

Guide for New Faculty Members

Department of English & Comparative Literature

San Jose State University

Updated 12/13/2007

Welcome to the Department of English & Comparative Literature at San Jose State University. What follows is a guide to starting your career at SJSU. There is practical as well as pedagogical information. When you have a moment, you might want to look through the Department's website (<http://www.sjsu.edu/english/>). The Policy Manual also explains much of the Department governance and is useful (<http://www.sjsu.edu/english/admin/policy.html>) though is schedule to be updated this semester. To view a list of your colleagues, see the online listing here <http://www.sjsu.edu/english/faculty.htm>

The English Department

~ Faculty Offices Building 102 ~

~ 408-924-4425 ~

8:30am-12pm & 1-5pm

STAFF

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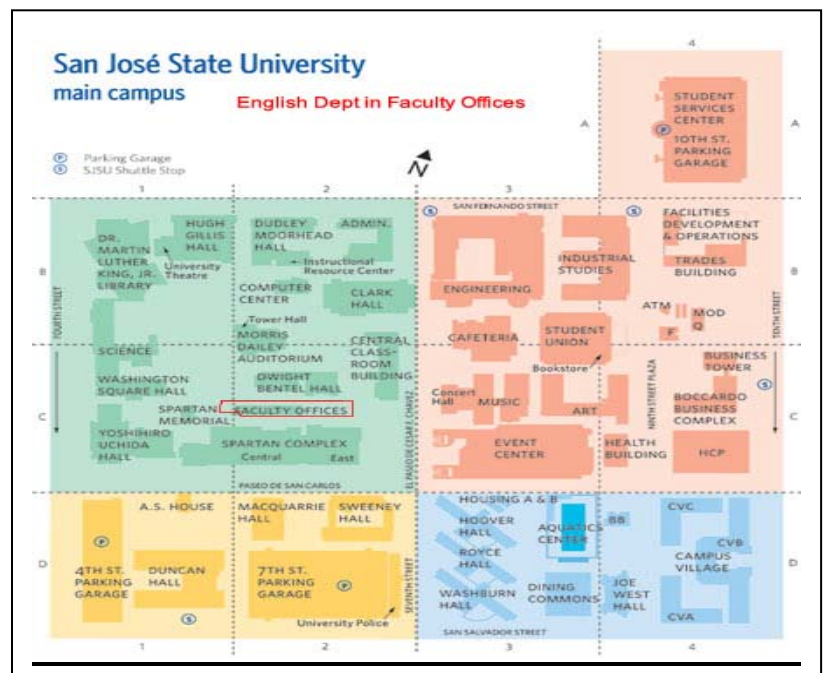
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Map of Main Campus

http://www.sjsu.edu/about_sjsu/visiting/campus_maps/#main_campus

Directions to SJSU from all areas; includes link to public transportation directions:

http://www.sjsu.edu/about_sjsu/visiting/campus_maps/directions/

ADMINISTRATIVE INFORMATION

FACULTY ID, PAYROLL & BENEFITS

In order to receive your Tower Card (Faculty ID) and get paid, you need to “get in the system.” This is done by calling or visiting Human Resources (408-924-2250). They must wait until your official contract has been put into the system. At that point, they will issue your Tower Card (with a photo, so be prepared).

HR is also where you fill out paperwork for your health, dental, vision and pension benefits as well as life insurance. Check their website for all benefits, including home loan programs and additional optional 401(k) programs: http://www.sjsu.edu/hr/benefits/benefit_programs.html

You also have the option to participate in a credit union: USE Credit Union. There's a branch on campus: <https://www.usecu.org/home/home.jsessionid=D6229BC339A24A78231A00CE781CDA7D.wc1j?>

Your first paycheck will be issued October 1. If you would like Direct Deposit, fill out the paperwork with HR. Here is a schedule for the Direct Deposit Postings: http://www.sjsu.edu/hr/forms/personnel/Direct_Deposit_Posting_Dates.pdf

MySJSU (<http://my.sjsu.edu/>) is the main portal for managing all of your class schedules, rosters and personal information (benefits, payroll, email addresses, etc.). Use your Tower Card as your log-in.

CALIFORNIA FACULTY ASSOCIATION

<http://calfac.org/>

This is the union that negotiates all contracts for faculty. You may elect to become a member with dues at \$53/month (can be deducted automatically from your paycheck). However, if you elect not to become a member, the union is still allowed to deduct a fee (\$40 approximately) to cover costs since they negotiate for everyone, not just union members. Membership in the union first and foremost means that you have a vote in union issues, especially contract negotiations. The union is also obligated to supply an attorney if ever you need one for a dispute. If you have more questions, talk to our department's union representative.

KEYS & OFFICES

Offices are assigned by the Chair. Prior to your arrival, the office staff will have requested a set of keys for you. (If they haven't, ask them to.) Key & Lock Shop (408-924-7100), located on Tenth Street in the Modular Buildings behind the ATMs, is the place to pick up your keys. The keys open the Faculty Offices Building, FO 102 (Dept. Office) and FO 124 (mailboxes & copier). You'll need your Tower Card to pick up your keys. If you lose a key, notify the department immediately. The building is locked every night at 10pm and is not open on the weekends (unless you have a key!). If you lock yourself out of your office, see the office staff to let you. If it's after 5pm, call the University Police for help; check here for their phone number (<http://www.sjsupd.com/>).

PHOTOCOPYING & MAIL

Faculty have access to a photocopier in the mailroom. One of your keys should unlock this door. The door needs to remain locked because faculty mailboxes are in this room. You will be allotted a certain number of photocopies each semester. You can keep track of this number when you key in your personal code (supplied by the English Dept. office). It's not many, so conserve your copies to make sure you have enough throughout the semester. If you need more, petition the Chair.

If you receive a bulky package, a pink notification card will be placed in your mailbox. The package should be on the bottom shelf of the mailboxes. Inter-office and off-campus mail should be placed in the

respective basket below the mailboxes. To send inter-office mail, use one of the large grey envelopes. To ensure prompt delivery, use the extended zip code. For instance, the English Department's extended zip code is 0090.

COMMUTING PASS OR PARKING STICKER

For \$25, you can purchase an ECO pass which gives you access to all Santa Clara Valley Transportation Authority buses and light rail. The ECO pass is attached to the Tower ID (your faculty ID).

http://as.sjsu.edu/asts/index.jsp?val=eco_overview

If you drive, you will want to purchase a parking sticker. There are various options (semester, yearly) but the yearly option taken directly from your paycheck (pre-tax) is the best. It's \$18.54/month and extends July to July. You'll need your appointment letter or your Tower card ID to purchase. Faculty receive an "E" permit and are able to park on the first 2 floors of the South (or 7th St.) Parking Garage and on the roof. The first two floors of employee parking fill up by 9:30am. The roof is almost never full, though. Employees may also park in any of the student spaces as well. See here for more information:

<http://www.sjsu.edu/parking/>

PHONES & VOICE MAIL

When dialing a University phone number from on-campus, you only need dial 4 and then the last 4 digits of the phone number, e.g., 4-4475.

When the red light is blinking on your phone, pick up the receiver. You will get a "voice mail" prompt.

- Press *5. The phone will ring and prompt you for a password.
- The default password is the last four digits of your campus phone number (this can be found on the window on the phone cradle).
- You will receive a prompt asking what action you would like to take. Below is a legend of the action prompt buttons:
 - "P" to play message
 - "A" to answer
 - "G" to give to another user
 - "K" to keep
 - "D" to discard
 - "M" to make a new message

You can also check your voice mail when you are away from your office.

- Dial 408-924-1009.
- Enter your five-digit office phone extension (i.e., 4-4425). When your automated voice message comes on, press star (*).
- The automated message will prompt you for your password (a four-digit number).
- You will receive a prompt asking what actions you would like to take. Use the legend above as a reference.

COMPUTER EQUIPMENT

The Department supplies a computer for your exclusive use. Check with them prior to your arrival about equipment and set-up. Printing is done through the Department printer, which is a high-speed laser jet located in the mailroom. For any other equipment, please speak with the Chair.

EMAIL ACCOUNTS, SOFTWARE & LISTSERVS

ITSS (<http://www.sjsu.edu/itss/>) oversees the University Help Desk as well as software licensing, Tech support for the colleges of Humanities & the Arts and Social Work, hardware/software repair for your

office computer, troubleshooting printing problems, general computer/network problems. If you're having problems, either call or send an email from the online form.

The University Help Desk (<http://www.sjsu.edu/helpdesk/>) offers help with frontline IT support to faculty, staff, and students, wireless/laptop internet access, freeware/Shareware technology, including email accounts for UNIX email and SJSUOne – both of which you'll need for various University services.

- To set up a **UNIX email** (for an sjsu.edu account):
 - Log on to <http://www.sjsu.edu/unixaccounts/>
 - Click on the link to "Continue with the account application process."
 - Read the "Acceptable Use Policy" and click "I Accept."
 - Fill out the appropriate information. Under "University Affiliation," choose "Faculty."
 - Click "Submit Application."
 - Follow the instructions on the screen to finish with the application process. You will eventually need to present your Tower Card to the University Helpdesk and create a password.
- To set up an **SJSUOne account** (for wireless access):
 - Log on to <http://www.sjsu.edu/sjsuone/>
 - Under "Quick Links," click on "Launch the SJSUOne Application"
 - A new window should pop up. Under "Quick Links," click on "Activate My Account."
 - Enter the required information. Your password must contain a combination of letters, numbers, and at least one symbol. You can also choose to enter a phrasal password (i.e., "I have a red toad named Sam").
 - When prompted, answer five of the required questions to activate your account.
 - Click "Edit" to type in your responses and "Update" to save your entered information.
- Once you have a UNIX email account, you can check your SJSU email from home using any Internet Browser:
 - Log on to <https://web-mail.sjsu.edu/horde/> (you may want to bookmark this site/add it to your "favorites" for future reference)
 - Type in your User Name and Password
 - Under "Server," select "UNIX IMAP Server (email.sjsu.edu)."
 - Click on "Log in."
 - If you get a prompt asking if you would like to undergo IMAP Maintenance, choose "Skip Maintenance."

Here <http://www.sjsu.edu/helpdesk/downloads/> you can find a **virus program** to download as well as freeware & shareware recommended by SJSU. The University also has several site licenses for software. If you need something, don't purchase it through the Student Bookstore (where you'll get a modest discount). Instead, review the software that's licensed by the University. If it's not there or is not freely available, consult the ordering procedure and ask our Office Manager about if the Department can purchase the software for you. (Purchasing of software is also a valid use of a grant, too!)

SJSU allows you to create and maintain your own **listservs**. This can be done for an individual course or for large department. See here for instructions: <http://www.sjsu.edu/computing/mailman/>

The Department has a reciprocal relationship with Amazon.com, Powells.com and Barnes & Nobel whereby between 4-6% is paid to the Department for each purchase made on these sites. However, purchasers must navigate to these online booksellers through the Department's link (<http://www.sjsu.edu/depts/english/FacultyPubs/FacPubs.htm#Buy>). The modest income from this has yet to be designated for a fund. However, encourage your students to buy from here if at all possible.

FACULTY WEB SPACE

<http://www.sjsu.edu/web services/services/web space/faculty/>

If you would like a Web presence other than the brief information supplied by the English Department's web pages, you may create a site through the Web Wizard (run by the Faculty Affairs Office:

<http://www.sjsu.edu/web services/services/spartanwizard/> This is run through a Content Management System, which basically means that you don't need any web design experience to create your site.

If you would like more control over your website, you may request space on the University's server:

<http://www.sjsu.edu/web services/services/web space/faculty/request/apply/>

Before you can request this space, though, you need to apply for a UNIX account, which is an account different from your SJSU email account: <https://notesapps2.sjsu.edu/apps/admin/unixam.nsf/> This is a quick, online process, but it might take them a few days to provide the UNIX account and then the server space if you wait until the beginning of the semester.

This type of website needs to be compliant with Accessibility codes. For more information, see here:

<https://notesapps2.sjsu.edu/apps/admin/unixam.nsf/>

If you need help with any of this, speak to our Technology Liason, Katherine Harris. If you need help with the technical end, contact the University Help Desk: <http://www.sjsu.edu/helpdesk/>

DEPARTMENT LISTSERVS

We use three different Listservs to serve various audiences. Since many of the announcements are repeated on each list, you may want to subscribe to only one listserv from the Department. (Read the descriptions below.) To unsubscribe to a listserv, consult the monthly email that you receive with your password.

To post to a list, follow the directions in your welcome letter or your monthly email update (automatically sent). If you would like the postings sent to a different email, you will need to change your email address by following directions in that welcome letter.

Listservs automatically save all emails and allow subscribers to search through those emails at any time. In addition, using a listserv also ensures that all those who would like announcements will receive them. (Each subscriber is responsible for updating her/his email information.) See the descriptions below as well as the websites for further instructions.

1. EngDept-L: An announcement-only listserv for the English Department's undergraduate students (moderated). Type of announcements include events, scholarships, department happenings. Approximately 300 students are subscribed to this list as well as some faculty. Before posting, be sure that your posting is appropriate for this audience. (See here for further information on posting emails to the list & unsubscribing: <http://lists.sjsu.edu/mailman/listinfo/engdept>)

2. EngGrad-L: An announcement and discussion listserv for the English Department's Graduate students (MA & MFA) (unmoderated). Type of announcements include events, fellowships, teaching opportunities, department happenings, calls for papers, conferences, research opportunities. Often, both faculty and graduate students are subscribed to this list so be sure that your posting is appropriate for this audience. (See here for further information on posting emails to the list & unsubscribing: <http://lists.sjsu.edu/mailman/listinfo/enggrad>)

3. FacultyEngDept-L: An announcement & discussion list for the English Department's Faculty only (unmoderated). Types of announcements include events, student/department happenings, general discussion among the faculty. All faculty have already been subscribed to this list. TAs welcome to join with moderator approval. (See here for further information on posting emails to the list & unsubscribing: <http://lists.sjsu.edu/mailman/listinfo/facultyengdept>)

INSTRUCTOR ABSENCE

Please notify the English Department as soon as possible if you anticipate being absent. 24 hours before your absence, call or email the staff to remind them. A staff member will post a sign on the doors of the classes you'll be missing. In your message, please state your name, course title(s), section number(s), and location(s) of your classes. Please see the Office Administrator about self-reporting of your absences and use of sick or personal days.

UNIVERSITY EXPERTS DATABASE

In an attempt to become more prominent in the media, SJSU has created a faculty database for the public. Faculty are responsible for creating their own profiles and are encouraged to do so (<http://www.sjsu.edu/webpublishing/tutorials/experts/>).

TEACHING INFORMATION

SYLLABUS (AKA GREENSHEET)

At SJSU, we refer to a syllabus as a “greensheet” because it’s literally printed on green paper. You are obligated to create and distribute a greensheet to all of your students on the first day of class. You may see previous greensheets in the Department office. However, the University has recently created strict criteria for information on a greensheet that is most likely not included in previous greensheets. Check with the Chair about these criteria, some of which have been recently implemented for general education courses. The following are specific paragraphs that are required on every greensheet:

LARC (Learning Assistance Resource Center)

The Learning Assistance Resource Center is an on-campus facility that provides peer tutoring for San José State University students. LARC offers assistance with writing, and if you feel as if you need intensive help beyond what I can offer during office hours, please request a writing tutor. The Center is located in The Student Services Center in the 10th Street Parking Garage, Room 600. The phone number is (408) 924-2587.

Disabilities Policy

If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities register with the DRC to establish a record of their disability.

Students with Disabilities can receive different testing environments as well as additional help with in-class performance.

English 1A or 1B students who are classified with a disability can receive extended time during the departmental final exam.

- Have the students obtain a “Test Accommodation Form” from the DRC (Admin. Building, Room 110) and fill out the top portion.
- Instructors must fill out the bottom portion of the form with special instructions and sign off for the student.
- The DRC will fill out the middle portion and sign it once they deem the student has a disability.
 - The DRC will notify the English Department regarding how many extra hours would be permitted for the student to finish his or her exam.
- Have the student visit the English Office (FO 102) with the form.
 - The staff will make a photocopy of the form and keep the bottom-most perforated section for our records.

- The staff will negotiate with the DRC for the place in which the student will take the final exam.
- The staff will make a copy of the perforated section and put it in the instructor's box for his/her own records.

DRC Contact Information:
Administration Building
Room 110
(408) 924-6000
www.drc.sjsu.edu

Student learning goals need to be identified on each greensheet as well. To do this, see our Student Learning Goals online (<http://www.sjsu.edu/english/undergraduate/studentlearninggoals.html>); choose 2-4 goals that apply to your course and edit to refer specifically to your course.

A statement on plagiarism and academic honesty is also strongly urged (if not required). See below for sample wording:

Academic Honesty

Your own commitment to learning, as evidenced by your enrollment at San José State University, and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Conduct and Ethical Development. The Policy on academic integrity can be found at: http://sa.sjsu.edu/student_conduct.

Avoiding Plagiarism

Plagiarism is the unacknowledged use of somebody else's words or ideas and is considered an instance of academic dishonesty that instructors must report. You commit plagiarism by

- buying, stealing, or borrowing a paper;
- hiring someone to write a paper;
- building on someone's ideas without providing a citation;
- or copying from another source or using a source too closely when paraphrasing.

In other words, submit only your own work. In addition, please know that submitting work from another course (recycling) is also against the Academic Honesty Policy. To learn how to cite sources accurately and forthrightly, consult your handbook. If you have any questions about when or how to document a source, do not hesitate to ask me for clarification. Turning in plagiarized work may result in immediate failure in the course and could result in dismissal from San José State University. See King Library's definition, the University policy and a plagiarism tutorial: www.sjlibrary.org/services/literacy/info_comp/plagiarism.htm

Plagiarism checks will be performed by asking students to submit various written exercises or essays to Turnitin.com, a service which scans documents for all references to Web sources and other essays. The instructor reserves the right to revise the requirements and to notify students of such revision in a timely manner.

If you teach literature courses, the following Department grading policy is also required on the greensheet:

Grading Policy

The Department of English reaffirms its commitment to the differential grading scale as defined in the SJSU Catalog ("The Grading System"). Grades issued must represent a full range of student performance: A= excellent; B= above average; C= average; D= below average; F= failure. For final grades, 100-90 is an A, 89-80 is a B, 79-70 is a C, 69-60 is a D, and below 60 is an F. Pluses and minuses are the middle of each range. In calculating for the final grade, a set number will represent each letter grade; for example, B+ is 87.5, B is 85, and B- is 82.5.

In English Department courses, instructors will comment on and grade the quality of student writing as well as the quality of ideas being conveyed. All student writing should be distinguished by correct grammar and punctuation, appropriate diction and syntax, and well-organized paragraphs. Grades issued will represent a full range of student performance (no extra credit offered) and will adhere to the following SJSU academic standards of assessment:

- The **"A"** essay will be well organized and well developed, demonstrating a clear understanding and fulfillment of the assignment. It will show the student's ability to use language effectively and construct sentences distinguished by syntactic complexity and variety. Such essays will be essentially free of grammatical, mechanical, and usage errors.
- The **"B"** essay will demonstrate competence in the same categories as the "A" essay. The chief difference is that the "B" essay will show some descriptably slight weaknesses in one of those categories. It may slight one of the assigned tasks, show less facility of expression, or contain some minor grammatical, mechanical, or usage flaws.
- The **"C"** essay will complete all tasks set by the assignment, but show weakness in fundamentals (usually development), with barely enough specific information to illustrate the experience or support generalizations. The sentence construction may be less mature, and the use of language less effective and correct than the "B" essay.
- The **"D"** essay will neglect one of the assigned tasks and be noticeably superficial in its treatment of the assignment—that is, too simplistic or short. The essay may reveal some problems in development, with insufficient specific information to illustrate the experience or support generalizations. It will contain grammatical, mechanical, and usage errors that render some sentences incomprehensible.
- The **"F"** essay will demonstrate a striking underdevelopment of ideas and insufficient or unfocused organization. It will contain serious grammatical, mechanical, and usage errors that render some sentences incomprehensible.

Other information needs to be included in the greensheet (by order of the University). See the online Faculty Corner for more specifics.

If you have your greensheets prepared in advance, the office staff will make copies for you. At the start of each semester, submit both a paper and an electronic copy of your greensheets to the office staff.

ORDERING YOUR BOOKS

Spartan Bookstore (<http://www.spartanbookstore.com/home.aspx>) where you can order your textbooks through an online form. You may also use online bookstores or other sources for your books. The Associated Students Print Shop can also put together a course reader for student purchase (http://as.sjsu.edu/asps_univ/index.jsp?val=univ_readers). There are other off-campus print shops as well.

STUDENT ROSTERS & ATTENDANCE

The Department does not supply your class rosters since MySJSU supplies all of this information. Simply log into your account and print out both the roster and the add codes. You'll distribute these codes to students who would like to add your class during the first week of the semester. Avoid significantly over-enrolling your course, though. This signals to administrators that we can teach above the enrollment caps that have been hard fought for over the years.

It is University policy that grades may not be penalized for attendance (or lack thereof). For this reason, the attendance clause on a greensheet can simply be replaced with a participation clause. Attendance may in no way figure into the final grade. See here for more information: <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-2385.html> Here is a sample participation clause used for assessing part of the final grade:

The reading load for this course is dense with theoretical articles along with the more light-hearted materials. All will require much discussion during our meetings. For these reasons, your participation during class is imperative. Since this class is largely discussion-based, arrive to class prepared with the proper readings. *Bring the appropriate texts to our class meetings; always bring Heart of Darkness.*

A student's participation is assessed by his/her contribution throughout the semester. Use the following as guidelines for this portion of your final grade:

To earn a "C," do the minimum: at every meeting, read and prepare assigned readings so you are never at a loss if you are asked a question, but speak only when called upon, do "ordinary," plain-vanilla presentations and responses. This is the "bottom line" for getting a "C" in this part of the course.

To earn a "B," at every meeting, prepare assigned readings thoroughly, initiate discussions about them by asking good questions or suggesting ways to interpret readings, do presentations that reveal that you have done good additional work that you can make both interesting and meaningful to our discussions, and participate actively in those discussions.

For an "A," take it up another level entirely: at every meeting, prepare readings thoroughly, find and talk about connections among them and among other aspects of culture (then and now), take a real leadership role in class discussions, including working actively to get others involved in the talk, make your presentations and responses "sparkle" by bringing to them something really special in terms of your own contributions, interests, skills, and abilities to think in broad even interdisciplinary terms. Most of all, remember that an "A" indicates the very best grade a person can get; that should tell you what sort of work you need to do to earn the grade of "A."

STUDENT LATE ADD OR LATE DROP

At a certain point prior to the start of the semester, registration for courses closes. For this reason, you will have students requesting to add your course during the first, second and third weeks of classes. To add a student, simply provide them with one of the add codes from your roster. Keep track of the codes that you've distributed to avoid over-enrollment.

A student who has missed one or more days of classes during the first 5 days of the semester can be subject to an Instructor Drop. Simply print your roster, draw a line through those names to be dropped and initial each line. Give the roster to an office staff for processing. This is especially helpful in very popular courses where space is limited. (Also, students sometimes forget to drop a course.)

At SJSU, students are not allowed to drop a course after 3 weeks of the semester have passed unless there are extraordinary circumstances. In this case, students must file a formal petition by filling out a form, obtaining your assessment and submitting it to Academic Advising. See here for valid responses to drop late in the semester: <http://www.sjsu.edu/sac/advising/latedrops/policy/>

INCOMPLETES & FAILING GRADES

Students may petition for an incomplete. However, unless there are extenuating circumstances, giving an incomplete is at your discretion.

Students must pass courses in the Major with a grade of C or better. If the grade falls below this, students will be required to re-take the course. Students may also petition to have the failing grade removed after completing the course again with a passing grade. They need to see the Major's Advisor for more information on this.

PLAGIARISM & TURNITIN

Because of the rampant amount of plagiarism on college campuses, SJSU has enlisted Turnitin.com. To receive your account with Turnitin.com, contact Willy Simon at the SJSU Center for Faculty Development to get the ID and password information needed to set up an Instructor account (IRC 213; phone 924-2303.) See here for more information: <http://www.sjsu.edu/100w/academicIntegrity.htm#identifying>

SJSU has a zero-tolerance policy at SJSU for plagiarism. Though it is still incumbent upon the faculty member, our Dean encourages us to report all instances of plagiarism so that we may keep track of a student's infractions and take appropriate action for a repeat offender. Procedures and forms regarding for Academic Integrity are here:

http://sa.sjsu.edu/judicial_affairs/faculty_and_staff/academic_integrity/index.html

CLASSROOMS & WIRELESS ACCESS

We have a small number of SMART rooms (complete with data projectors, video & DVD players). However, you need to request those rooms when the schedule is being prepared for the following semester. To check if your room is a SMART room, see here:
<http://www.sjsu.edu/videoservices/wiredclasses/search/>

SJSU is completely wireless now. However, you must request a wireless account (SJSUOne, <http://www.sjsu.edu/sjsuone/>) before you may log into the wireless server. If you'd like to use the Internet in your SMART classroom, you'll need to use a laptop with wireless enabled. See here for more information on obtaining an account: <http://www.sjsu.edu/wireless/connecting/>

Many of the rooms also have televisions which are linked to Media Services. Essentially, this is a closed-circuit television. You may ask Media Services to reserve a channel and then to play a video or DVD for you. You may also check out data projectors, etc. from Media Services. They offer individual bays for watching videos or DVDs if you put one on reserve. Media Services maintains a library, which is searchable through their site. You may also bring your own or check one out from King Library. See here for more instructions: <http://www.sjsu.edu/mediaservices/faculty/> See here to search for a Video-enabled room: <http://www.sjsu.edu/videoservices/wiredclasses/search/>

OFFICE HOURS

We are expected to hold an hour of office hours for each course taught. That was recently reduced to three considering how much time faculty spend on email. Check with the Chair about the exact number of hours expected.

STUDENT EVALUATIONS (AKA SOTES)

You should receive a form requesting which class you would like to have students evaluate at the end of the semester. According to our new union policy, faculty are required to perform student evaluations in only 2 courses per academic year. (Prior to this, faculty were required to perform student evaluations in all courses.)

STUDENT PICK-UP/DROP-OFF

Students are not allowed into the mailroom for security reasons. Instead, they may drop off papers, etc., to the Department Office. A staff member will date and time stamp the material and leave it in your mailbox. For bulky end-of-the-semester portfolios (pick-up or drop-off), the English Department can create a box for your classes with advance notice (1 day or at least a few hours in advance). If multiple students are dropping off portfolios, do not request them to drop off the portfolios in your office if you will not be there.

In the Department Office is a lateral file cabinet specifically for student pick-up. Put the student's paper in a gray inter-campus envelope. Write the student's full name on the envelope and file the folder according to the student's last name. Make sure that students' names are clearly visible so they can sift through the files.

THE WRITING CENTER

The Writing Center is run by Prof. Linda Mitchell (English) and offers several types of service to help your students with any kind of writing: <http://www.sjsu.edu/writingcenter/> In-class sessions as well as individual tutoring is also available.

STUDENT GROUPS

There are two in the Department: The English Society and The Poets & Writers Coalition. Students are invited to use the Student Lounge when it's open (usually 9-6pm). The English Society maintains a Yahoo group, which is a less formal way to discuss issues with other students (visit the Student Lounge for more info). The Poets & Writers Coalition maintains a website which also allows students to coalesce (<http://poetsandwriterscoalition.org/>).

RESEARCH, PEDAGOGY & RTP

KING LIBRARY

English Dept. contact: Toby Matoush (Toby.Matoush@sjsu.edu)

Your Library card is separate from faculty ID; apply for library card in the library or online, but you must pick it up in person: <https://mill1.sjlibrary.org/selfreg~S12/faculty>
You may review your record online and re-check out items.

Our library is unique in that it is combined with the San Jose Public Library (<http://www.sjlibrary.org/gateways/academic/>)

We also have an access to two types of inter-library loan programs:

Link+ (delivers books within days): <http://www.sjlibrary.org/services/request/linkplus.htm>

(Review your Link+ items through your King Library patron account.)

ILL (delivers requests for articles or book chapters electronically; delivers books at a slower rate than Link+): <http://www.sjlibrary.org/services/request/ill.htm>

You'll have to establish an account online before ordering anything; you may keep track of your requests through this online account (separate from your King Library account).

The library offers a wide selection of research databases, offers course reserves and supplies online tutorials for students (that you can obtain the scores from). Our library liaison will also visit your class or hold a tutorial session in the library, just email to schedule.

We don't have reciprocal relationships with the surrounding universities (Stanford, UC Berkeley or UC Santa Cruz). However, as an SJSU full-time faculty member, you may receive borrowing privileges without paying a fee. See the various university sites for their policies.

CENTER FOR FACULTY DEVELOPMENT

<http://www.sjsu.edu/cfd/>

Runs workshops, has high-end computer lab, generally very, very helpful in all things pedagogical; also source of funding (course releases or stipends). For other information on Pedagogy & Technology, see here: <http://www.sjsu.edu/edtech/>

FACULTY AFFAIRS OFFICE & RETENTION, TENURE & PROMOTION (RTP)

<http://www.fa.sjsu.edu/>

This site has RTP schedules & documents (this is your review process). You have to complete a first year review during the Spring semester. Our Chair will remind you. But, just in case, here's the document that you'll have to fill out (done in 1st, 3rd, & 5th years): http://www.fa.sjsu.edu/forms/1_3_5_Evals_07.doc

For the 2nd & 4th years, you have to put together a dossier. A word of advice: start a physical file and save everything that you receive in terms of letters of appointment or kudos; save all writings, clippings, reviews, etc. Here's the schedule for the review process:

<http://www.fa.sjsu.edu/cal/pickone.php3?cal=rtp2>

Here's FAQ re RTP: http://fa.sjsu.edu/Rtp/FAQ_RTP.doc

Here's the formal document governing RTP: <http://www.sjsu.edu/senate/s98-8.htm>

We are Unit 3; additional info here: http://www.fa.sjsu.edu/Unit_3/

GRANTS & FELLOWSHIPS

There are a series of grants & fellowships offered at the College & University levels. Here's one place that lists them: <http://www.fa.sjsu.edu/Grants/index.html>

Often, the Dean will forward notices to the Chair and that will then be forwarded to the faculty.

We have a specific organization that helps with grants: San Jose University Foundation. They offer opportunities for course release. You can even sign up for an email notice of funding opportunities.

TRAVEL REIMBURSEMENT

There are grants to help with travel expenses. In addition, the Department provides travel reimbursement. The amount of reimbursement is set by the Policy Committee and usually extends more funds to untenured faculty members. (In the past, untenured faculty have received \$500 towards reimbursement.) The reimbursement is typically paid at the conclusion of the academic year. As soon as you create your travel schedule, fill out and submit the following form: Request for Approval of Travel

http://www.sjsu.edu/pass/docs/form_travel_advance.xls

This must be filled out if you attend a conference or academic-related excursion. Also, this is important because this is how the Department and Dean's office calculate your travel reimbursement for the year.

GENERAL INFORMATION

GOVERNANCE

The University is governed by not only a President, Provost, many Vice Presidents, Deans, Chairs and Program Directors, but also by the Academic Senate, comprised of faculty members from throughout the University. Membership is by election and terms run for 3 years. <http://www.sjsu.edu/senate/>

The English Department is governed by several committees, some of which have elected membership, others are voluntary or by invitation. See our committee structure online under People – Department Administration. Speak to the Chair about your committee assignments during your first year.

STUDENT TECHNOLOGY

We have a new Academic Success Center (opened in 2006) that also houses a Writing Center. Students have access to the latest technology in this AS Center: <http://www.sjsu.edu/asc/services/> The Center is located in Clark Hall, along with the Incubator Classroom (<http://www.sjsu.edu/asc/services/incubator/>).

OTHER WEBSITES OF INTEREST

Study Abroad Program, Faculty Opportunities:

<http://www.sjsu.edu/depts/studyabroad/faculty/opportunity.htm>

Overview of all Computing & Media Resources

http://www.sjsu.edu/faculty_and_staff/computing_resources/