DUTIES OF THE PROGRAM CHAIR.

Faculty Chair and Program Director, Camille Guerin-Gonzales, Professor of Chican@ & Latin@ Studies and History, 313 Ingraham Hall, 263-8395, email: cgueringonza@wisc.edu

The Faculty Chair & Program Director has the following duties (See: Secretary of the Faculty, Faculty Policies and Procedures/FPP, 5.31, University of Wisconsin-Madison, as approved by the Faculty Senate on 15 May 1978, with subsequent amendments as of 29 September 2003):

1. Serves as the official channel of communications for all matters affecting the Program as a whole, between the Program and the chancellor, the dean, other university officials, or programs.

2. Calls meetings of the Program faculty and of the executive committee and presides over the meetings. She/He shall call a meeting at the request of any two members of the Program. The Program shall meet at least once every semester.

3. Has charge of all official correspondence of the Program and of all Program announcements in the catalogue or other university publications, including but not limited to brochures, announcements, signs, and webpage content.

4. Determines that all necessary records of teaching, research and public service of the Program are properly kept and are always accessible to the proper authorities.

5. Reports to the dean regarding the activities and needs of the Program.

6. Has responsibility for all Program supplies.

7. Submits new courses, major revisions of existing courses, and deletion of courses proposed by the Program for action by the divisional executive committee and by the dean.

8. Takes action in case of emergency pending a meeting of the Program or its executive committee.

9. In general, acts as the executive of the Program.

10. Oversees all budgetary matters.

11. Oversees all matters related to the teaching mission of the Program, including but not limited to the timetable, teaching evaluations, and enrollment limits.
Guide to Program Staff and Procedures

OFFICE STAFF.

The Chican@ & Latin@ Studies Program staff provides administrative support for the faculty. The following briefly describes the responsibilities of each staff member.

Academic Department Specialist (B), Sylvia Garcia, Room 312 Ingraham Hall, 263-4486 E-mail: chicla@mailplus.edu

**Academic Department Specialist** Responsibilities and Duties:

All duties and responsibilities are carried out under the direction of the Program Chair of the Program and support the Duties of the Program Chair outlined above (See: Secretary of the Faculty, Faculty Policies and Procedures/FPP, 5.31, University of Wisconsin-Madison, as approved by the Faculty Senate on 15 May 1978, with subsequent amendments as of 29 September 2003):

1. **Program Office**:

   Assists the Program Chair by monitoring and helping administer the Certificate Program by maintaining up-to-date records, coordinating with the Student Academic Advisor to set up and oversee student portfolios, providing information to students about course and Certificate requirements, coordinating bi-annual advising sessions for students with the Student Academic Advisor, managing course offerings, and working closely with the Student Academic Advisor in designing and implementing recruitment and retention policies. Other duties may include assisting in organizing a speaker series every two years; assisting the Program Chair in writing grant proposals; assisting the editing of both the biannual program newsletter and the annual student journal; assisting in the coordination of Program, Faculty, and Committee meetings, preparing materials and taking minutes for these meetings.

   Additional duties include assisting the Program Chair in planning and coordinating public and community relations activities; helping to develop and maintain contacts with the Afro-American Studies Department, American Indian Studies Program, Asian American Studies Program, Jewish Studies Program, Folklore Program, and with other units (programs, departments, centers, etc.) on the UW-Madison campus as well as other UW campuses; and developing contacts with community organizations as appropriate. Program duties include preparing under the direction of the Program Chair instructional, administrative, and research materials for faculty and staff in English and Spanish, as appropriate; and providing administrative and professional support for Program activities including academics, outreach, and personnel/faculty searches. Duties also include budget, appointment, payroll, and the travel arrangements, under the direction of the Program Chair.

A. **Provides Administrative Assistance in Support of Program/Department Operation**

   25%

   A1. Develops and recommends policies, procedures, guidelines, and institutions to improve administrative or operating effectiveness of the program.

   A2. Organizes and maintains complete files on university and state policies and procedures. Maintains files on finances, personnel, courses, grades, departmental affairs, administrative exercises, and payroll.

   A3. Monitors and assists in administering the Certificate Program by maintaining up-to-date records, setting up and maintaining student portfolios, providing information to students about course offerings and requirements for the Certificate, maintaining records of bi-annual student advising sessions.

   A4. Coordinates with the Student Academic Advisor in the Design and implementation of recruitment and retention policies with the assistance of the student advisor.
A5. Prepares informational material, handouts, and publications for the Chican@ & Latin@ Studies Program subject to approval of the Program Chair (see Duties of Program Chair above). Coordinates distribution of completed items.

A6. Coordinates faculty recruitment; processes files, correspondence, Travel Expense Reports; schedule interviews, arrange hotel accommodations, transportation, and be responsible for budget expenditures.

A7. Coordinates public information activities, including the annual “Student Orientation and Gathering.” Under the direction of the Program Chair, plans and coordinates public and community relations activities and coordinating public and community relations activities with other units on campus, other UW campuses, and community organizations where appropriate, under the direction of the chair.

A8. develops and maintains contacts with other ethnic studies programs, with the Afro American Studies Department, and with other units (programs, departments, centers, etc.) on campus. Develops and maintain contacts with comparable units at other UW campuses. Develops and maintain contacts with community organizations concerned with matters relevant to Chican@ & Latin@ and Latina/o studies.


A10. Schedules departmental-facilities usage

A11. Is familiar with all University regulations. Keeps current of ever-changing University rules regarding purchasing, hiring, and travel.

A12. Provides faculty, teaching assistants, and project assistants with instructions and guidance in using office machines.

A13. Greets visitors and directs them to the proper offices and answer inquiries from walk-in visitors. Provide handouts, forms, brochures, fliers, as needed, to visitors. When appropriate, uses Spanish to greet and address inquiries from Spanish-speaking visitors.

A14. Attends meetings, workshops, and seminars to upgrade skills and acquire new ones, primarily in information technology, with the approval of the Program Chair.

A15. Maintains inventory and information on office equipment, supplies, videos, and books. Supervises film and book library, as well as audiovisual equipment & community room.

A16. Screens and distributes mail daily. Delivers all mail unopened to the addressee.

A17. Maintains security of confidential personnel and Program materials, including student records and portfolios. Secures personnel files and other confidential materials in a locked file cabinet accessible only by Program Chair and those authorized by Program Chair. Maintains security in office where confidential materials are located.

A18. Manages the transfer of Program materials to library archives, administrative officers, and other university Programs and Departments, with oversight and approval by the Chair.

A19. Adheres to university policies regarding operating hours of the Program Office.

B. Provides Financial Management of the Program’s annual Budget

20%

B1. Assist Program Chair in preparing annual budget.

B2. Manages the daily financial activities of the program, including internal and external requisitions. Track expenditures. Provides monthly reports detailing expenditures (spreadsheets accompanied by text descriptions of individual items reported).
B3. Interprets all rules and guidelines pertaining to accounting services within the University System. Sets up and maintain all accounting records in the Program involving state funds, federal grants, and gift funds.

B4. Performs pre-audit reviews of funds, orders, invoices, and vouchers.

B5. Coordinates all pay rolling policies and procedures in the Chican@ & Latin@ Studies Program. Coordinates IADS form preparation and other personnel activities relating to appointments and fringe benefits.

B6. Maintains up-to-date records on salary and related expenditures charged to various funds within the Program, including 101 funds as well as extramural grants.

B7. Prepares and manages annual summer budget for the Program Chair's approval.

B8. With authorization from the Program Chair, purchases supplies and equipment through internal and/or external vendors.

B9. Prepares travel expense reports for recruitment of faculty and guest lecturers, as needed. Prepares and submit Payment to Individual reports for honoraria and reimbursable expenses, as appropriate.

B10. Maintains internal billing procedures for internal usage of the copier, facsimile machine, telephone, and Federal Express.

B11. Prepares payrolls for classified staff, academic, student hourly, and work-study employees. Maintain leave records for the staff.

B12. Maintains accurate files on staff-related benefits and inform new and current employees of benefit changes as they occur.

C. Provides Administrative Assistance to the Program Director/Chair
   25%

C1. Provides administrative support to the Program Chair. Take minutes at Program and Faculty Committee meetings.

C2. Organizes and coordinates speaker series, under the direction of the Program Chair.

C3. Researches and produces, as recommended by federal regulations and through the direction of the Program Chair, necessary data and information to prepare grant applications based on federal, state, and local funding regulations.

C4. Assists Program Chair in preparation and scoring of faculty/course evaluations. Maintains record of faculty/course evaluation scores for all CLS courses originating in CLS. Requests copies of evaluation scores for cross-listed and Equivalency courses when Program Faculty undergo probationary, tenure, or post-tenure reviews. Maintains photocopies of student comments for all CLS courses originating in CLS (not those originating in other departments/programs). Returns evaluation scores and original copies of comments to faculty and instructors teaching CLS courses originating in Chican@ & Latin@ studies. Refers all requests for teaching evaluation scores and comments to Program Chair for approval.

C5. Assists in processing confidential recruitment materials for Faculty and Academic Lecturers.

C6. Assists in processing confidential faculty review, promotion, budget, and award nominating committee information.

C7. Initiates and prepares Position Vacancy Listings, Authorization to Recruit, and other appropriate personnel forms. Coordinates processing of applications using knowledge of UW recruitment policies and procedures. Acknowledges applications and contact applicants as needed. Schedules interviews. Prepares letters of offer for approval by the Dean’s office. Files Application Data Cards, Personnel Data Cards and other appropriate steps to close vacancy.
C8. Translates correspondence; assist university personnel and the public with Spanish language questions.

C9. Produces directories fall, spring, and summer with current contact information organized by category, i.e., faculty, staff, and student services/undergraduate and graduate advisor and his staff.

D. **Manages Timetable Preparation, Registration-Related Activities, and Certificate-Program Records**

   20%

   D1. Assists the Program Chair in managing course offerings to assure that students have access to courses required for the Certificate in Chican@ & Latin@ Studies.

   D2. Coordinates with the Student Academic Advisor to supply potential certificate program applicants with appropriate materials and information as requested. Sets up and maintain Certificate-Program student portfolios, in coordination with the Student Academic Advisor.

   D3. Distributes, collects, and initiates the processing of applications for student funding (fellowships, graders, teaching assistantships, readers, etc.) available through the Chican@ & Latin@ Studies Program, University, and outside agencies.

   D4. Utilizes ISIS, authorizes course registration for students.

   D5. Prepares fall, spring, and summer timetable information upon receipt of timetable call from the Program Chair. Enters information on ISIS, or appropriate software program, for publication of timetable with approval of the Program Chair.

   D6. Answers questions and resolves problems related to the registration process.

   D7. Makes room reservations and room changes, with authorization of Program Chair. Changes course limits as necessary, with authorization of Program Chair.

   D8. Processes paper course-change forms and special student registration upon Program Chair’s approval. Answers student and faculty questions related to such changes.

   D9. Accumulates, formats, and maintains statistical reports and information needed by the department.

   D10. Supplies exam books (“blue books”) to instructors during examination periods, if requested.

E. **Supervises Project Assistant/s, Student Hourly and Work-Study Employees and Volunteer Staff**

   10%

   E1. In consultation with Program Chair, plans, assigns, and oversees the activities of project assistants, student-hourly and work-study, and hourly employees engaged in program support work. Provides Program Chair with regular reports.

   E2. Interviews, schedules, trains, and supervises Program Project Assistant/s, student hourly workers and LTEs.

   E3. Monitors work schedules of Program Chair’s Project Assistant, Program Project Assistant, and all hourly workers.

   E4. Manages volunteer projects as needed. Monitors work schedules of volunteer workers.

F. **Other Duties As Assigned.**

   **Student Academic Advisor** – Frieda Zuckerberg, Room 307, 265- 6081, E-mail: fzuckerberg@wisc.edu
Undergraduate & Graduate Academic Advisor Responsibilities and Duties:

1. Advises Chican@ & Latin@ Studies Certificate Program students, as well as students taking courses in the Chican@ & Latin@ Studies Program.

2. Meets with prospective Certificate Program students to discuss requirements, declare the certificate, and review certificate requirements within the BS/BA degree in the College of Letters and Science.

3. Provides advising on graduate schools, assisting students with application process, including creating a strong CV and writing a powerful essay.

4. Administers student- and course-related data and provides Program Chair with monthly updates.

5. Provides career advising to all CLSP students, including help with resume writing, application processes, and interview skill building.

6. Assists students in planning their course schedule, interpreting their DARS report, and charting their graduation time.

7. Reviews student academic records at the end of every semester and sends a congratulatory email to all CLSP students earning high academic standing.

8. Represents CLSP at all academic fairs with the purpose of highlighting the certificate program and recruiting students.

9. Helps increase CLSP student retention rates through academic programming.

10. Coordinates all CLSP Community Gatherings, including coordination of food, space, data collection for students in attendance, and scheduling presenters from on and off campus.

11. Explains process and guidelines to prospective PhD students interested in a minor in Chican@ & Latin@ and/or Latino/a Studies, and directs them to the CLSP Director for a consultation.

12. Advises ChiLaCSA by attending meetings and providing support and sharing relevant information about guidelines, procedures, and processes.

13. Frieda is also available for faculty members, project assistants, advanced work-study students, graders, and other Program staff members to assist them in interpreting L&S policies, registration information, certificate requirements, and brochures highlighting the Certificate Program.

14. Supports faculty with CLSP students needing additional academic support by connecting them or the students to the appropriate resources.

15. Participates in campus wide advising committees to stay abreast of all advising practices, guidelines, and procedures.

16. Fosters relationships with advisors in other academic programs and major departments.

17. Fosters relationships with advisors in undergraduate offices providing student services.

18. Connects students to appropriate resources when necessary.

19. Continues to support CLSP alumni and looks for opportunities for them to stay involved and contribute.

20. Appointments may be scheduled using the WiscCal Scheduling Assistant- https://calendar.wisc.edu/scheduling-assistant/login-choice.html

Project Assistant – Program P.A.: Steve Pereira, E-Mail spereira@wisc.edu
Program Project Assistant Responsibilities and Duties:

1. Assists in designing and implementing Program initiatives and public information activities. Assists in coordinating public and community relations activities, working with other units on campus, community organizations where appropriate, and fosters student engagement by working with student organizations on campus.

2. Assists in preparing informational material, handouts, and publications for the Chican@ & Latin@ Studies Program, as well as in coordinating distribution of completed newsletter and student academic/creative journal.

3. Assists in publishing and distributing the newsletter by interviewing two declared certificate students, two certificate student alumni, two faculty of the Chican@ & Latin@ Studies Program, solicits current information about faculty achievements, current course information, and community relations news.

4. Assists in recruitment and retention at campus academic fairs.

5. Manages all social media for the Program (i.e. Facebook).

6. Attends weekly staff meetings.

7. Attends monthly faculty and staff meetings.

8. Performs other duties as assigned.

Project Assistant – Program P.A.: Sergio Gonzalez, E-mail smgonzalez@wisc.edu

Program Project Assistant Responsibilities and Duties:

1. Assists the Program Chair and the Academic Department Specialist in designing and implementing Program initiatives and public information activities, such as the weekly Community Gatherings.

2. Assists Program Chair in coordinating public and community relations activities, working with other units on campus, other UW campuses, and community organizations where appropriate.

3. Assists Program Student Adviser in undergraduate recruitment efforts, such as attending academic and resources fairs and visiting undergraduate courses cross listed through the Chican@ & Latin@ Studies Program.

4. Assists the Program Chair and Academic Department Specialist in devising and/or reviewing publications, including Program student academic/creative journal.

5. Assists Program Chair and Academic Department Specialist in preparing informational material, handouts, and publications for the Chican@ & Latin@ Studies Program, as well as in coordinating distribution of completed items.

6. Assists the Program Chair and Academic Department Specialist in maintaining and updating the Chican@ & Latin@ Studies Program website. When necessary, works with the College of Letters and Science Learning Support Services to develop and design new content and formatting for the Chican@ & Latin@ Studies Program website.

7. Assists the Program Chair, Academic Department Specialist, and Program faculty in projects designed to enhance the academic standing of the Chican@ & Latin@ Studies Program.

8. Assists Program Chair, Academic Department Specialist, and Faculty Committees (such as Development and Lecture Committees in grant writing).

Hourly Student Assistant, Advanced – (Currently Unfilled)
**Advanced Hourly Student Assistant** Responsibilities and Duties:

(Currently Unspecified)

**Hourly Student Assistant, Intermediate – Mariana Rivera, rivera5@wisc.edu**

**Intermediate Student Assistant** Responsibilities and Duties:

1. Assists the Academic Department Specialist.
2. Completes photocopying projects for faculty and staff.
3. Delivers time-sensitive documents to appropriate campus offices.
4. Assists the Academic Department Specialist in organizing and arranging for Program Events, such as the annual Student Orientation, the Graduate Ceremony, & weekly Community Gatherings.
5. Maintain workspace in Library Lounge.
6. Assist in charging/discharging library materials.
7. Create/develop flyers and assist in updating the WEB.
8. Assist in newsletter production.
9. Works on special projects for and with staff.

**Hourly Student Assistant, – MollyJo Bautch, mbautch@wisc.edu**

**Student Assistant** Responsibilities and Duties:

1. Assists the Academic Department Specialist.
2. Completes photocopying projects for faculty and staff.
3. Delivers time-sensitive documents to appropriate campus offices.
4. Assists the Academic Department Specialist in organizing and arranging for Program Events, such as the annual Student Orientation, the Graduate Ceremony, & weekly Community Gatherings.
5. Maintain workspace in Library Lounge.
6. Assist in charging/discharging library materials.
7. Create/develop flyers and assist in updating the WEB.
8. Assist in newsletter production.
9. Works on special projects for and with staff.
WHO DOES WHAT (by topic).

Add/Drop Course Forms, Undergraduate & Graduate – Obtain from Academic Department Specialist or Student Academic Advisor, requires Program Chair Approval

Admission to Chican@ & Latin@ Studies Certificate Program – Academic Department Specialist or Student Academic Advisor, with approval by the Program Chair

AV equipment reservations – Academic Department Specialist

Budgets – Academic Department Specialist (preparation & reports), with oversight by Program Chair

Classroom assignments – Academic Department Specialist, coordinated with Program Chair

Classroom change requests – Academic Department Specialist, with Program Chair’s approval

Computer Information – Webpage, Technology, & Computer Committee

Contact Information Sheet (fall, winter, & summer) – Academic Department Specialist

Course Proposals – Program Chair assisted by Academic Department Specialist

Course Registration Authorization – Academic Department Specialist, authorized by Program Chair

Desk Copy Ordering – Individual Faculty

Directories – Academic Department Specialist

Elections – Program Chair or Executive Committee

Faculty Biographies – Project Assistant

Fellowships & Awards for Students (info. and applications) – Academic Department Specialist and Student Academic Advisor

Faculty Review, Promotion, & Award Nominating Committee Support – Program Chair, assisted by Academic Department Specialist

Film and other instructional material rentals – Academic Department Specialist

Final Grade Lists – Faculty and/or Academic Department Specialist

Fringe benefits – Academic Department Specialist

Graders/Readers (information and applications) – Academic Department Specialist

Grade changes – Academic Department Specialist or Student Academic Advisor, with authorization by Program Chair (see L&S Grade Change Policy, 2013, via the Administrative Gateway)

Ingraham Building Manager – Tori Richardson (Assistant Dean, Student Academic Affairs)

Insurance – Academic Department Specialist

Internship Applications – Student Academic Advisor

Meetings (Minutes) – Academic Department Specialist

Office Assignments – Program Chair, Academic Department Specialist support

Office hours/faculty – Academic Department Specialist

Office supplies – Academic Department Specialist

Payroll – Academic Department Specialist

Portfolios, Certificate Program Student – Student Academic Advisor

Project Assistants (regulations) – Academic Department Specialist in consultation with Program Chair

Registration Inquiries – Academic Department Specialist or Student Academic Advisor

Research Assistants (regulations) – Academic Department Specialist

Search Committee Support (Faculty Recruitment) – Academic Department Specialist

Space Issues – Academic Department Specialist in consultation with Program Chair

Student Academic Advising – Student Academic Advisor

Student Study & Community Room and Conference Room reservations – Academic Department Specialist

Supervise & Monitor Work Schedules of Project Assistants & Hourly Workers – Academic Department Specialist

Supplies and Expense Accounting – Academic Department Specialist

Teaching Evaluations – Academic Department Specialist under direction of Program Chair

Technology (Computer) – DoIT Departmental Support coordinated by Academic Department Specialist

Textbook orders – Faculty and/or Academic Department Specialist

Timetable course listings for Fall, Spring, & Summer – Program Chair, assisted by Academic Department Specialist

Travel reimbursements & Travel (absentee) forms – Academic Department Specialist, Trust Funds/Foundation Accounts – Academic Department Specialist

Webpage design and maintenance – Webpage, Technology, & Computer Committee

WiscWorld & World Wide Web (www) – Academic Department Specialist
**ABSENT FROM CAMPUS**

The Dean of Letters & Science has delegated authority to the Program Director to grant approval of absences that do not exceed two weeks. As a result, requests that are less than two weeks are approved by the Director and maintained in the Academic Department Specialist's office. If an absence is for more than two weeks, the form is forwarded for the Dean’s approval. Generally, the request will include a written justification or explanation for extended absence. Approved absences protect the individual’s claim to worker’s compensation coverage in the event of injury while absent from Campus. Faculty can obtain forms from the Academic Department Specialist.

**AUDIOVISUAL**

The Chican@ & Latin@ Studies Program has a variety of Audio Visual equipment. To ensure availability, equipment must be reserved in advance with the Academic Department Specialist or Project Assistant.

**BULLETIN BOARDS**

There are various specialized bulletin boards on the third floor of Ingraham. Across the hall from the Administrative Office (room 312) is a display case listing CLSP Faculty and CLSP graduates. There is a bulletin board directly across from 312 designated for Chican@ & Latin@ Studies course postings. Next to the Student Study and Community Room (338W) is a bulletin board that is managed by the Undergraduate and Graduate Student Advisor, Miguel Rosales, and his staff. MEChA manages one bulletin board and the Program will provide other interested student organizations with bulletin board space. In addition, there is a bulletin board (between rooms 310 and 309) for posting employment opportunities. Please submit all materials for posting to the Academic Department Specialist.

**CAMPUS I.D.**

Campus IDs are required for issuance of an E-mail account. Check with the Academic Department Specialist to see if you are entered in the payroll system. After you are in the system you are able to go to Union South to obtain a campus ID card. This card will allow you to use campus libraries, recreational centers, social centers and other university facilities.

**CONFERENCE ROOM**

The Conference Room, 340, is located on the third floor of Ingraham and is shared by Programs on the Third Floor of Ingraham. It is available on a first-come, first-served basis. A sign up sheet is on the door. The Conference Room can be used for faculty meetings, conferences, and occasional class meetings (not regularly scheduled).

**CORRESPONDENCE & EMAIL**

University-related correspondence can be mailed through the Program office. This includes first-, second-, third-, and fourth-class mail. The Program will pay for priority or overnight mail (i.e., UPS Express Mail, Second-day Priority Mail, Federal Express) only in the case of an emergency.

**COPY MACHINE**

Faculty members are assigned individual copy machine code numbers. During semesters when faculty teach a course through CLSP, each faculty member teaching a course that satisfies requirements for the Certificate or the graduate minor in Chican@ & Latin@ Studies receives a budget allocation of $300 per semester for office supplies, teaching materials, photocopies, and use of the facsimile machine. Remaining funds do not carry over to the following semester. Additional photocopies may be purchased at the rate of five cents per copy. Please see: Teaching section below under Photocopying Course Work.
EQUIPMENT, INSURANCE COVERAGE

Faculty and staff are responsible for ensuring that offices are kept locked at all times when not occupied. 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 $1000 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 Program must absorb at the time of 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 $3,500 is stolen but there is no sign of forced removal, insurance covers only $1100 ($3500-$1400 depreciation minus $1000 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 Program requests it, applying the ultimate cost over insurance reimbursement against the Program’s capital request allocations.

HOURS, CHICAN@ & LATIN@ STUDIES PROGRAM OFFICE, 312 Ingraham Hall

Monday-Friday Hours: 8:30-4:30 (See: Policies and Procedures for Classified Employees: http://www.ohr.wisc.edu/polproced/CPPP/cpppch14-01.html)

HOURS, BUILDING ACCESS, INGRAHAM HALL

The posted hours for Ingraham Hall are Monday- Friday 7:00 AM – 9:00 PM, Saturday, 7:00 AM – 6:00 PM and closed on Sunday. Faculty members may request assignment of a key for access to the buildings after hours.

KEY POLICY

The Academic Department Specialist and the Program Director are the only faculty and staff who are authorized to have keys to the Program office. Keys may not be loaned out to anyone else or copied, in accordance with university policy. The Academic Department Specialist and the Program Director are the only faculty and staff authorized to be in the Program office outside of office hours. No exceptions. This includes lunch time and other absences from the office.

Faculty who lock themselves out of their offices should request that the Academic Department Specialist help them gain admittance OR they may borrow the Master Key for the time it takes to gain admittance. File cabinets and desks in the Program Office are to be kept locked after office hours.

LIBRARY

The film (video and DVD) library is available for teaching-related viewing. The loan period for UW faculty is One Week. The loan period for students is Two days. Films must be checked out officially by CLS (linked to UW library services).

The print library consists of a collection of books that may be checked out by CLS staff (linked to UW library services) for a period or one week and a collection of articles and papers available for use in the Program offices.

Films required for classes should be placed on reserve and may be checked out for viewing in Program offices but may not be borrowed for longer periods.

A small collection of journals is located in the Program office. These books must be checked out and used only in the Program offices and should be returned within a reasonable time period. *Donations of desk copies and other “extra” copies is encouraged and appreciated.
MAILBOXES

Mailboxes for faculty and staff are located outside Ingraham Hall 312. Each faculty and staff member is assigned a key to access her/his mailbox.

MAIL, FORWARDING

Faculty on leave or away for the summer may have first class mail forwarded weekly or biweekly, if requested. Individual pieces of mail will not be forwarded. Instead, the Academic Department Specialist will send one packet of first class mail at Program expense either weekly or biweekly. The prohibitive cost does not allow for forwarding other mail (campus mail, memos, newspapers, books, packages, etc.). The exception is for time-sensitive packages such as books for review, tenure or other evaluation packages, etc. Faculty who wish mail other than first-class mail to be forwarded may provide pre-paid mailing envelopes or may make arrangements to reimburse the Program for mailing costs.

NO SMOKING POLICY

University regulations have declared the all Campus buildings as smoke-free zones. The designated smoking areas are located outside and are at least 25 feet from entrances, exits and air intake sites.

OFFICE SUPPLIES

The Program provides general office supplies for teaching and professional activities related to the Chican@ & Latin@ Studies Program. The Program does not supply computers, computer diskettes, computer equipment, printers, or printer ink cartridges.

During semesters when faculty teach a course through CLSP, each faculty member teaching a course that satisfies requirements for the Certificate or the graduate minor in Chican@ & Latin@ Studies receives a budget allocation of $300 per semester for office supplies, teaching materials, photocopies, and use of the facsimile machine. Remaining funds do not carry over to the following semester.

PORTFOLIOS, CERTIFICATE PROGRAM STUDENT

The Portfolio is required of all Certificate Program Students. All students in the Chican@ and Latin@ studies certificate program are required to submit to the program, before graduation, a portfolio consisting of both 1 and 2 below:

1. one piece of writing at least 250 words long from a Chican@ and Latin@ studies course
2. one of the following:
   a. a second piece of writing from another Chican@ and Latin@ studies course 750 words or more long, or
   b. a sample of original creative work completed in a Chican@ and Latin@ studies course, accompanied by a 250-word descriptive essay.

Details on submission of the portfolio can be found on the supplementary information sheet each student signs upon declaring the certificate.

STUDENT STUDY AND COMMUNITY ROOM, 338 W INGRAHAM HALL

Students. The Student Library, Study and Community Room is available for all Program students to gather, study, hold meetings, and access the internet (30 minute limit if there is a queue of one or more students waiting to use the computer).

Student Workers. The Student Study and Community Room provides student workers with work space for completing Program projects.

Chican@ & Latin@ Studies Faculty & Program. The CLSP Student Study and Community room is available for Student Workers to complete Program projects, Chican@ & Latin@ Studies faculty office hours,
meetings with students, seminars, and committee meetings. It is also available for all Chican@ & Latin@ Studies Program gatherings.

**STUDENT ACADEMIC RESEARCH CENTER (ARC), Ingraham 313**

The ARC may be used by students, staff, & faculty. Students may use the ARC as a quiet study space or a meeting space for a study group. Staff & Faculty may use the ARC as additional space to meet with individual students or with a small group. Counseling sessions may take place in the ARC. The ARC is also a place to showcase student art projects.

**TEACHING: BLUE BOOKS**

Please submit a request to the Academic Department Specialist for exam “blue books” two weeks prior to the exam. Include the number of “blue books” you need and the date by which you need them.

**TEACHING: BOOK ORDERS & DESK COPIES**

Faculty should make arrangements to place book orders with bookstores. Faculty requests for Desk Copies should be submitted to publishers by faculty on Program letterhead.

**TEACHING: CLASSROOMS**

If you have classroom questions, consult with the Academic Department Specialist.

**TEACHING: INDEPENDENT STUDY**

Independent study is determined at the discretion of individual faculty, with the written approval by the Program Chair. Independent study courses should be given only in extraordinary instances. Students are encouraged to make every effort to take regularly scheduled courses. Independent study students must enter into a written contract/agreement with faculty in which all terms required for satisfactory completion of the course are stipulated. One copy signed by both the instructor and the student must be kept on file in the Program office and is a requirement for Program Chair’s approval of student enrollment in an independent study course.

**TEACHING: PHOTOCOPYING COURSE WORK**

Faculty are encouraged to do their own photocopying of course materials whenever possible. Photocopying requests must be submitted 48 hours in advance. The request must be in writing and indicate specific instructions and include the copy code number of the requesting faculty member. Requested photocopies will be placed in the faculty member’s mailbox or will be available in the Program office.

**TEACHING: PLACING MATERIALS ON RESERVE**

The college library at Helen C. White Hall handles reserve materials for undergraduate courses. To reserve material all for college libraries, including Helen C. White College Library, follow instructions given on the following web page:

http://www.library.wisc.edu/services/reserves.htm

Faculty may place materials on reserve in the Program. Please include the following information:

Instructor name, course name & number, title of material on reserve).

Materials placed on reserve in the Program for student use may be used only in the CLSP Student Study and Community Room, unless otherwise stipulated.

Program-owned materials may be placed on reserve in the Program Office.

Please contact the Academic Department Specialist to place materials on reserve in the Program Office.
TEACHING: RETENTION & DISPOSITION OF STUDENT RECORDS

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

Grade Books: **Five (5) years**
(These include faculty records of grades given in whatever form maintained)

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

Other course assignments: **No** retention required.

TEACHING: SCHEDULE & TIMETABLE

All course- and teaching-related requests must be submitted to the Program Director. The Academic Department Specialist is responsible for submitting approved drafts of the timetable.

TEACHING: STUDENT COURSEWORK, EXAMS, PAPERS

Please follow university guidelines for administering course examinations. Exams should be kept for a minimum of one year after administration. In accordance with the "Buckley Amendment" to the Family Education Rights and Privacy Act of 1974 (FERPA): Faculty, TAs, and Graders may not place graded exams in a publicly accessible area. Faculty, TAs, and Graders may not report grades over the internet (e-mail) and may not post grades in publicly accessible areas. Every effort must be made to protect student privacy and abide by university, state, and federal regulations regarding student privacy.

TEACHING: TEACHING EVALUATIONS

Faculty are required to hand out a student response form in all undergraduate-level courses in the Chican@ & Latin@ Studies PROGRAM. The form is required and becomes part of the faculty teaching record. Student response forms for all cross-listed and equivalency courses may be distributed through in any one of the units offering credit for the course. Please review the contents of the evaluation packet when you receive it and follow the instructions enclosed. Faculty should select a reliable student to read the instructions to the class, distribute the blank forms, and collect the completed forms. Faculty should leave the classroom before the blank evaluation forms are distributed to the class and remain outside the classroom until all students have completed their evaluations. The completed evaluations should be returned by a reliable student and must be returned the same day as they are administered to the Program Office.

TELEPHONES

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

TRAVEL, FACULTY

Faculty must make their own travel arrangements, unless carrying out Program responsibilities (academic searches, student recruiting, for example). The Program cannot fund any travel (including conference travel). You may apply for funding to attend conferences through the Graduate School.

WEBPAGE

The Webpage, Technology, and Computer Committee is responsible for the design, maintenance, and updating of the Program webpage.

WWW

The Chican@ & Latin@ Studies Program maintains a website (http://www.wisc.edu/chicanastudies) containing faculty and staff directories; Program requirements; course offerings; and other relevant information.

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