

Chican@ & Latin@ Studies Program

Office Staff and Procedures
November, 2017

[Supersedes Policies & Procedures Documents Dated 9/23/03 & 11/05/03, & 2/4/04, 5/27/04 & 10/4/04, 1/17/05, 11/16/05, and 11/12/13].

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DUTIES OF THE PROGRAM DIRECTOR.

Faculty Director and Program Director, 313 Ingraham Hall, 263-8395,

The Faculty Director & 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, of the executive committee, and the curriculum committee and presides over the meetings. The Director 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. In collaboration with the faculty and the Advisor, assesses the learning outcomes of the Program and reports these to the dean.
6. Submits new courses, major revisions of existing courses, and deletion of courses proposed by the faculty for action by the University General Education Committee.
7. Takes action in case of emergency pending a meeting of the Program or its executive committee.
8. In general, acts as the executive of the Program.
9. Oversees all budgetary matters.
10. Oversees all matters related to the teaching mission of the Program, including but not limited to the schedule of courses, teaching evaluations, and enrollment limits.

OFFICE STAFF.

Guide to Program Staff and Procedures

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), 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 Director of the Program and support the Duties of the Program Director 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):

POSITION SUMMARY

With delegated authority from the Program Director, this position is responsible for developing and maintaining the budget; recruiting and hiring Academic, University and Temporary Employee (TE) staff; purchasing supplies and equipment; processing payroll; managing the schedule of courses; and overseeing and directing student hourlies, work study employees and volunteers.

This position assists the Director by monitoring and helping administer the Certificate-Program by maintaining up-to-date records, setting up and overseeing student portfolios, and working closely with the student advisor in designing and implementing recruitment and retention policies. Other duties include coordinating Program, Faculty and Committee meetings, preparing materials and taking minutes.

Additional duties include planning and coordinating public and community relations activities; developing and maintaining 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 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. The occupant of this position participates in University committees and trainings to day abreast of University policies, procedures, and standard practices.

PERCENT GOALS AND WORKER ACTIVITIES

- 25% A Provision of Administrative Assistance in Support of Program/Department Operation.
- A1. Develop and recommend policies, procedures, guidelines and institutions to improve administrative or operating effectiveness of the program. Independently investigate and resolve operational problems or situations impacting staff and students.
 - A2. Organize and maintain complete procedure files on university and state policies and procedures. Maintain files on finances, personnel, courses, grades, program affairs, administrative exercises and payroll. Ensure compliance with policies and procedures for faculty and staff assessment including probationary faculty oversight, mentoring and post-tenure review.
 - A3. Plan and coordinate faculty recruitment; extensive local, national, and international travels for staff and

visiting researchers and lecturers; process files, correspondence, Travel Expense Reports; schedule interviews; arrange hotel accommodations and transportation; and be responsible for budget expenditures.

- A4. Plan and coordinate public and community relations activities, working with other units on campus, other UW campuses and community organizations where appropriate. Work with the Academic Specialist to help organize university conferences.
- A5. Develop and maintain contacts with other ethnic studies programs, with the Afro American Studies Department and with other units (programs, departments, centers, etc.) on campus. Develop and maintain contacts with comparable units at other UW campuses. Develop and maintain contacts with community organizations concerned with matters relevant to Chicano/a and Latino/a studies.
- A6. Manage and maintain Program mailing lists. Schedule Program facilities usage.
- A7. Be familiar with any university regulations. Keep current of ever-changing university rules regarding purchasing, hiring, and travel. Interpret changing federal and state requirements concerning complex INS immigration and visa regulations for international students.
- A8. Provide faculty, teaching assistants and project assistants with Instructions and guidance in using office machines. Interpret and ensure adherence to the TM contract and workload commitments.
- A9. Greet visitors and direct them to the proper offices and answer inquiries from walk-in visitors. Provide handouts forms, brochures and fliers, as needed, to visitors.
- A10. Attend meetings, workshops and seminars to upgrade skills and acquire new ones, primarily in information technology.
- A11. Maintain inventory and information on office equipment, supplies, videos and books. Supervise film and book library, as well as audiovisual equipment and community room.
- A12. Screen and distribute mail daily

25% B Recruitment and Hiring of Staff and Provision of Administrative Assistance to the Director/Director of the Chicano/a and Latino/a Studies Program

- B1. Provide administrative support to the Program Director. Take minutes at Program, Faculty, and Executive Committee meetings. Act as intermediary between staff, students and the program Director. Manage correspondence and reports addressed to the Director and independently respond to requests from internal and external sources on behalf of the Director.
- B2. Research and produce, as recommended by federal regulations and through the direction of the Director, necessary data and information to prepare grant applications based on federal, state and local funding regulations.
- B3. Assist Director in preparation, archiving, and reporting of faculty/course evaluations.
- B4. Assist in processing confidential recruitment materials for Faculty and Academic Lecturers.
- B5. Assist in processing faculty review, promotion, budget, and award nominating committee information.
- B6. Initiate, prepare, and develop position descriptions for University Staff and TE positions, Authorization to Recruit, and other appropriate personnel forms. Coordinate processing of applications for positions using knowledge of UW recruitment policies and procedures. Acknowledge applications and contact

applicants as needed. Schedule interviews. Prepare letters of offer for approval by the Dean's office. Take all appropriate administrative steps to close vacancy using appropriate UW systems.

B7. Determine salaries and write appointment letters.

B8. Coordinate textbook orders for each semester with faculty as needed. Correspond with publishing companies to acquire textbooks should the need arise

20% C Financial Management of the Program's Annual Budget.

- C1. Assist Director in developing and monitoring the operational budget, which includes general purpose funding, recruitment and retention funding, trust funds and gift funds.
- C2. Manage the daily financial activities of the program, including internal and external requisitions. Track expenditures. Act as purchasing agent for the program with authority to make purchases with a purchasing card. Solicit bids and obtain quotes.
- C3. Interpret all rules and guidelines pertaining to accounting services within the university system. Set up and maintain all accounting records in the Program involving state funds, federal grants and gift funds.
- C4. Perform pre-audit reviews of funds, orders, invoices and vouchers.
- C5. Coordinate all payroll policies and procedures in the Chicano/a and Latino/a Studies Program. Coordinate personnel activities relating to appointments and fringe benefits using appropriate UW-Madison systems.
- C6. Responsible for keeping up-to-date records on salary and related expenditures charged to various funds within the Program, including 101 funds and grants.
- C7. Prepare and manage annual summer budget for the Director's approval.
- C8. With authorization from the Program Director, purchase supplies and equipment through internal and/or external vendors.
- C9. Prepare travel expense reports for faculty, staff, and guest lecturers, as needed. Prepare and submit Payment to Individual reports for honoraria and reimbursable expenses as appropriate.
- C10. Maintain billing procedures for: printing, copying and mailing.
- C11. Prepare payrolls for University Staff, Academic Staff, Student Hourly, and work-study employees. Maintain records for the staff. Provide guidance and overview of payroll procedures to new staff. Investigate and resolve problems and issues of payroll processing.
- C12. Maintain accurate files on staff related benefits and inform new and current employees of benefit changes as they occur. Process Worker's Compensation forms.

20% D Management of Schedule of Courses, Registration-Related Activities, and Certificate-Program Records.

- D1. Assist the Director in managing course offerings to ensure that students have access to courses required for the Certificate in Chican@ and Latin@ Studies.
- D2. Distribute, collect and initiate the processing of applications for student funding (fellowships, graders, teaching assistantships, readers, etc.) available through the Chican@ and Latin@ Studies Program,

university and outside agencies.

- D3. Utilize SIS, Class Section Builder and other systems as needed to authorize course registration for students.
- D4. Prepare fall, spring, and summer Schedule of Courses upon receipt of the call from the Director/Director. Enter information in SIS. Consult with faculty about course offerings to coordinate scheduling.
- D5. Answer questions and resolve problems related to the registration process.
- D6. Make room reservations and room changes, with authorization of Director. Change course limits as necessary, with authorization of Director.
- D7. Administer student- and course-related data.
- D8. Process course change requests and special student registration. Answer student and faculty questions related to such changes.
- D9. Check and process grade-change forms, including checking grade lists. Supply exam books ("blue books") to instructors during examination periods.
- D10. Accumulate, format and maintain statistical reports and information needed by the Program.

10% E Lead and Direct Student Hourly and Work-Study Employees and Volunteer Staff.

- E1. Plan, assign and oversee the activities of Student Hourly and work-study employees engaged in program support work.
- E2. Interview, schedule, train and supervise Student Hourly workers and TEs. Monitor work schedules.
- E3. Manage volunteer projects as needed. Monitor work schedules of volunteer workers

F Lead and Direct Student Hourly and Work-Study Employees and Volunteer Staff.

G Other duties as assigned.

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. Recruits Certificate Program students through class presentations and campus events. Supplies potential certificate program applicants with appropriate materials and information as requested. 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 Director with regular updates.
5. Provides data to the Director for the assessment of CLS program learning outcomes and assists in the preparation of assessment reports.
6. Provides career advising to all CLSP students, including help with resume writing, application processes, and interview skill building.
7. Assists students in planning their course schedule, interpreting their DARS report, and charting their graduation time.
8. Reviews student academic records at the end of every semester and sends a congratulatory email to all CLSP students earning high academic standing.
9. Represents CLSP at all academic fairs with the purpose of highlighting the certificate program and recruiting students.
10. Helps increase CLSP student retention rates through academic programming.
11. Coordinates all CLSP Community Gatherings, including coordination of food, space, data collection for students in attendance, and scheduling presenters from on and off campus.
12. 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.
13. Advises ChiLaCSA by attending meetings and providing support and sharing relevant information about guidelines, procedures, and processes.
14. Assists faculty members, project assistants, advanced work-study students, graders, and other Program staff members in interpreting L&S policies, registration information, certificate requirements, and brochures highlighting the Certificate Program.
15. Supports faculty with CLSP students needing additional academic support by connecting them or the students to the appropriate resources.
16. Participates in campus wide advising committees to stay abreast of all advising practices, guidelines, and procedures.
17. Fosters relationships with advisors in other academic programs and major departments.

18. Fosters relationships with advisors in undergraduate offices providing student services.
19. Connects students to appropriate resources when necessary.
20. Continues to support CLSP alumni and looks for opportunities for them to stay involved and contribute.
21. Manages Program Social Media Account(s).

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 certificate students, certificate student alumni, 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, in cooperation with Advisor.
6. Attends monthly faculty and staff meetings.
7. Updates the CLS webpage.
8. Performs other duties as assigned.

Program Project Assistant Responsibilities and Duties:

1. Assists the Program Director and the Academic Department Specialist in designing and implementing Program initiatives and public information activities, such as the weekly Community Gatherings.
2. Assists Program Director 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 Advisor 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 Director and Academic Department Specialist in devising and/or reviewing publications, including Program student academic/creative journal.
5. Assists Program Director 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 Director 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 Director, Academic Department Specialist, and Program faculty in projects designed to enhance the academic standing of the Chican@ & Latin@ Studies Program.

8. Assists Program Director, 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:

1. Assists the Academic Department Specialist.
2. Completes printing and copying projects for faculty and staff.
3. Delivers time-sensitive documents to appropriate campus offices.
4. Assists the Academic Department Specialist and Advisor with organizing and arranging for Program Events, such as the annual Student Orientation, the Graduate Ceremony, & weekly Community Gatherings.
5. Maintains the workspaces in Library Lounge and Academic Resource Center.
6. Assists with charging/discharging and cataloguing library materials.
7. Creates/develops flyers and assist in updating the WEB.
8. Assists with newsletter production.
9. Works on special projects for and with staff.
10. Other duties as assigned.

Hourly Student Assistant, Intermediate

Intermediate Student Assistant Responsibilities and Duties:

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

10. Other duties as assigned.

Hourly Student Assistant, –

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.
- 10.

Other duties as assigned.

WHO DOES WHAT (by topic).

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

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

AV equipment reservations – Academic Department Specialist

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

Classroom assignments – Academic Department Specialist, coordinated with Program Director

Classroom change requests – Academic Department Specialist, with Program Director's approval

Computer Information – Academic Department Specialist and Webpage, Technology, & Computer Committee

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

Course Proposals and Curricular Changes – Program Director assisted by Academic Department Specialist

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

Course Schedule listings for Fall, Spring, & Summer – Program Director, assisted by Academic Department Specialist

Desk Copy Ordering – Individual Faculty

Directories – Academic Department Specialist

Elections – Program Director or Executive Committee with assistance of Academic Department Specialist

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 Director, assisted by Academic Department Specialist

Film and other instructional material circulation – Academic Department Specialist

Film & Book Library - Academic Department Specialist, Project Assistant/s

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 Director (see L&S Grade Change Policy, 2013, via the Administrative Gateway)

Incompletes???

Ingraham Building Manager – Darcy Little (Program Associate, LACIS)

Insurance – Academic Department Specialist

Internship Applications – Student Academic Advisor

Keys – Academic Department Specialist

Library Circulation and Cataloguing – Academic Department Specialist and Student Employees, in consultation with the Program Director.

Meetings (Minutes, Room Reservations) – Academic Department Specialist or faculty member

Office Assignments – Program Director, Academic Department Specialist support

Office hours/faculty – Academic Department Specialist

Office supplies – Academic Department Specialist

Payroll – Academic Department Specialist

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

Registration Inquiries – Academic Department Specialist or Student Academic Advisor

Recruitment of Faculty – Program Director.

Recruitment of students to Certificate Program – Student Academic Advisor.

Research Assistants (regulations) – Academic Department Specialist

Room reservations – Academic Department Specialist

Search Committee Support (Faculty Recruitment) – Academic Department Specialist

Space Issues – Academic Department Specialist in consultation with Program Director

Student Academic Advising –Student Academic Advisor

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 Director

Technology (Computer) – DoIT Departmental Support and LSS TechZone support coordinated 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, Project Assistant

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. Please submit all materials for posting to the Academic Advisor.

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.. The Conference Room can be used for faculty meetings, conferences, and occasional class meetings (not regularly scheduled). Contact the Academic Department Specialist or the Student Academic Advisor to reserve Ingraham Hall 340.

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.

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 under Wisconsin Statute, Section 20.865. This coverage applies to buildings, contents, capital equipment, supplies and vehicles. All losses are subject to a \$1,000 deductible, effective 07/01/2013, with two exceptions: there is a \$2500 deductible for theft when there is no sign of forced removal and there is a \$0 deductible on vehicle glass breakage. More information about the policy and directions for filing claims are available from the Risk Management page of Business Services, http://www.bussvc.wisc.edu/risk_mgt/property_program.html.

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

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. Instructors who use offices on Ingraham Hall 3rd Floor 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. The Master Key is available from building manager Darcy Little in Ingraham Hall 209. 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). Students may view films assigned for CLS classes in the library using one of the Program laptop computers, which must be checked out officially but do not circulate outside Ingraham Hall 3rd Floor.

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. The allocation is contingent upon the availability of funds. Remaining funds do not carry over to the following semester.

STUDENT ACADEMIC RESOURCE CENTER, 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). The ARC is also a place to showcase student art projects. Although non-Program students are welcome to use the space if it is available, Program students have priority access. CLS Program students, faculty, and staff have exclusive access to printing in the ARC.

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.

CHICAN@ & LATIN@ STUDIES LIBRARY, Ingraham 313

The Library may be used by students, staff, & faculty. Students may use the Library as a quiet study space or a meeting space for a study group. Staff & Faculty may use the Library as additional space to meet with individual students or with a small group. Counseling sessions may take place in the Library. The Library may also serve 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 for book orders themselves. Requests for Desk Copies should be submitted to publishers by individual faculty members.

TEACHING: CLASSROOM ASSIGNMENTS

Consult the Academic Department Specialist.

TEACHING: INDEPENDENT STUDY COURSES

Independent study is determined at the discretion of individual faculty, with the written approval by the Program Director. 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 Director's approval of student enrollment in an independent study course.

TEACHING: PLACING MATERIALS ON RESERVE

Faculty are encouraged to place materials assigned for classes and not available online on reserve at University libraries to enhance student access to course materials. 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:
<https://www.library.wisc.edu/services/course-reserves-materials/>

Faculty may also place materials on reserve in the Program Library. 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 Library.

Please contact the Academic Department Specialist to place materials on reserve in the Program Office.

TEACHING: SCHEDULE OF COURSES

All course- and teaching-related requests must be submitted to the Program Director. The Academic Department Specialist is responsible for course scheduling.

TEACHING: STUDENT COURSEWORK, EXAMS, PAPERS

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 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

All Instructors for CLS classes are required to conduct course evaluations using electronic systems established by the University for that purpose and following the procedures specified by the Office of the Provost (<https://provost.wisc.edu/assessment/digital-course-evaluation-surveys.htm>). The CLS program will use and retain Programteaching evaluations for faculty with joint appointments. The CLS program maintains a standard set of questions for course evaluations, which instructors should review. Instructors who wish to have other questions included should consult with the Academic Department Specialist and/or the Program Director.

TELEPHONES

Personal calls are not allowed from State telephones.

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).

WEBPAGE

The Chican@ & Latin@ Studies Program maintains a web site (<https://chicla.wisc.edu/>) containing faculty and staff directories; Program requirements; course offerings; and other relevant information. The Program Director and Project Assistant are responsible for the design, maintenance, and updating of the Program webpage.