

DEPARTMENT OF ENGLISH  
Northern Illinois University  
August 2016

**DEPARTMENTAL OFFICE INFORMATION**

= **English Department Administrative Staff**

Kathleen Renk, Chair (RH 216B 753-0615)  
Angie Dybas, Office Administrator (RH 216A 753-0612)  
Jessica Reyman, Director of Graduate Studies (RH 215A 753-6602)  
Stephanie Roach, Office Support Specialist for Graduate Studies (RH 215C 753-1608)  
Brad Peters, Director of Undergraduate Studies (RH 214B 753-6601)  
Jodi Long, Office Support Specialist for Undergraduate Studies (RH 214 753-1606)  
Judy Pokorny, Teacher Cert. Advisor and Assistant to Director of Undergraduate Studies (RH 214A 753-6609)  
Michael Day, Director of First-Year Composition (RH 215B 753-6603)  
Maribel Montelongo, Office Support Spec. First-Year Comp. (RH 215 753-1607)  
Ellen Franklin, Assistant to Director of First-Year Composition (RH 326 753-6628)  
Eric Hoffman, Coordinator, Networked Writing & Research (RH 308 753-0625)

= **Department Office Hours**

During the fall and spring semesters, the English department main office (Reavis Hall 214-215) is open 8:00 a.m. to 4:30 p.m. Office staff vary their lunch hours between 11:30 and 2:00. During summer semester, the hours are 7:30 a.m. to 5:30 p.m. Monday-Friday (closed for lunch 12:00-1:00).

= **Duplicating, Photocopying, and Faxing**

Only English department office personnel may operate the Risograph (duplicator), the photocopier, or the fax machine. Generally, duplicating and photocopying requests can be handled within 24 hours. Send requests via e-mail to [englishcopy@niu.edu](mailto:englishcopy@niu.edu). **However**, if the copying must be sent out of the department, plan on 48 hours. **Rule of Thumb:** If you have more original pages than copies or are requesting a large document, it is more cost-effective for the department to send it to Document Services.

All duplicating and photocopying requests must have a request form attached. They are on the credenza in the main office. Please fill them out completely, **including** copyright information whenever you are using material that is copyrighted. The office staff reserves the right to not complete the work if the form is filled out improperly. If you have any questions, please to one of the secretarial staff.

**\*\* If you have an emergency duplicating request, talk to Angie (or one of the other office staff if she is not available). DO NOT give it to one of the student workers.**

**\*\* DO NOT walk into the work room and try to do something for yourself or ask our student workers to do it for you.**

Exams and quizzes should be brought to and picked up from Angie's office. There is a black tray on the bookshelf just inside her office. Place them (and pick them up from) there.

**Faxing:** We do have a fax machine (815-753-0606), and you may receive or send business-related faxes. Please bring all material to be faxed to Angie, if possible. If she is not available, bring it to one of the other office staff members. **DO NOT** ask your students to fax their papers without clearing it with office staff.

**Drop Box:** Students may drop off papers when the office is closed by marking their papers clearly with their teacher's name and the course/section number, then putting them through the mail slot in the door of RH 214.

### **Mail**

All outgoing mail should be in RH 215 by 10:30 a.m. All mail requiring postage must have your name and the Department of English in the return address area. If an NIU street address is required, use 180 West Stadium Drive.

Mail may be picked up in the English office during regular office hours only. Mail is generally put into mailboxes between 11:30 a.m. and 12:30 p.m.

**Important:** Please inform correspondents of your complete address; the **department name** is much more important than your office number. All mail sorting is done by department.

Do not use the department or the university as your personal post office. Packages and mail that are not work-related should be received at your place of residence.

### **No smoking permitted on campus**

### **Security**

Keep your office doors locked at all times when the office is not occupied. Do not leave purses, keys, wallets, etc., where they can be easily picked up. Items have been stolen in the past. If office doors are found open with no one inside, the doors will be closed and locked.

Your office key will open that building. If you unlock an outside door, lock it again, and make certain the door has closed securely behind you. If your office is in Zulauf, and you need to get into Reavis Hall after hours, let Angie know, and she will assign a key.

### **Transportation Requests and Travel Vouchers**

All personnel planning to attend professional meetings during the academic year should complete a **Request for Supplemental Support for Professional Travel** form, which will be e-mailed to faculty early in the fall semester. Return it to Angie. It is important that these requests be submitted early, so that the Chair can plan the travel budget. No travel expenses can be paid without submission of this form. This is used to request additional funds from the College of Liberal Arts and Sciences and/or the Graduate School. If you are invited after the travel deadline to attend a conference, please complete the request and submit it to Angie. She will, in consultation with the Chair, determine if funds are available.

If you will be missing any class time or other regular duties while you travel, please complete a **Request for Authorization to Travel and/or Absence from Regular Duties**, available from Angie.

If you intend to use a university car, **Request for Transportation** form must be completed and submitted to Angie. Please try to submit these requests *at least two weeks* in advance.

When travel is completed, a **travel voucher** must be completed (in detail) and all *original* receipts attached. The more receipts you can provide, the better. If you are missing a receipt, see Angie for a form to be completed and notarized. Travel vouchers are available at <http://www.finfacil.niu.edu/PeopleSoft/Forms/FSForms.htm#ACCFORMS>. **Each date that you are gone, and the expenses for that date, must be listed on the voucher, not just one grand total.** Currently, gas mileage is being reimbursed at \$.555 per mile. The current per diem is as follows:

Day of Departure		
Depart Between Hours of	Per Diem Allowance (within Illinois)	Per Diem Allowance (outside Illinois)
MidnightB5:59 a.m.	\$28.00	\$32.00
6:00 a.m.B11:59 a.m.	\$21.00	\$24.00
NoonB5:59 p.m.	\$14.00	\$16.00
6:00 p.m.B11:59 p.m.	\$ 7.00	\$ 8.00

Day of Return		
Depart Between Hours of	Per Diem Allowance (within Illinois)	Per Diem Allowance (outside Illinois)
MidnightB5:59 a.m.	\$ 7.00	\$ 8.00
6:00 a.m.B11:59 a.m.	\$14.00	\$16.00
NoonB5:59 p.m.	\$21.00	\$24.00
6:00 p.m.B11:59 p.m.	\$28.00	\$32.00

### **Removing/Moving of Furniture/Equipment**

**DO NOT** take any departmental equipment or furniture home with you unless you have written permission from the department chair.

**DO NOT** exchange any departmental furniture or equipment with another staff member without notifying Angie.

### **Water Cooler**

The department has a water cooler, which staff may use. It is located in the area just outside Angie's office. Please do not abuse this privilege (e.g., filling up gallon bottles, big coffee pots, etc.).

### **General Equipment Policies**

If you need a new toner cartridge for your printer, just ask one of the secretaries. Put the used toner cartridge in the box and give it to Angie for recycling. ***If you need paper***, just ask one of the secretaries. Recycle paper as much as possible.

### **Miscellaneous Forms**

Please fill out all forms promptly and completely when you are asked to do so. This is a state-supported institution. Reporting procedures are dictated by the state, and our budget allocations are determined in part by the information collected on the forms you are asked to complete.

***Absence From Duty***: Requests for planned absences from duty (funerals, personal leave, surgery, professional meetings, any off-campus activity during duration of contract) are made on the **Request for Authorization to Travel and/or Absence from Regular Duties** form (available from Angie) *submitted prior* to planned absences.

***Change of Grade***: See the appropriate program office support specialist.

***Incompletes*** (for undergraduates): There are strict university policies regarding undergraduate incompletes. Talk with the director of undergraduate/graduate studies before assigning an incomplete. Forms may be picked up from the appropriate program office support specialist and submitted for approval to the appropriate director.

### **Use of Conference Rooms**

English department conference rooms must be reserved through Jodi if you wish to use them for anything other than a scheduled class. Reavis 204 is usually unlocked. If you plan to use Reavis 211 and you don't have an office in Reavis, request a Reavis Hall key from Angie (the Zulauf Hall keys don't open Reavis Hall).

## TEACHING-RELATED INFORMATION

### Office Hours

All teaching personnel must be available to students at designated times during the week. Professorial faculty should schedule at least two office hours per week. The union contract for instructors states that each instructor must have one office hour per three-hour course taught, up to four hours per week. The general rule for all other staff is one office hour per course taught.

Office hours should be listed in course syllabi and on office doors, web sites, and voice mail. You are responsible for posting office hours on office doors.

### Syllabi

The *Undergraduate Catalog* states:

. . . Faculty members are expected during the first week of a semester to indicate clearly the requirements in a course and the level of competence to be associated with each of the possible letter grades.

This is generally done in the form of a syllabus. All of the English programs require that instructors turn in one copy of their syllabus for each course (and sometimes for each section) that is taught. If your syllabi are copied in the departmental office, a copy will be kept; if we forget, however, you will be asked to submit a copy.

### Class Lists

Class lists are available through MyNIU. Check each class list carefully to see if students are properly enrolled. If a student is attending your class and is not on the class list, the student should check with the office support specialist for the course to see if he or she is enrolled in the proper section. If a student is listed on the class list but does not attend class, notify the office support specialist for the course.

### Collecting Student Papers

Mailboxes are too small to be drop-offs for student papers. Collect them in class, if at all possible. If it is not possible, make arrangements with a co-worker to collect them, or talk to the secretary for the course regarding options.

**NEVER** leave papers in your mailbox or in an open envelope on your door for students to pick up unless they are in a sealed envelope with the student's name on it. Leaving open papers in your mailbox or on your door (or on a bench or chair outside your door) violates the Family Education Rights and Privacy Act of 1974 (FERPA).

### Posting Grades

Grades may almost **NEVER** be posted anywhere (see FERPA policy). If grades are posted and found, they will be taken down. It is against the law.

The office staff is not allowed to tell students their grades. Students may only receive that information from their instructor or the Office of Registration and Records.

**Social Security or Z-ID Numbers**

Anything that has a student's social security or Z-ID numbers must not be put in the trash or recycled. It must be shredded. All items to be shredded can be put in the locked shredding container in the area outside the Chair's office. It is also worth noting that NIU phased out using student social security numbers a decade ago and should never ever be used on student papers for any reason.

**Desk Copies**

Each instructor is responsible for ordering desk copies. Check with the program office support specialist if you have questions; all publishers are not alike!

**Instructional/Office Supplies**

Departmental stationary and envelopes are available on the bookshelf by the FYComp secretary's desk. You may request manila envelopes and labels for mailing student papers or research.

**Audio-Visual Equipment and Videos**

If you need AV equipment for a class, reserve it through the FYComp secretary. The more notice you can give, the better. **DO NOT** take something from another classroom or from RH 211 unless you have cleared it with her first. If something is not working, report it to the FYComp secretary or one of the other secretaries.

In addition to Founders Library, the English department has a DVD and video library. The graduate secretary has a catalog of these items; all should be reserved through the graduate secretary.