a fax are located behind the fax machine. Please note, if you wish to send a long distance fax you will need to dial in your long distance access code (which you can obtain from Susan).

Final Exams/Finals Week

The eleventh week of the quarter is finals week. The time/day/room for final exams is scheduled by the campus scheduling office and is available on Triton link. Christy will distribute a final exam reminder memo to your mailbox prior to exam week. **FACULTY MEMBERS ARE REQUIRED TO BE PRESENT AND AVAILABLE TO STUDENTS DURING THE EXAM PERIOD** so please plan accordingly.

If you assign a final paper rather than an exam, please make certain that you are available to collect them in the assigned classroom during the final exam time period. **Final papers cannot be required to be handed in earlier than the scheduled exam time.** Please do **not** instruct students to turn final papers in to the main office. Papers that students choose to turn in at the front office will be date stamped and placed in your mailbox.

Please request approval for absences during final exam week well in advance. (See ABSENCES regarding the approval process required for absences before the official end of the quarter.)

University regulations require papers/exams to be available for return to students for one quarter following the course. Please encourage your students to hand in a self-addressed stamped envelope with their finals and papers, so that you may return them in that manner. Otherwise, they may pick up course work from your office during your office hours the following quarter. In the event that you will be on leave or out of the country for the entire quarter following a teaching quarter, please alphabetize your course papers/exams and give them to Christy so that she can return them to students when you are gone.

Grading

Final grade sheets will be placed in your mailbox prior to exam week. Grade sheets are usually due in the Registrar's Office on the Tuesday following final exam week. Christy will give you instructions and a reminder of the deadline with your final grade sheets.

Filling in the grade sheets:

- Use a number two pencil.
- Fill in bubbles completely.
- Pay attention to the grading option that the student has chosen and assign the grade appropriately. (letter grade, P/NP, S/NS)
- Please make certain you have signed each individual page of each grade sheet before returning them to Christy.

Please keep the following university policies in mind for **undergraduate** classes:

- **Incompletes are only allowed due to illness, family emergency, or issues beyond the student's control.** Reasons that are **not acceptable** are demands of a time-consuming job, desire to leave town for a vacation, an athletic contest, lack of time to produce a really good paper, etc. A student or the professor can fill out an incomplete form, but the professor must sign it. **Do not assign an "I" on grade sheets if you have not signed an INCOMPLETE form and given it to Shannon.**
- **Change of Grades** are allowed to correct a clerical error or procedural error. No change of grade may be made on the basis of reassessment of the quality of the student's work, or for additional work being completed after the quarter is over. See Shannon for Clerical Error Forms; students will not be given this form.

The complete academic regulations and policies, including the policy on integrity of scholarship (academic dishonesty), can be found on-line at <http://www.ucsd.edu/catalog/0506/front/acadregu.html>. Please review them at your earliest convenience. Check with Shannon, to obtain the appropriate forms and to be certain that you are in compliance with university policy.

University grading policies in **graduate** courses differ slightly from the policies stated above. See Manny if you have questions concerning university grading policies in graduate courses and to obtain the appropriate forms needed.

Human Subjects Approval for Student Research

If your course requires students to do research, interviews, or observations which involve human subjects, pre-approval must be granted from the Human Research Protections Program (HRPP). All guidelines and forms are available on their website at www.irb.ucsd.edu. If you need clarification, please call the HRPP office at (858) 455-5050. The HRPP office is housed off campus in Suite 208 of the La Jolla Village Professional Center at 8950 Villa La Jolla, La Jolla, CA 92037.

Keys and Omni Lock Codes

Susan issues office keys and the omni lock codes needed to enter the lounge and the workroom/mailroom from the exterior corridor. There is a \$25.00 charge to replace a lost or stolen key. Please report a lost or stolen key immediately. Please do not share your omni lock code with anyone else. All Sociology graduate students are issued omni lock codes for the lounge and workroom/mailroom. If a student of yours from outside the department has a legitimate need to access the lounge or workroom please request an omni lock code for them.

Library Services

Our libraries have many resources that will benefit faculty in their research and teaching. Complete information on the services provided can be found on the Library web page: <http://Orpheus.ucsd.edu/facguideait/>.

Mail Room and Lounge

You may access the Lounge (SSB 460) and Mail Room (SSB 411) from the outside corridor 24 hours a day with your own special omni lock code which Susan will assign. Please do not give your code to anyone. Do not allow undergraduate students or anyone not affiliated with the department into either of these rooms.

The lounge is equipped with a microwave and refrigerator for your use. Hot and cold drinking water is also available in the lounge. The lounge should not be used for meetings or make-up exams.

A mailbox has been assigned to you in the mailroom. Mail is generally delivered and picked up once each morning. Your incoming mail will be placed in your mailbox. Please do not have personal mail sent to your UCSD address. There are baskets on the shelf to the left of the mailboxes for outgoing mail.

Oversized packages will be placed on top of the mail boxes with your name printed on the package. A note will be placed in your mail box to alert you that you have an oversized item.

Make-Up Exams/Review Sessions

Either Shannon or Christy can help you reserve SSB 101 or SSB 414 for make-up exams, on a space available basis. Please do not ask to use administrative office space for a make-up exam. The staff cannot simultaneously conduct the business of the department and create a proper environment for an exam. It is important to note that only you or your TA (not a Reader) can proxy an exam; staff employees are not allowed to proxy exams.

Shannon can schedule other classroom locations throughout campus for review sessions. These need to be coordinated with the campus scheduling office so please allow a couple of days for them to be arranged. Please do not wait until the last minute to make requests.

Office Hours

Faculty are asked to schedule a minimum of two office hours per week when teaching. If you are not teaching, a minimum of one office hour per week is required unless you are on sabbatical or a leave of absence. Office hours should be divided over at least two days and preferably at different times of the day. No office hours should be scheduled on Tuesday or Thursday between 12:30pm and 2pm – the times reserved for faculty meetings, job talks and colloquia.

Each quarter, Christy will request your office hours prior to the start of the quarter. Please respond no later than the end of the first week of classes. Christy will prepare a door card for your office, listing your office hours and your course schedule information. Katrina will also post the information on the sociology website.

Office Space

Stephanie assigns office space in consultation with the Space Committee. There is a waitlist for ocean view faculty offices.

Office Supplies

The department will equip faculty offices with general office supplies such as scissors, tape dispensers and tape, stapler and staples, paper clips, staple remover, pens, pencils, ruler, and writing tablets. Some additional standard office supplies are also available in the department; please check with Christy to see if the department provides what you need. More specialized office supplies should be purchased by the faculty member using their faculty allowance. Christy can place an order for you if needed.

The department will provide toner cartridges and printer paper for your primary workstation. You are responsible for supplying your secondary workstation if you have one. Let Christy know when you need a new toner cartridge. She will most likely have to order the cartridge as we do not keep many cartridges in stock. This may take a day or two. When your toner cartridge comes in, exchange the old, empty cartridge for the new one. Christy will recycle the used cartridge.

Paper is available at the front desk.

Paychecks

Payday is the first of the month, unless the first falls on a Saturday, Sunday or holiday, then payday will be on the day preceding the first. Paychecks will not be placed in mailboxes. You may pick up your paycheck from Christy at the front desk. If you have elected direct deposit, your statement is available on-line at the UC "At Your Service" web site: <http://atyourservice.ucop.edu/>.

Room Reservations

The department has two meeting spaces available for use – SSB 101 and SSB 414. First priority for these rooms goes to scheduled courses. In addition, SSB 101 is reserved every Tuesday and Thursday from 12:30pm to 2pm for Faculty Meetings and colloquia. If you would like to schedule one of these rooms check with Christy and she will advise on availability.

If you will be using SSB 101 or 414, you must pick up the key at the front desk, and return it as soon as your class is over for the day. If the course does not let out until after 4:30 pm, you may leave the key in an envelope in Christy's mailbox. Please erase the white boards and leave the chairs/tables as you found them. Be sure that papers, cups, and food have been put into the trash container, close all windows, turn off lights, and lock the seminar room when you exit.

See **MAKE-UP EXAMS/REVIEW SESSIONS** for information on scheduling rooms for make-up exams and review sessions.

Roster/Waitlists

Prior to the first day of classes you will receive class rosters for the courses you are teaching. Thereafter you can print updated rosters and waitlists directly from Triton Link. Christy can provide instructions for using Triton Link to print rosters and waitlists.

The department tries very hard to estimate the enrollment for each course so that students will not need to be waitlisted. However, if your course fills up prior to the start of the quarter, students have the option of placing their names on a waitlist. Waitlists are distributed along with your set of rosters. Students will automatically move from the waitlist to enrolled status as space becomes available in the class either through drops or increased enrollment limits. In fairness to all students the Department of Sociology will typically not override a waitlist. Only in extraordinary circumstances, and with Department Chair approval, will the department consider an override of the waitlist process.

Scheduling Classes

Generally undergraduate classes are either scheduled for fifty minutes each on MWF or one hour twenty minutes each on TuTh; graduate classes are scheduled in one three-hour block weekly. Standard class times are between 8:00 am and 7:00 pm. Undergraduate courses offered only once a week in one three-hour block are scheduled after 4:00 pm. If you require this type of schedule, be sure to let Shannon know.

Each year in early October you will be asked for teaching preferences for the following academic year. Please complete the preferences questionnaire and return it by the requested deadline. Your preferences are important to the teaching and scheduling committee, but please understand that it may be impossible to honor all requests; classes must be distributed across the week and the school day. In December, the teaching and scheduling committee will notify you of your assigned quarters and classes for the following year. Your quarterly schedule is available when the quarterly Schedule of Classes is posted on Triton Link.

Students with Disabilities

Students who need special exam accommodations due to disabilities must be registered with The Office for Students with Disabilities (OSD). OSD will provide the student with an *Authorization for Testing Accommodations*, which they must present to their instructors early in the quarter. To comply with exam accommodation requirements please refer to the Exam Accommodation Handbook for students with disabilities at <http://osd.ucsd.edu/>. Please see Shannon if you need further clarification or help complying with the accommodations. If you want OSD to proctor the exams for students with disabilities you must make the request early, otherwise you will need to schedule and proctor the exam in departmental space.

Syllabi

According to campus policy, the department must have a syllabus on file for each undergraduate course taught. Please give Christy at least two copies of your syllabus during the first week of the quarter.

Student disputes can be minimized if you clearly state in your syllabus your expectations and policies regarding issues such as but not limited to, attendance, grading, academic dishonesty and late course work.

TA's and Readers

A teaching assistant (TA) assists in the instruction of an upper or lower division course at the University under the supervision of a faculty member. The TA primarily assists the faculty member in charge of the course by conducting discussion sections that supplement faculty lectures and by grading assignments and examinations. A TA may also assist with the development of assignments or exams, hold office hours and proctor examinations. In no instance shall a teaching assistant be assigned responsibility for the entire instruction of a course.

A Reader assists a course instructor by grading homework, papers, or exams and may also hold office hours to answer students' questions about such assignments.

Upper-division undergraduate classes are eligible for a 25% time student reader when class enrollment reaches at least **60** (1 25% time reader for every 60 enrolled). Manny will assist you in finding a Reader and will coordinate their hiring. Do not promise employment and do not have Readers begin working until Manny has verified their eligibility for employment. According to UCSD Academic Policies and Union contracts, the obligation of the Reader is to attend lecture and help with grading; they do not conduct lectures; they do not hold office hours. At the end of the quarter, please see that your Readers return all grading materials over to you. The instructor, not the reader, should handle grading disputes.

All lower division sociology courses and SOCL100 require students to attend one section per week in addition to the lecture. The section is taught by a TA. TA-ships are used to support our graduate students and they are assigned by the Graduate Program Committee. Questions concerning TA's should be directed to Manny.

Telephone

Faculty offices are equipped with a telephone and an answering machine or voice mail. Campus telephones are reached by dialing a 5-digit extension (the last five digits of the phone number). To dial local off-campus calls in area code 858, dial 8 followed by the 7-digit number. For area codes 619 & 760, you must dial 8 followed by the area code and number. A long distance dialing code is required to place calls to any other area code from university telephones. See Susan to be issued a long distance dialing code.

Triton Link

Academic Calendars and other useful information can be found at <http://tritonlink.ucsd.edu>. To use Triton Link you will need a user id and password. Tanya will arrange for your user id so you can access your class roster, email students, look up student information, print your rosters, and view pictures of your students. Tanya can also assist you if you forget your password and need to have it reset.

Waitlists

See ROSTERS/WAITLISTS.

Web Support

The departmental web page is supported by Katrina. Please contact her if you need something changed on or added to our web site.

Instructional web support can be obtained through the Instructional WWW Development Center at <http://iwdc.ucsd.edu>.

Other Resources

A wealth of information is available to faculty on the campus business portal Blink: www.blink.ucsd.edu. Use the search engine or the yellow tabs to find more information about how things are done at UCSD.

Appendix A

Department of Sociology Staffing Plan

8/4/08

<p>Stephanie Navrides Department Business Officer MSO III PSS Grade 7</p> <p>Department Administration Operational Management Strategic Planning Advisor to Department Chair Advisor to Faculty on faculty matters Academic Personnel Program Management Staff Personnel Program Management Financial Management Budget Administration Facility Administration Space Allocation Policy Development Risk Assessment and Management Internal Controls Resource Management</p>	<p>Beverly Bernhardt Personnel Manager/Asst to the Chair Admin Specialist PSS Grade 4</p> <p>Assistant to the Chair Administrative Support to the MSO Academic Personnel Faculty Recruitment Academic Affirmative Action Academic Compensation Faculty Start-up Packages Faculty Leaves Faculty Course Buy-outs Faculty Awards/Fellowships Faculty Summer Salary New Faculty Orientation Recall Faculty Appointments Temp Faculty Non-Senate Instructional Unit 18 Collective Bargaining - Faculty Staff, Student Staff Recruitment Faculty and Staff Benefits Staff HR Payroll (PPS) for Faculty, Staff and Student Staff Payroll (PPS) for GSR's Visiting Scholars Visa/Immigration Issues for Faculty, Staff, and Visiting Scholars Weber Email List Maintenance - Staff, Faculty (socfac, socstaff, etc) Faculty/Staff Address List</p>	<p>Tanya Pohlson Fiscal Manager Admin Specialist PSS Grade 4</p> <p>Budget Planning and Implementation Financial Management - Overall Financial Reporting Ledger Reconciliation Liens DOPES - all subs Express Card Administration Contracts & Grants Human Subjects - Faculty, Grads Departmental Security Administrator (DSA) SSCF Contact Equipment Computer Equipment Replacement Equipment Inventory Facilities Maintenance and Renovation</p>	<p>Christy Earley Assistant Student Affairs Officer Asst SAO PSS Grade 3</p> <p>Student Affairs Student Intake Advising Provide support to Grad and Undergrad Advisors Maintain and update departmental information Instructional Support Audio Visual/Media Course Evaluation Process Class Rosters Class Syllabi Enrollment Tracking Final Exam Schedule Exam Distribution Faculty Office Hours, Door Cards Grades Instructional Copying Quarterly Tentative Course Descriptions Reading Lists Desk Copies Textbook Ordering Graduate Program Special Events Dissertation Defense Flyers Front Desk Reception Room Scheduling Mail Dept Bulletin Boards Office Equipment Maintenance Office Supplies Receiving</p>
<p>Shannon Goodison Undergraduate Coordinator SAO I PSS Grade 4</p> <p>Undergraduate Affairs Course Scheduling Faculty Teaching Schedule Catalog Copy - Undergrad Course Approvals Cross listed Courses Undergrad Honors Program Minor Advising Undergrad Outstanding Paper Award Undergrad Policies Undergrad Sociology Club Undergrad Petitions Undergrad Program Administration Undergraduate Program Review Summer Session Contact Human Subjects - Undergrads</p>	<p>Manny dela Paz Graduate Coordinator SAO I PSS Grade 4</p> <p>Graduate Affairs Graduate Advising Graduate Admissions Graduate Employment Graduate Support Graduate Fellowships TA's, Readers Dissertation Defense Coordination Dissertation Room Scheduling Payroll (PPS) for TA's, Readers Collective Bargaining - Student Academics Graduate Program Review Weber Email List Maintenance - Grads (socgrad) Graduate Outreach Catalog Copy - Graduate Program</p>	<p>Susan Taniguchi Fiscal Assistant Admin Asst III PSS Grade 4</p> <p>Financial Management - Faculty Allowances Financial Transactions Entertainment Payment Authorizations Travel Reimbursements PO's Equipment Equipment Checkout Equipment Ordering Facilities Maintenance Key Control Omni Lock Codes Timekeeping</p>	<p>Katrina Koopman Richards External Affairs Assistant Admin Asst III PSS Grade 4</p> <p>Departmental Special Events Coloquia Web Site Alumni Relations Undergraduate Outreach Publications/Brochures Graduate Program Publications/Brochures Undergrad Program Departmental Newsletter</p>
<p>SSCF</p> <p>Computer Maintenance Computer Set-Up</p>			

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