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## OFFICE STAFF

The History Department staff provides administrative and secretarial support for the faculty. The following briefly describes the responsibilities of each staff member.

**Department Administrator - Todd Anderson - Room 3211L - 263-1810 - email: [tganderson@wisc.edu](mailto:tganderson@wisc.edu)** - The Department Administrator provides professional administrative leadership for the department. Assuming delegated authority from the Department Chair to administer the day to day operations of the department and manage the academic and administrative responsibilities, fiscal operations, and provide administrative leadership. Is liaison between faculty, staff, and students and ensures that departmental needs are served and supported either directly or through delegation in the following areas: personnel supervision; guidance and direction of employees; instruction; governance issues; gift and grant administration; conducts departmental Donor Stewardship and faculty elections; strategic planning; budget management and forecasting; financial administration; personnel; classified staff recruitment, hiring, contracting, retention, merit, dismissal, etc.; record management; and the interpretation and implementation of policies and procedures.

**Director, Information Technology – John Persike, Room 4245 – 265-2871 – email: [jjpersike@wisc.edu](mailto:jjpersike@wisc.edu)** - The Director of Information Technology is responsible for all computing and informational needs of the Department. For regular maintenance and other computer problems Mike Burmeister will respond to those requests. The Director also does training on classroom technology, updates the department computing needs, and maintains all databases.

**Graduate Advisor - Leslie Abadie, Room 4219 - 263-1961 - email: [abadie@wisc.edu](mailto:abadie@wisc.edu)** - The graduate advisor assists students in the Graduate Program for the History Department. Leslie administers the MA and Ph.D. programs for the History Department. Involved with this is the certification of enrollment, certification and scheduling of the Masters Degree, the Preliminary Examination for the Doctoral program and the Ph.D. She also maintains the Graduate Student relay list and serves as a back-up for the History Faculty relay list. Leslie serves as ex-officio member of the Graduate Council. She prepares the monthly agendas and minutes for each Graduate Council meeting. In addition, Leslie prepares the Letters of Introduction to Foreign Archives for students doing research in foreign countries.

**Undergraduate Advisor – Scott Burkhardt, Room 3211A - 263-2800 - email: [stburkhardt@wisc.edu](mailto:stburkhardt@wisc.edu)** - Advises approximately 700 undergraduate History majors. Scott is responsible for meeting with prospective majors to discuss requirements, declare the major and review major requirements within the BS/BA degree in the College of Letters and Science. Students will also be assisted in planning their course schedule, interpreting their DARS report and charting their graduation time. Scott is also available for faculty members, TAs and other

departmental staff members to assist them in interpreting L&S policies, registration information and major requirements including Honors in the major. Appointments may be scheduled by calling the Undergraduate Assistant at 263-1800.

**Financial Specialist - Jana Valeo, Room 4213 - 263-1809 - email:**

**[jrvaleo@wisc.edu](mailto:jrvaleo@wisc.edu)** - Responsible for setting up and maintaining all accounting records in the Department. Interprets and facilitates purchasing and accounting policies. Approver of department e-reimbursements and site manager for the Purchasing Card. Responsible for issuing payments/purchasing for invoices and services for the Department and interpreting all rules and guidelines pertaining to accounting services within the University System. Coordinates honorariums and support payments granted by faculty/Department. Maintains internal billing for the Faculty for usage of the copier, fax machine, telephone and UPS. Interprets rules and guidelines. Assist Chair and Department Administrator with preparing the Department budget.

**Payroll and Benefits Coordinator - Jana Valeo, Room 4213 - 263-1809 -**

**email: [jrvaleo@wisc.edu](mailto:jrvaleo@wisc.edu)** - Coordinates the payroll and benefits needs of the Department and the Ratification of the Constitution Project. This includes answers salary and benefits questions for department, interprets Campus payroll and benefit policy, enters new appointments into the payroll system and coordinates the payroll funding for the department. Communicates with staff regarding information from Campus regarding payroll and benefits.

**Receptionist / Undergraduate Assistant – Melissa Sharafinski, Room 3211 -**

**263-1800 - email: [sharafinski@wisc.edu](mailto:sharafinski@wisc.edu)** - Serves as Receptionist for the History Department. Melissa Sharafinski's desk is located in the lobby of the departmental office. Melissa Sharafinski greets visitors and directs them to the proper offices, answers numerous inquiries about a large variety of subjects both in person and on the telephone and directs people to the correct source for further information. Also, acts as the assistant to undergraduate advisor, schedules appointment, handles 600 authorizations, faculty evaluations, auditors, and undergraduate bulletin boards. Purchases supplies & assists in UPS mailings. Responsible for laptop and projector check-out.

**Administrative Assistant – Nicole Hauge, Room 3211J – 263-1808 – email:**

**[nshauge@wisc.edu](mailto:nshauge@wisc.edu)** - Provides administrative support to the Department Chair. Assists in processing confidential History Department recruitment materials for Faculty and Academic Lecturers; assists in processing faculty review, promotion, and award nomination information; arranges meetings. Coordinates and creates Faculty Department events and functions, processes faculty and visitor visas; maintains departmental and Executive Committee meeting minutes, maintains departmental directories, faculty personnel files, key inventory, department calendar and committee listings. Departmental Space and Maintenance Coordinator.

**Graduate Admissions/Funding Coordinator/Timetable Representative - Jane Williams, Room 4217 - 263-1962 - email: jrwillia@wisc.edu -**

Responsible for processing all admission applications to History's graduate program. Supplies potential applicants with materials and information as requested. Prepares new student files. Distributes, collects, and initiates processing applications for graduate student fellowships and awards available through the History Department, University, and outside agencies. Works closely with other staff members, Department Administrator, L&S administration, and the Graduate School Fellowships Office on matters pertaining to accounts used for fellowship purposes, eligibility/status of individual graduate students applying for or receiving aid, incoming graduate students requesting funding and payment and benefits for graduate students. Ex-officio member of the Fellowships and Scholarships Committee. As the Timetable Representative, prepares fall, spring and summer timetables.

**IT Support - Mike Burmeister - Room 4245 - 262-8463 - email:**

**mrburmeister@wisc.edu** - Mike is responsible for responding to Computer Tech Work Order Card requests. He is also responsible for creating, editing, and distributing the annual History Department Newsletter as well as website updates and maintaining the online events calendar.

**Assistant to the Graduate Program – Marlina Polk McGiveron - Room 4216 - 263-1960 - email: polkmcgivero@wisc.edu –**

Provides administrative support to the Graduate Program. Assists the Graduate Coordinator, arranges workshops, and other events for the graduate students including TA orientation and workshops. Assists the Graduate Admissions administrator, opens mail, create files and answers questions on phone, in person and by email.

**Career Connections Advisor – Lindsay Williamson – Room 3211F – 263-1838 – email: lbwilliamson@wisc.edu -**

Lindsay is a career advisor working with the Historical Humanities Cluster students (Art History; Classics; History; History of Science, Medicine & Technology; Jewish Studies; and Religious Studies). A primary focus of Lindsay's is to help students seeking internships and jobs market themselves to employers by putting an emphasis on - and effectively translating - the skills they have learned in their liberal arts coursework at UW-Madison.

More specifically, Lindsay assists students on professional development skills such as: writing and editing resumes and cover letters; preparing students for interviews via mock interviews; and assists students in navigating the job search and building a professional network. Lindsay also provides academic advising as needed.

## WHO DOES WHAT

### WHO DOES WHAT (BY TOPIC)

Add/Drop Course Forms

Undergraduate – Scott Burkhardt  
Graduate – Leslie Abadie

Admission to History Graduate Program - Jane Williams

Benefit Coordinator - Jana Valeo

Budgets - TBA, Jana Valeo

Budget Committee Support – TBA

Career Advising (Undergraduate) – Lindsay Williamson

Chair's correspondence, appointments – Nicole Hauge

Classroom assignments - Jane Williams

Classroom change requests - Jane Williams

Computer Information – John Persike

Course Proposals - DGS & DUGS/ Nicole Hauge

Course Registration Authorization (Undergrad & Auditors) – Melissa Sharafinski

Course Registration Authorization (Graduate) – Leslie Abadie

Department Meetings (Agenda/Minutes) - Nicole Hauge

Directories - Nicole Hauge (Professional Directory)

Elections - Todd Anderson

Equipment checkout reservations (A/V, Laptop, Projector) – Melissa Sharafinski

Event Planning and P.R. – Nicole Hauge

Exams (copying) – Melissa Sharafinski, Nicole Hauge, Todd Anderson

Faculty Biographies - Nicole Hauge

Faculty Council meeting notices – Chair, Todd Anderson, Nicole Hauge

Fellowships and Awards for Graduate Students (information and applications) – Jane Williams/ Marlina Polk McGiveron

Faculty Review, Promotion, & Award Nomination Support - Nicole Hauge

Final Grade Lists – Melissa Sharafinski

Financial Transactions - Jana Valeo

Graders/Readers (information and applications) – Leslie Abadie

Grade changes – Leslie Abadie (Graduate), Scott Burkhardt (Undergraduate)

Graduate Council (agenda & minutes) – Marlina Polk McGiveron

Humanities Building Manager - Patrick Coughlin (Music Dept.)

Job Placement for Ph.Ds – Leslie Abadie

Letters of Introduction to Foreign Archives – Leslie Abadie

Map Library - Receptionist/Students

Office Assignments - Nicole Hauge

Office hours (faculty & lecturers) – Melissa Sharafinski

Office hours (TA) – Marlina Polk McGiveron

Office supplies - Melissa Sharafinski

Payroll - Jana Valeo

Prelims - Leslie Abadie

Project Assistants (regulations) – Leslie Abadie

Registration Inquiries –  
Scott Burkhardt & Melissa Sharafinski – Undergrad  
Leslie Abadie/Jane Williams - Grad

Research Assistants (regulations) –Leslie Abadie

Room reservations (Seminar room, Curti Lounge & Conf. Room) – Melissa Sharafinski, Nicole Hauge

Search Committee Support (Faculty Recruitment) - Nicole Hauge

Space Issues – Nicole Hauge

Student Advising - Leslie Abadie (Graduate), Scott Burkhardt (Undergraduate)

Supplies and Expense accounting – Jana Valeo/ Todd Anderson

Technology (Computer) – John Persike

Textbook orders - Jana Valeo

Timetable course listings:

Jane Williams - Fall, Spring, and Summer

Jana Valeo - Summer Budget

Teaching Assistants (all areas) – Leslie Abadie

Travel reimbursements – Jana Valeo

Trust Funds/Foundation Accounts – Todd Anderson

WWW – John Persike / Mike Burmeister



## OFFICE PROCEDURES

### ABSENT FROM CAMPUS

Dean's office has delegated to department chairs authority to approve absences of less than two weeks. Thus any request to be away from campus for less than two weeks will not be sent up to L&S but will be approved by the Chair and maintained in the Administrative Assistant's office. For any absence of more than two weeks the form must be forwarded to Dean's Office for approval, usually with some written justification or explanation. Approved absences also protect the individual's claim to worker's compensation coverage in the event of injury while away from Madison. Faculty can obtain absent forms from Nicole Hauge. After completing the form, place it in **Nicole Hauge's** mailbox for approval by the Chair.

### AUDIOVISUAL

The Department of History has available slide projectors, overhead projectors, DVD/VCR Combos with TV, and a film projector. We also have several laptop computers and digital projectors. Equipment must be reserved in advance. Equipment reservations can be made by contacting **Melissa Sharafinski** at 263-1800, room 3211 Humanities, Monday through Friday from 7:45 – 4:30. When an individual is ready to check out the audiovisual equipment, they must sign the equipment out by filling out the check out form in room 3211. If you are teaching in another campus building, i.e. Van Vleck, Ingraham Hall, please contact L&S Learning Support Services at 262-1408. If equipment is required after normal working hours, contact **Melissa Sharafinski** to make arrangements for access. The History Department will maintain all equipment - ordering bulbs, cleaning, changing bulbs, etc. If you have problems with the equipment, let Melissa know immediately. A substitute piece of AV equipment will be provided, if available.

L&S's Learning Support Services (LSS) has videos for use by faculty. To reserve videos from LSS, you must call 262-1678 (LSS A-V Pool) and tell them you would like to reserve a video. Please provide the following information: Title, LSS call number, date and time needed, and instructor's name. They will not process your request without all of this information. You may pick up the video on the needed day/time in room 275 Van Hise. You may check them out for 24 hours.

To reserve films/videos from the Instructional Media Center (IMC), you must call 263-4751 (Reference Desk at the Instructional Media Center) and tell them you would like to check out a video/film. You will need at least the title of the video or film. IMC treats AV orders like books; you may check them out for 4 weeks but they are subject to a 2-week recall.

There is no charge for LSS or IMC videos and films, so you need not inform the Department about these arrangements.

## **BULLETIN BOARDS**

There are a few specialized bulletin boards in the building for the Department. There are two designated for notices of special interest to faculty--one outside Nicole Hauge's Office and another is in the History Department office lobby. A third bulletin board in the lobby provides information on Undergraduate Program topics. The bulletin boards in the History Department office inner hallway provide information on the administrative forms, current openings, and staff issues. A directory of the location of History Department spaces, faculty and TA office hours is maintained on the bulletin board outside the History Department office door near the third floor elevator. The bulletin board located near the Graduate Advisor's office provides information for graduates. The bulletin boards located in the northeast stairwell provide both general campus and departmental information. There are bulletin boards for TA and fellowship information on the fourth floor outside the Graduate Advisors' and the Fellowship/Scholarship Administrator's office.

## **CAMPUS / NET I.D.**

Campus / Net IDs are required for an email address to be issued to you. Check with **Jana Valeo** to make sure you are on payroll and entered in the system. Once you have been entered into the system you may go to Union South and obtain a campus ID. This card will enable you to use campus libraries, recreational centers, social centers and other university facilities.

## **CLASSROOMS**

If you need to arrange for the use of a classroom see **Jane Williams**, Rm. 4217.

## **COMPUTER SUPPORT**

The faculty/TA computer lab is in room 4255. **Melissa Sharafinski** (Room 3211) can provide access to the computer lab. Currently the department has four workstations (3 PC and 1 Mac), document scanners, slide scanner, and a color ink jet printer.

The Department has student workers to help troubleshoot computer problems. The students can handle basic hardware and software problems. If you have computer problems please fill out a "**Computer Tech Work Order**" card located in the Computer Tech mailbox (room 3211). Work order cards are collected several times daily.

There are two primary sources of computer training available to faculty and staff. DoIT offers a wide variety of courses on a fee basis, along with several free workshops; for a schedule of their courses visit the following website – <http://www.wisc.edu/pte>. Funding authorization is required for courses for which DoIT charges. Cost can be paid out of individual faculty accounts. The Letters & Science Learning Support Services (LSS) offers regular courses on instructional technology. For information visit the following website – <http://polyglot.lss.wisc.edu/lss>.

If you need immediate assistance with MyUW, Learn@UW, email, or software, call the DoIT helpline at 264-4357 and <http://helpdesk.doit.wisc.edu/>, DoIT also provides a Walk-In Help Desk and Sales Demonstration Center located at 1210 W. Dayton.

For hardware/software purchases please consult with **John Persike**, 4245 Humanities, 265-2871, [jjpersike@wisc.edu](mailto:jjpersike@wisc.edu).

## CONFERENCE ROOM

The Department has a Conference Room, room 3211C, located in the Department of History offices. The Conference Room can be used for faculty meetings and conferences. It should not be used as a seminar room or make up exam room. Contact **Melissa Sharafinski** to reserve the Conference Room.

## CORRESPONDENCE & EMAIL

The Department uses email as an alternative to paper memos, minutes, and other internal correspondence. Department meeting agenda and minutes will be distributed by both email and hardcopy. Faculty or staff members can send a message to all Department faculty and staff by simply addressing it to [historydept@lists.services.wisc.edu](mailto:historydept@lists.services.wisc.edu). Any messages sent to this (wholly private) “list” by subscribers to the list will automatically be distributed to all faculty, staff, and lecturers who are subscribers to the list.

In addition you can send a message to all graduate students who are on a separate “list.” Sending messages to all graduate students with email is limited to faculty and some staff members. Graduate students should report to room 140 Memorial Library to set up their email account.

## CURTI LOUNGE

The Curti Lounge, room 5233/5243, is for Department meetings, conferences, job talks, etc. **It should not be used as a classroom.** For policy regarding space usage, or for accessibility and accommodation problems, please see **Todd Anderson**. To reserve the Curti, please sign up with **Melissa Sharafinski**.

## DEPARTMENTAL COPY MACHINES

The Department has two copy machines. All faculty and staff members will be provided with their own copy code. TA's will use the code assigned to their faculty member. The codes can be obtained from **Melissa Sharafinski**. Though there is currently no set limit on number of copies that can be made under each code, the Department Administrator will check usage monthly.

The preferred method to obtain copies is to leave the documents to be photocopied in the appropriate mailbox in the History Department Office lobby. Attach a transmittal form with the number of copies, fund to be charged, date needed, etc. Depending on the date needed, the material will be either copied by a Student Worker or sent to the L&S Copy Center. When completed, copy work will be returned to faculty mailboxes or offices. The Department will make every effort to meet the date-needed requirement. If you have a photocopy emergency, contact **Melissa Sharafinski**.

All express copying requests going to the Humanities Copy Center must be reviewed and approved by Melissa Sharafinski – this includes faculty copy requests. The Department pays for copying instructional materials (syllabi, exams, book lists, reading lists, etc.). (THE DEPARTMENT WILL NOT PHOTOCOPY COMPLETE BOOKS IN COMPLIANCE WITH COPYRIGHT LAWS.) If you wish to copy at least 1/3 or more of the book, these requests must be approved by the Dean's Office prior to submitting the request. The Department pays for one photocopy only of manuscript, article, review etc. sent for publication or review.

## EQUIPMENT, INSURANCE COVERAGE

The State of Wisconsin self-insures University property under an all-risk program, including theft. This program includes a variable theft deductible of \$250/occurrence when there are visible signs of forced removal (as verified by UW Police and Security) and \$1,000 per occurrence in the absence of any such evidence (doors simply left unlocked). Forced removal can take the form of cut cables left at the scene, broken windows, or signs of force to the door or door-jam, to name a few. Because coverage is based on actual cash value (replacement cost at the time of loss less depreciation), the deductible is not the only cost the Department must absorb at the time of a loss. In the case of computer equipment, claims are determined on replacement cost, less depreciation based on a straight 5-year basis (maximum 50%). For example, if a 2-year old computer with a replacement cost of \$3500 is stolen but there is no sign of forced removal, insurance covers only \$1100 (\$3500-\$1400 depreciation-\$1,000 [deductible]).

The Dean's office advances funds to expedite purchase of replacement equipment should there be delays in obtaining insurance funding, and will

consider, if the Department requests it, applying the ultimate cost over insurance reimbursement against the Department's capital request allocations.

## EXAMS

To assure restricted access and confidentiality, **Course Examinations** should be placed in the mailbox of **Melissa Sharafinski** for photocopying. The Department retains typed and photocopied exams in the filing cabinet across from **Todd Anderson's** office until the professor or TA retrieves them.

Make arrangements for a space through **Melissa Sharafinski** for make-up exams.

## EXPENDITURE ACCOUNTS

The Department has numerous expenditure accounts. These accounts vary widely in scope and purpose, from funds attached to a particular named chair, to general or highly specific faculty scholarship funds, to discretionary funds. The source of funds can be an UW Foundation account, a specific grant such as the Hilldale, or other funding sources. When an expenditure account is established, specific guidelines are provided on how the money can be spent. For example, one account might specify that the funds can be used only to cover research costs, while another might state that the funds can be used to cover salaries and expenses costs. There are a wide variety of expenditure accounts.

101 Account – This is the Departments General Operating Funds.

104 Account – These are general research funds not specified.

136 Accounts--These are income and expenditure accounts that are related to a project that earns income.

133 Accounts--These are the standard University expenditure accounts for disbursement of money. They can be established for an indefinite or finite period of time. Funds for 133 accounts can come from the UW Foundation, outside grants from private granting institutions, or other funding sources.

135 Accounts--These are expenditure accounts whose source of funding is the Graduate School. They do not earn interest and are usually for a finite period of time. A designated faculty member specifies the majority of these accounts for use.

144 Accounts--These are expenditure accounts established with federal/State or other governmental funds.

150 Accounts – These are accounts set up by the Dean’s Office for special expenditures, i.e. start-up packages for incoming faculty, capital.

161 & 162 Accounts – These are expenditure accounts established from trust funds and usually used for scholarships, fellowships and student grants.

## **FAX (FACSIMILE) MESSAGES**

Faculty and staff should place Faxes to be sent in the Outgoing Fax box in the History Department Office lobby. Faxes are transmitted throughout the day. If you need to send a fax immediately, see **Melissa Sharafinski**. For personal faxes, the Department charges \$3.00 for pages 1-3, \$6.00 for pages 4-6, etc. for any faxes sent outside the United States. The Department charges \$1.00 for pages 1-3, \$2.00 for pages 4-6, etc. for any faxes sent inside the United States.

## **FLEET CARS**

If you have occasion to use a University Fleet Car for course work (field trip, etc.) see **Jana Valeo** several weeks before it is needed (if possible) to reserve a car. They are in very high demand. If you are going to use a van, you must complete a driver-training course. Car use is expensive, so please talk to **Todd Anderson** before assuming that the Department will cover the costs.

## **FOUNDATION**

The University of Wisconsin Foundation holds a wide variety of funds for the History Department. There are strict guidelines on how these funds can be spent. Whenever possible, UW Foundation funds are transferred to an expenditure account (133) for subsequent expenditure. All requests for transfer of funds require the Principal Investigator’s approval. This can be the chair or the professor who has control of the funds. All requests to transfer UW Foundation funds or to pay a bill require an endorsement from the Dean’s office.

Gifts coming to the university through the UW Foundation are made with thoughtful care and with great love for this institution. We all have the responsibility to cooperate with the Foundation in the solicitation of the gifts and to provide good stewardship of the gifts once received. By adhering to the policies and procedures set forth in this memorandum we will continue to benefit from this partnership for many years to come.

Please see **Todd Anderson** for policies and procedures regarding these funds, fund transfer and all other information regarding these funds.

## **GRADUATE STUDENT LOUNGE**

There is a lounge for graduate students in room 4265. The Graduate History Association maintains the lounge. All grad students are eligible for a key (with a \$20 deposit)

## **HOURS, HISTORY DEPARTMENT OFFICE**

The Department office in 3211 Humanities opens each day at 7:45 a.m. and closes at 4:30 p.m .

## **HOURS, HUMANITIES BUILDING**

The Humanities Building is open to the general public from 7:00 a.m. to 4:30 p.m. Monday through Friday. For all students, faculty, and staff the building opens each day at 6:00 a.m. and closes at 10:00 p.m.

## **KEYS**

**Nicole Hauge** distributes keys to all faculty and conference room offices. TAs, PAs, and dissertators are assessed a deposit fee of \$20.00 when provided an office key by **Nicole Hauge** in Room 3211J. A Key Issue Form will need to be signed and on file before a key will be issued. When you return the key to **Nicole**, your deposit will be returned to you via the Bursar's office. A master key for offices is maintained at the front desk. Faculty office keys also open restrooms, the Curti Lounge, and seminar rooms.

## **MAILBOXES**

Mailboxes for faculty, lecturers, visiting professors, and graduate students are located on the fourth and fifth floors in the northeast corner of the Humanities Building. Mailboxes for the Chair, Associate Chair, Director of Graduate Studies, and staff are located in the lobby of the History Department offices.

## **MAIL, EXPRESS**

The University has a contract with UPS. However, faculty can use express mail entirely at their **OWN** expense, but they may charge express mail to their available funds for personal use if allowed. The Department will not pay for express mail under any condition, even if one is sending a manuscript to a publisher or offers to pay the difference between the express charge and first-class. When faculty send an item by express mail, **Melissa Sharafinski** fills out the forms and calls Federal Express or UPS for pick up. Please supply all the information needed to ship the package, including the recipient's telephone number.

## **MAIL, FORWARDING**

When faculty are on leave and away from Madison, the office will forward first-class mail monthly at Department expense; the cost prohibits forwarding other mail (campus mail, memos, newspapers, books, packages, etc.) This is NOT an indefinite service. If you will be out of the area for more than a year, please file a change of address with the Post Office.

Be sure to leave your forwarding address and telephone number with **Melissa Sharafinski** and/or **Nicole Hauge**.

## **MAP LIBRARY**

The Easum Map Library is housed in Room 4257. **Melissa Sharafinski** oversees its daily operations.

## **NO SMOKING POLICY**

Please note: University regulations have declared the entire Humanities Building a "Smoke-Free" zone. The designated smoking areas are outside at least 25 feet from entrances and exits.

## **OFFICE ASSIGNMENTS**

Office assignments for faculty, lecturers, and visitors are made by **Nicole Hauge** and are made based upon the availability of offices, the needs of the Department, and State and University guidelines for office assignment.

**Leslie Abadie** assigns TA offices at the beginning of each semester. Requests for specific office assignment by TAs are honored whenever possible.

## **OFFICE SUPPLIES**

The Department will continue to provide general office supplies for teaching and professional activities related to the Department. Supply Order Forms are available at the front desk. Please complete this form when you request supplies and return it to the **Student Worker's** mailbox. Your order will be filled and returned to you within 2 days. This will enable **Jana Valeo** and **Todd Anderson** to track the Department S&E accounts in an efficient manner.

## **OVERTIME**

Classified staff members may not work overtime without prior approval from **Todd Anderson**

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## **PARKING**

Campus parking policies are established by the Parking and Transportation Board, composed of elected faculty members and other members appointed by the Chancellor. Since availability of parking spaces is limited, administration of these policies is difficult and complicated. Instructions are sent to employees and departments in the spring for the following year (9/1 - 8/31). The application process is now online. Please pay attention to details. L&S establishes a priority list, determined largely on the basis of age, with some adjustment for rank (faculty), salary (academic staff), or pay range (classified). Special adjustments to this list may also be made occasionally based on serious and continuing physical disability or a recurrent substantial need for use of a car in connection with job responsibilities. The L&S list is merged with other campus lists, and the Office of Transportation Services determines ultimate assignment of parking spaces.

Staff members who will be on a leave of absence and who wish a parking reassignment upon return from leave must notify the Office of Transportation Services. They must advise them regarding the leave period before the leave and request that their parking assignments be placed in leave status.

## **PHOTOCOPYING & SCANNING COURSE WORK**

Please give the office your syllabi and course descriptions as soon as possible (preferably 2-3 weeks before the semester begins). Submitting your syllabi early enable students to know course requirements in advance allows ample time to photocopy the desired number of copies, and allows syllabi to be placed on the Department's website.

## **POSTAL PROCEDURES**

The Department routinely pays the postal costs of business and professional correspondence; it does not cover personal correspondence. The sender's last name or initials must appear on the return address of all letters and packages or they will not be mailed. The Department mails all packages, at the least expensive rate unless otherwise approved by **Todd Anderson**.

Manuscripts sent to publishers (including overseas publishers) go at first-class or priority rate. All other packages (reprints, manuscripts to readers, reviews, etc.) go fourth-class. The Department will mail such material first-class or airmail it for professors willing to pay the difference between rates.

The building's mail clerk picks up the mail twice each day at 12:00 and 2:30. Stamps are available for purchase from **Todd Anderson**.

Department mailing privileges cannot be used for personal mail.

## **PRINTING, EXTERNAL**

The State of Wisconsin Administrative Code, which applies to all state agencies (including the University), prohibits faculty from contracting for printing with any commercial business outside the University. Anyone who does so without following the procedures below may be held personally responsible for the bill, and, in such cases the Department can offer no support.

All external-printing contracts at UW-Madison must be authorized by University Publications (UP). If you cannot get the product you want through internal printing facilities, UP will secure a vendor to produce it. If a State contract or local service contract cannot meet your specifications, UP will bid the job out to meet your production requirements and deadline. You should address any questions about external printing to them at 262-0948.

## **RETENTION & DISPOSITION OF STUDENT RECORDS**

The Archives and Records Management Manual recommends the following minimum retention times for course related material:

Grade Books (Faculty records of grades given in whatever form maintained): 5 years.

If you do not return final exams (or an assignment given in lieu of a final exam) to students: 1 year.

Other course assignments: you have no obligation to keep them.

## **REPAIRS, DEPARTMENTAL POLICY ON**

For any repairs to computer equipment fill out a Computer Tech Work Order and place in the Computer Tech mailbox (3211).

**Nicole Hauge** handles all requests for office or classroom repairs (lights, heat, etc.).

## **RESEARCH AND TEACHING SUPPORT AND AWARDS DEADLINES**

**Graduate School Research Grants:** Submit your application to the Graduate School in September (actual date will be published by the Department.) For more detailed information see the forms and explanation circulated by the

Graduate School at the end of August. For more explanation and procedures, see **Nicole Hauge**.

**Sabbatical Leaves:** "The purpose of the sabbatical leave is to enable faculty members who have completed six or more years of full-time UW System instructional service, release time to engage in intensive study to enhance teaching, course and curriculum development, or conduct research or any other scholarly activities related to instructional programs within the field of expertise of the faculty member. For more explanation and procedures, see **Nicole Hauge**.

**Undergraduate Teaching Improvement Grants (UTIG):** UTIGs are collaborative projects on undergraduate teaching. For more information see **Nicole Hauge**.

**Faculty Development Grants:** "The purpose of faculty development grants is to give faculty members released time to add to their competencies, either through acquiring new competencies within their principle fields or through work in a related field." Proposals are usually due in late October. For more information and procedures, see **Nicole Hauge**.

**Research Service Grants:** "The purpose of the Faculty Research Service Grant Program is to supplement the research opportunities available to untenured faculty who have given unusually large amounts of time and effort to University service outside their own departments. The program provides summer salary support for the grantees to pursue worthy research projects." For further information and procedures, see **Nicole Hauge**.

**Undergraduate Initiative Funding:** Funds are available to help support capstone courses (in the past the funding has been \$1,000). Proposals are due one year in advance. We will circulate information when it is available.

**Anonymous Trust Fund:** Funds are available "to strengthen and enlarge the cultural and artistic undertakings of the University" and for projects of a non-recurring nature such as speakers, conferences, etc. Applications can be made at any time to the Dean of the College, but at least six weeks before the scheduled event.

**Brittingham Fund:** this fund is for speakers, conferences, or activities other than faculty research, travel, or those normally funded by granting agencies. Requests are not to exceed \$15,000. Proposals are due in the L&S Dean's office in June if the past is a good guide.

## RESERVE READINGS

The college library at Helen C. White Hall handles reserve materials for undergraduate courses. To reserve material contact the Reserve Room, 236 Memorial Library, 262-3192.

To place readings on reserve at the Wisconsin State Historical Society, for American History undergraduates and graduates, contact the second-floor Circulation Desk, 264-6534.

## **SEMINAR ROOMS**

When the seminar rooms, 5245, 5255, and 5257, are not scheduled for classroom use, they may be reserved by signing up for them a week in advance at the front desk.

## **SOFTWARE ACQUISITION**

The University has license agreements with various companies. To browse agreements and software titles – <http://www.doit.wisc.edu/license>. Additional software is the responsibility of the individual faculty member (either through grant funds or personal purchases). A wide variety of software is available through DoIT often at extremely favorable prices; some of which may only be purchased with funds administered through the University. To browse available software see <http://techstore.doit.wisc.edu>.

## **STUDENT COURSEWORK, EXAMS, PAPERS**

In accordance with the "Buckley Amendment" to the Family Education Rights and Privacy Act of 1974 (FERPA), **faculty or TAs may not leave graded exams or papers in a publicly accessible area such as the History Department Office lobby or hallways, or outside their offices.** Faculty should arrange for TA(s) to return student materials and/or provide another pickup point for materials; graded papers or exams left in the Department Office will be returned to the professor. The Department of History staff offices cannot be used for students to drop off papers for faculty or TAs.

## **STUDENT WORKERS**

The Department's limited student hourly budget is used for student assistants for the main History Office. The Department cannot fund student hourly help for individual faculty members.

## **SUPPLY & EXPENDITURE (S&E) COSTS**

With the funds provided, the Department will cover the S&E administrative and instructional costs for copying, supplies, and services. Specific exceptions are noted in this manual.

## TELEPHONES

### Dialing Information

Campus, State, City, and County Agency Calls: Any number beginning with 262, 263, 264, 265, 266, 267, and 890 (except for Madison General Hospital) are Centrex numbers and can be dialed from a Centrex phone by simply dialing the last **five** digits. You must dial a star (\*) before dialing any three-digit Centrex feature code, such as 116 for call forward variable, 111 for call pickup, and 124 for automatic callback

Local Calls: Dial "9" to get off campus, then proceed with seven digits. Many of the surrounding communities are considered "local calls", so please consult your city directory.

Long Distance Calls: dial "8", Area Code + complete telephone number. If you do not dial "8", you will be charged the regular telephone rate and not the State rate.

CHANGE IN LONG DISTANCE CALLS WITHIN AREA CODE 608: Dial **608** and the **seven-digit number**

"800" numbers: Dial 9+1+ 800 + complete number

Personal long distance telephone calls are not allowed from State telephone numbers.

### Billing Information

The Department will pay telephone costs incurred on faculty search committee business. At the outset of each search, the Department Chair will give the committee chair a telephone budget, and in all cases the Department Chair must pre-approve all international calls. **Jana Valeo** bills faculty for long distance telephone charges, and the faculty may pay by drawing on their Departmental S&E share, transferring funds from a research account, or providing a personal check.

## TEXTBOOK REQUESTS

Faculty are responsible for ordering their own textbooks via the "My UW" page.

## TRAVEL, FACULTY

### Travel to Conferences

Faculty giving or commenting on papers at professional meetings may receive conference travel support from the Department for one meeting every second year. Faculty must apply directly to the Department Chair, providing proof of their participation in a conference session, and may request department funds for such expenses as transportation, lodging, and meals. Support will not be given to those who only chair sessions or take part in panel discussions. To be eligible for Department support, an individual must have first applied to the Graduate School and been turned down or be ineligible to receive Graduate School conference travel funds. At the Chair's discretion, the Department may reimburse part or all of the travel costs. Reimbursement will be for persons attending scholarly meetings on Departmental (not outside professional) business such as serving on a search committee.

### E-Reimbursements

**Jana Valeo** approves the department's e-Reimbursement requests. It is up to the employee to enter any request for reimbursement (travel or non-travel) through the e-Reimbursement system.

E-Reimbursement training is offered through the Office of Human Resource Development website: <http://www.ohrd.wisc.edu/> My UW also has an on-line tutorial if you are not able to attend a hands-on training.

Once you have submitted an e-Reimbursement, please bring all of your original receipts to **Jana Valeo** for approval of your reimbursement request. Jana will either approve or send back your request for revision (with revision notes). Once Jana has approved your request, it goes to L&S for auditing. After it is approved in L&S, you will receive your reimbursement within 3-5 business days. The reimbursement will get direct deposited into the same account in which your payroll check goes. If you are a non-employee, Jana will process the e-Reimbursement for you, and the check will be sent to your home address.

Receipt requirements for all expenses can be found at:  
<http://www.bussvc.wisc.edu/acct/policy/travel/receipt.html>

More information regarding travel and e-Reimbursement can be found at:  
<http://www.bussvc.wisc.edu/acct/TEWeb/index.html>

## **TRUST FUNDS**

The Department currently has over 50 active Trust Fund Accounts. These accounts vary widely in scope and purpose, from funds attached to a particular named chair, to general or highly specific scholarship funds, to discretionary funds. The majority of the Department Trust Funds are for graduate fellowships, which are managed by the Fellowships and Scholarships Committee.

## UNIVERSITY RESEARCH ACCOUNTS, USE OF

The State has strict regulations and procedures for purchasing books, equipment, and supplies with University accounts, including individual research funds. Please consult with **Jana Valeo** or **Todd Anderson** before purchasing anything with University accounts. **Jana Valeo** will prepare your requisitions and process them through the proper channels, avoiding costly and time-consuming delays. You should not purchase anything personally and request to be reimbursed.

## WATER

Water cooler is located in 3211L. The Water Club is \$2.00 a month. Please pay **Todd Anderson** or **Jana Valeo**.

## WWW

The History Department maintains a web site (<http://history.wisc.edu>) containing faculty, staff, and teaching assistant directories; program requirements, both undergraduate and graduate; course offerings; and other relevant information.

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