

**GENERAL DEPARTMENTAL INFORMATION  
FOR SOCIOLOGY FACULTY  
2010-11**

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:	<a href="http://sociology.ucsd.edu/">http://sociology.ucsd.edu/</a>	

**Administrative Staff**

**Stephanie Navrides** (858) 534-4757 [snavrides@ucsd.edu](mailto:snavrides@ucsd.edu)  
*Management Services Officer*  
Department Business Officer. Manages all administrative aspects of the department including staff supervision, finances, facilities, space and equipment. Coordinates the faculty review process and academic recruitments. Processes payroll & personnel system entries for faculty.

**Tanya Pohlson** (858) 822-1673 [tpohlson@ucsd.edu](mailto:tpohlson@ucsd.edu)  
*Fiscal Manager*  
Manages departmental fiscal matters; coordinates department purchasing; contracts and grants; reimbursements; travel; GSR employment; travel/research grants for graduate students and extramural graduate fellowship grants. Manages all aspects of staff human resources. Processes payroll & personnel system entries for staff.

**Susan Taniguchi** (858) 534-0495 [staniguchi@ucsd.edu](mailto: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. Manages equipment inventory.

**Manny dela Paz** (858) 534-4626 [edelapaz@ucsd.edu](mailto: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](mailto: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) 534-4627 [bbernhardt@ucsd.edu](mailto:bbernhardt@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, course evaluations, media services, mail, class syllabi, room reservations, grade sheets, and schedules rooms for make-up exams and review sessions.

**Katrina Koopman Richards** (858) 534-2779 [kkoopman@ucsd.edu](mailto:kkoopman@ucsd.edu)  
*External Affairs Assistant and Assistant to the Chair*  
Coordinates and manages special event and alumni relations activities, develops and maintains the Departmental website, serves as departmental publications coordinator, and coordinates undergraduate outreach. Provides administrative assistance to the Chair including maintaining the Department Chair calendar.

*For 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 (via Stephanie) for approval in advance of your departure (at least two weeks prior if possible). See Stephanie 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 Blink. If you are unable to access Blink, 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 sixth week of the previous quarter (excluding summer). Undergraduates are assigned enrollment appointments based on the number of units they have completed. Students enroll electronically via WebReg through the end of the second week of the quarter.

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 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. Department staff will only override the waitlist with Department Chair approval.

During weeks three and four, students can continue to drop courses through WebReg. Students can only add by petition.

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.

### **Audio Visual/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 four 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 Beverly 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 Beverly to find an available time.

Requests for all other media equipment should be given to Beverly 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 Beverly 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. Beverly 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 Beverly. Orders can also be placed online through the bookstores web site. Please be sure to give Beverly a copy of all textbook orders so that desk copies can be ordered for your TA's or Readers as necessary. And, please note, Beverly 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 Beverly 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.

Beverly 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, send an email to SSCF@AD.UCSB.EDU.

## **Concurrent Enrollment**

Students who are enrolled via Concurrent Enrollment, also known as UCSB Extension, can only add courses with a Concurrent Enrollment add card through the first two weeks of the quarter. They will need professor signature and department stamp in order to add the course. If there is a waitlist, we typically allow regularly enrolled students priority over Concurrent Enrollment students.

Questions regarding Concurrent Enrollment students should go to Shannon.

## **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 activate 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. start-up, contracts and grants). Once your card is activated, please see Susan if you are 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 Beverly 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.

In the past, copying related to faculty research was charged to the Academic Senate COR copying index SOC9460. Due to budget cuts, funds for this purpose are no longer being allocated to the department so use of this index has been suspended until further notice. Until these funds are restored, faculty will need to use their faculty allowance index for research copying.

## **Course Evaluations**

CAPE (Course and Professor Evaluations) is a student run organization responsible for evaluating the courses and professors at UCSD. Any class with a 3rd week enrollment of 15 or greater will be scheduled to be CAPEd; if a class has an enrollment of less than 15 courses can be covered by the Self-CAPE method. The CAPE will email students to fill out an on-line course evaluation via Survey Monkey. The CAPE office publishes the results online at [www.cape.ucsd.edu](http://www.cape.ucsd.edu). Please encourage your students to complete the on-line evaluation.

Once the CAPEs have been summarized a statistical summary sheet will be given to you. The summary sheet will be filed in Beverly's office for use in your next academic review. Course 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>.

## **Custodial Services / Trash Pickup**

Trashcans are emptied once a week on Friday – typically in the morning. To avoid attracting ants and other pests, please do not discard food items in your office. If you have problems with custodial service or any aspect of building maintenance in your office, please contact Stephanie.

## 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.

## E-mail Lists

To simplify sending email to groups of people within the department, the department maintains a number of departmental list-serves. The following lists exist for use by Sociology faculty and staff:

<a href="mailto:socfac@dss.ucsd.edu">socfac@dss.ucsd.edu</a>	Sociology Ladder Rank faculty
<a href="mailto:socassistants@dss.ucsd.edu">socassistants@dss.ucsd.edu</a>	Sociology Assistant Professors
<a href="mailto:socassoc@dss.ucsd.edu">socassoc@dss.ucsd.edu</a>	Sociology Associate Professors
<a href="mailto:socfull@dss.ucsd.edu">socfull@dss.ucsd.edu</a>	Sociology Full Professors
<a href="mailto:soctenured@dss.ucsd.edu">soctenured@dss.ucsd.edu</a>	Sociology Tenured Ladder Rank faculty
<a href="mailto:socadj@dss.ucsd.edu">socadj@dss.ucsd.edu</a>	Sociology Adjunct Professors
<a href="mailto:socemer@dss.ucsd.edu">socemer@dss.ucsd.edu</a>	Sociology Emeritus faculty
<a href="mailto:socstaff@dss.ucsd.edu">socstaff@dss.ucsd.edu</a>	Sociology Staff
<a href="mailto:socgrad@dss.ucsd.edu">socgrad@dss.ucsd.edu</a>	Sociology Graduate Students
<a href="mailto:soccolloq@dss.ucsd.edu">soccolloq@dss.ucsd.edu</a>	Individuals interested in being notified of department events

## Faculty Allowance

Each regular Faculty member will receive an allowance of **\$500** at the beginning of this 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 Club**

Membership to the faculty club is open to faculty, staff, graduate students and members of the community who support UCSD.

To become a member, visit the Faculty Club front desk weekdays between 8 a.m. and 4 p.m. to complete a Membership Application or download the form and bring it to the Faculty Club. More information can be found at <http://facclub.ucsd.edu/default.aspx>.

The Department of Sociology has a department membership at the Faculty Club and faculty and staff are welcome to use the department membership card to access club facilities. Individuals are responsible for the charges made to the card. You can pay for your charges by either giving Tanya a check for the amount charged or instructing Tanya or Susan to charge the expense to a faculty allowance.

## **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 Beverly. 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 Blink. Beverly will distribute a final exam reminder email 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, students may pick up course work from the bins located in the corridor outside the department lounge the following quarter. At the end of each quarter, give your exams/papers to Beverly and she will place them in a bin for student pick-up. Please note that only exams/papers that have the student's signature on a Buckley waiver can be placed in a bin; those without the Buckley waiver will be returned to you for distribution.

## 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. Beverly 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 Beverly.

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. The professor or Beverly 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.** Students are only eligible for an Incomplete during 10<sup>th</sup> and Finals week.
- **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 Beverly 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 Beverly, 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.

## **Holidays**

The following days are University Administrative Holidays. There is no instruction on these days and most campus offices are closed. Departmental staff do not work on these days.

New Year's Day  
Martin Luther King Jr. Day, observed on the third Monday in January  
President's Day, observed on the third Monday in February  
Cesar Chavez Day, observed on the Last Friday in March  
Memorial Day, observed on the Last Monday in May  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving Day  
December 24 (or equivalent)  
Christmas Day  
December 31 (or announced equivalent)

## **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](http://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**

Beverly 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, Beverly 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. Beverly will post office hours and course schedule information in the display cases on the 4<sup>th</sup> floor. Katrina will also post the information on the sociology website. (Effective 2009-10 the department staff will discontinue production of door cards).

### **Office Space**

Stephanie assigns office space in consultation with the Space Committee. There is a waitlist for ocean view faculty offices. Faculty interested in an ocean view office should let Stephanie know so they can be added to the wait list.

## 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 Beverly to see if the department provides what you need. More specialized office supplies should be purchased by the faculty member using their faculty allowance. Beverly 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 Beverly 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 at the front desk. Beverly 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 work day preceding the first. All faculty are encouraged to sign up for direct deposit so that your pay will be deposited directly into your bank account on payday. If you do not have direct deposit, your paycheck will be placed in your mailbox. Direct deposit statements are no longer mailed to individuals so, if you have elected direct deposit, your statement is available on-line at the UC "At Your Service" <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 Beverly 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 Beverly'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

Faculty can print class rosters and waitlists directly from Blink as needed. Instructions for using Blink are available on the department web site under the Administration tab – select Instructional Support.

Effective 2009-10, the department will no longer print out rosters for faculty at the beginning of each quarter. Faculty are asked to print their own rosters as needed directly from Blink.

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. 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. Requests for atypical scheduling require the approval of the department Chair.

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 Blink.

### **Sexual Harassment**

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment is prohibited by University policy and by law. Information about sexual harassment is available from the Office of Sexual Harassment Prevention and Policy.

On the subject of consensual relations, UCSD's Policy on Sexual harassment states that, "there is an inherent conflict of interest for an individual to exercise direct instructional, and/or advising responsibilities for someone with whom there exists a romantic or sexual relationship" and requires effective measures to ensure unbiased evaluation.

For more information, please visit the website: <http://oshpp.ucsd.edu/>

### **Smoking Policy**

Campus policy prohibits smoking in all UCSD buildings, including private offices, classrooms, restrooms, stairwells, and cafeterias.

## **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 Beverly 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 Beverly an electronic version of your syllabus during the first week of the quarter. Syllabi from the current quarter are posted on our departmental website; please notify Beverly if you do not want your syllabus posted.

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.

Upper-division undergraduate classes are eligible for a 25% time student reader when class enrollment reaches at least **60** (one 25% time reader for every 60 enrolled). Due to budgetary limitations the department is holding firm on the 60 student threshold. Please do not ask for a Reader if your enrollment is below 60. 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 SOC1100 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.

The ASE union contract guides our employment practices for Academic Student Employees such as TA's and Readers. The contract provides specific benefits to students related to leaves of

absence, childbearing, bereavement, jury duty, military leave, worker's compensation and child care reimbursement. Due to the complexities of the policies associated with these benefits, please inform Manny whenever one of your TA's or Readers inquires about any of these benefits. This will allow Manny to contact the student and begin the dialogue of how benefits will be granted the student and, if applicable, how the student's work will be managed. Your input will be critical to this discussion and Manny will advise you of any issues affecting your class. The University and the union both require us to track benefit usage so please help us maintain solid records by informing Manny when our academic student employees inquire about any of these benefits.

## **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.

## **Student/Class Info via Blink**

Useful student and instruction related information can be found at Blink: <http://blink.ucsd.edu>. To use certain features in Blink 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.

Several options are available for those who wish to publish course materials on the web:

Small websites with limited materials can be published on the faculty member's own personal website. However, due to the limitations of departmental computing resources, faculty are being encouraged to make use of on-campus web resources designated specifically for instructional purposes. For example:

### **Electronic course reserves**

The UCSD Libraries offers online publishing of text materials at no cost at the library's website. See: <http://libraries.ucsd.edu/resources/course-reserves/index.html>

### **Digital Images & Audio Reserves**

The Libraries also offer online sites for display and download of audio and graphics files at their site at no cost. Information is at: <http://libraries.ucsd.edu/services/reserves.html>

### **Instructional Materials Services and Plans (IMSP)**

This group provides a wide variety of services to faculty and teaching assistants, including some website assistance. For more info: <http://coursematerials.ucsd.edu>

### **Instructional Web Development Center (IWDC)**

This service is run by Academic Computing Services, and offers free and low-cost web training, consultation, assistance, and web-hosting services for UCSD faculty members. See <http://iwdc.ucsd.edu> for more information. IWDC also provides access to WebCT and Blackboard course web site creation tools.

## **Other Resources**

A wealth of information is available to faculty on the departmental website (see the "Faculty" tab – Resources/Links for Faculty). Another resource is the campus business portal Blink: [www.blink.ucsd.edu](http://www.blink.ucsd.edu).

Some quick links that may be of interest to you include:

### **Departmental Website**

<http://sociology.ucsd.edu/>

### **UCSD Website**

<http://www.ucsd.edu>

### **University Faculty Handbook**

<http://www.ucop.edu/acadadv/acadpers/handbook/welcome.htm>

### **University Academic Personnel Manuals**

UC-wide <http://www.ucop.edu/acadadv/acadpers/apm/>

UCSD <http://academicaffairs.ucsd.edu/offices/apo/PPM.htm>

### **Academic Affairs Website**

<http://academicaffairs.ucsd.edu/>

### **Integrity of Scholarship**

<http://www-senate.ucsd.edu/AcademicIntegrity/AcademicIntegrity.htm>

### **Instructional Material Services**

<http://coursematerials.ucsd.edu/>

### **Grading Policy / Academic Regulations**

<http://www-senate.ucsd.edu/epg.htm>

### **Office of Contracts and Grants**

<http://ocqa2.ucsd.edu>

### **Human Research Protection Program (formerly Human Subjects Program)**

<http://irb.ucsd.edu/>

**UCSD Technology Transfer and Intellectual Property Services office**

<http://invent.ucsd.edu/>

**Benefits**

<http://atyourservice.ucop.edu>

**Academic Review Process**

<http://academicaffairs.ucsd.edu/offices/APO>

**Leaves of Absence**

<http://adminrecords.ucsd.edu/PPM/docs/230-10.html>

**UCSD Directory**

<http://blink.ucsd.edu/>

**UCSD Principles of Community**

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,385,00.html>

**Appendix A**  
**Department of Sociology Staff**  
**Areas of Responsibility**

9/30/10

<p><b>Stephanie Navrides</b>  <b>Department Business Officer</b></p>	<p><b>Katrina Koopman Richards</b>  <b>External Affairs Assistant</b></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  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  Faculty Benefits</p>	<p>Departmental Special Events  Colloquia  Web Site  Alumni Relations  Undergraduate Outreach  Publications/Brochures Graduate Program  Publications/Brochures Undergrad Program  Departmental Newsletter  Support for Graduate Job Placement  Assistant to the Chair</p>
<p><b>Shannon Goodison</b>  <b>Undergraduate Coordinator</b></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><b>Beverly Bernhardt</b>  <b>Asst Student Affairs Officer</b></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  Visiting Scholars  Visa/Immigration Issues for Faculty, Staff,  and Visiting Scholars  Administrative Support to the MSO</p>

<b>Manny dela Paz</b> <b>Graduate Coordinator</b>	<b>Susan Taniguchi</b> <b>Fiscal Assistant</b>
Graduate Affairs Graduate Advising Graduate Admissions Graduate Employment Graduate Student Annual Evaluations Graduate Handbook 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 Committee Meetings Graduate Program Review Weber Email List Maintenance - Grads (socgrad) Graduate Outreach Catalog Copy - Graduate Program Recruitment Visits Graduate Orientation UCSD Diversity Committee Dept Representative	Financial Management - Faculty Allowances & Start-Up Financial Transactions Entertainment Payment Authorizations Honorariums Journal Vouchers Travel Event Set-Up & Reimbursements Purchase Orders Equipment Equipment Checkout Equipment Ordering Facilities Maintenance Key Control Omni Lock Codes Timekeeping Copy Cards Photocopy Billing for Graduate Students
<b>Tanya Pohlson</b> <b>Fiscal Manager</b>	
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 Staff, Student Staff Recruitment Staff Benefits Staff HR Payroll (PPS) for Staff and Student Staff Payroll (PPS) for GSR's	
<b>SSCF</b>	
Computer Maintenance Computer Set-Up	

## Faculty Quarterly Administrative Check List

FA WI SP

### Week 1

- Print out the class rosters for your TAs (if applicable)
- Notify Beverly of your office hours if you haven't already done so
- Email Beverly a copy of your syllabus if you haven't already done so- indicate whether it can or cannot be posted on the website

### Week 5

- Submit your textbook adoption request to the UCSD Bookstore or Groundwork Books for next quarter
- Email your textbooks list for next quarter to Beverly if you need a desk copy, have a reader, or TAs
- Send Course Reserves request to UCSD library

### Week 8

- Submit a printing order for your syllabus for next quarter through Imprints.
- Email Beverly a copy of your syllabus- indicate whether it can or cannot be posted on the website
- Check your Enrollment numbers; notify Grad Coordinator if reader will be needed.

### Week 9

- Email Beverly your office hours for next quarter
- Submit a printing order for your Final Exam (with Buckley Waiver) through Imprints
- Encourage your students to fill out the online CAPE form

### Finals Week

- Turn in your key to SSB 101/414 to Beverly (if applicable)

### Week Following Finals Week

- Turn in Grade Sheets on Tuesday before 2pm
- Submit your graded final exams with Buckley Waivers to Beverly

## Faculty Annual Administrative Check List

- March-** Begin Spring Evaluations for Grad students
- June-** Email Summer Plans to Beverly
- July-** Email Katrina adds or changes to your individual faculty webpage
- Email Beverly any updates for the FACT Sheet
- August-** Email Beverly changes to personal contact information
- November-** Email your annual teaching schedule preferences to Shannon

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**A**

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Add/Drop · 3  
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**B**

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**C**

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