

Beverly Bernhardt

(858) 534-2779

bbernhardt@ucsd.edu*Assistant to the Chair and Personnel Manager*

Maintains 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. Maintains departmental web page.

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.

Absences

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 class(es) 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.

The Department Chair must approve all other absences. Please complete a Leave of Absence Request Form which is available in the copy/mail room to request an absence. This form must be submitted to the chair for approval. It is vital that you notify the Chair at least two weeks in advance regarding the length of absence and how you plan to make up the missed class meeting(s). See Alex if you have questions regarding policies on absences.

An absence during 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.

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 either 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. 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.

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 Katrina to find an available time.

Requests for all other media equipment should be given to Katrina 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 Katrina to see if the equipment you require is available in the department.

Book Orders – Exam Copies – Desk Copies

Textbook orders can be placed with either the UCSD Bookstore or Groundwork Books. Katrina 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 Katrina. Orders can also be placed online through the bookstores web site. Please be sure to give Katrina a copy of all textbook orders so that desk copies can be ordered for your TA's or Readers as necessary. And, please note, Katrina 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 Katrina 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 provided the faculty member can prove that they requested an exam copy well in advance.

Faculty who fail to request an exam copy in advance of the quarter needed will need to purchase the book using their faculty allowance funds.

Katrina will monitor enrollments prior to a quarter and request the appropriate number of desk copies for use by TA's and Readers. Katrina 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

[Insert something here about the computers available in the Temp Faculty Offices...](#)

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."

Course Evaluations

There are two separate course evaluations that are required for your classes. First, CAPE (Course and Professor Evaluations) is a campus service that surveys students in every class 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 on line at www.cape.ucsd.edu.

Second, The Sociology Department also distributes our own course evaluation form for visiting faculty. You will be provided instructions and the evaluation forms near the end of the quarter. Please see Katrina if you have any questions regarding these evaluations. You may see your evaluations and make copies for yourself after your final grade sheets have been submitted for the quarter.

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 the appropriate sociology index numbers. If you do not have a UCSD ID card, please see Susan to borrow the departmental 'green' copy card. Typically, faculty will have access to the undergraduate and graduate instructional indices, 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. SOC9477 should be used for undergraduate instruction and SOC9478 should be used for graduate instruction. 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 Katrina 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 (x46256) or <http://as.ucsd.edu/services/softreserves/professor.php>. 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.

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.

End of Quarter – Before Leaving

Before leaving at the end of the quarter, please turn in your signed grade sheets to Katrina and return your keys and ID card to Susan. Leave your forwarding address, email, and telephone number with Katrina, and make sure that she knows what provisions you have made for the return of final exams and papers to your students.

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 Katrina. 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.

Final Exams/Finals Week

Eleventh week is finals week. FACULTY MEMBERS (INCLUDING VISITING AND TEMPORARY FACULTY) ARE REQUIRED TO BE PRESENT AND AVAILABLE TO STUDENTS DURING THE EXAM PERIOD. The time/day/room for final exams is scheduled by the campus scheduling office and is available on Triton Link. Katrina will also distribute a final exam reminder memo to your mailbox prior to exam week.

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. If you will be teaching for the department for only one quarter, please alphabetize your course papers/exams and give them to **Janice** so that she can return them to students the following quarter.

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. Katrina 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 Katrina.

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

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 \$20.00 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. If a student of yours has a legitimate need to access the lounge or workroom please request an omni lock code for them.

Please turn in your key to Susan at the end of your teaching assignment.

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 Mail Room (SSB 411) from the outside corridor and Lounge (SSB 460) 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.

Make-Up Exams/Review Sessions

Either Shannon or Katrina 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. 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, Katrina 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. Katrina will prepare a door card for your office, listing your office hours and your course schedule information. Alex will also post the information on the sociology website.

Office Space

Stephanie assigns office space in consultation with the Space Committee. Temporary faculty typically share an office with one or two other temporary faculty. Each office is equipped with two computers and a printer, a telephone and basic office furniture. Computers are equipped with Internet Explorer and Microsoft Office. Log in instructions are taped to the front of the computer monitor.

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 Katrina to see if the department provides what you need. More specialized office supplies should be purchased by the faculty member using their faculty allowance. Katrina 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 Katrina 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. Katrina 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 or Sunday then payday will be on the Friday preceding the first. Paychecks will not be placed in mailboxes. You may pick up your paycheck from Katrina 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 Katrina 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 Katrina '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. Katrina can assist you instructions for using Triton Link.

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 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 scheduled between 8:00 a.m. and 7:00 p.m. 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. Please notify Shannon if you have specific scheduling needs or preferences, however not all requests can be accommodated; classes must be distributed across the week and the school day.

Students with Disabilities

Students who need special exam accommodations due to disabilities must be registered with The Office for Students with Disabilities. 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 Katrina 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 student reader when class enrollment reaches at least 60 (1 reader for each 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 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. You are allowed to make business related toll charges of \$45 per quarter. If you exceed that amount, you will be billed for the excess in addition to your personal toll charges.

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. Nora 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.

Please note: Graduate Student Instructors (Associate In) cannot be given access to Triton Link as students may not have access to this system.

Waitlists

See ROSTERS/WAITLISTS.

Web Support

The departmental web page is supported by Alex. 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.