

*Department of English
Oklahoma State University*

*Policies
and
Procedures*

2025-2026

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FACULTY INFORMATION

REGENTS PROFESSOR

Edward Jones, PhD
Timothy Murphy, PhD

UNIVERSITY

Ohio
UCLA

FIELD OF EXPERTISE

Renaissance Literature
Modern/Contemporary Lit

TCHING ASSOC PROF

Dinah Cox, PhD
Eric Howerton, PhD
Sara Loss, PhD

UNIVERSITY

Oklahoma State Univ
Univ of Houston
Univ of Minnesota

FIELD OF EXPERTISE

Fictional Rhetoric
Creative Writing - Fiction, Lit, Comp
Linguistics

PROFESSOR

An Cheng, PhD
Richard Frohock, PhD
Lisa Lewis, PhD
Jeff Menne, PhD
Carol Moder, PhD
Aimee Parkison, MFA
Stacy Takacs, PhD

UNIVERSITY

Penn State
U.C. - Santa Barbara
Houston
Vanderbilt Univ
SUNY - Buffalo
Cornell Univ
Indiana

FIELD OF EXPERTISE

Linguistics/Applied Lang. Studies
18th-Century British Literature
Creative Writing - Poetry
American Cinema
Linguistics & ESL
Creative Writing - Fiction
American Studies

TEACHING ASST PROF

Gregory Brennen, PhD
Nathan Horton, PhD
Fran Junnier, PhD
Ariel Ross, PhD
Richard Sears, PhD
Ryan Slesinger, PhD
Jessica Turcat, PhD

UNIVERSITY

Duke University
Oklahoma State Uni
Oklahoma State Univ
Emory Univ
Indiana Univ
Univ of Tulsa
Oklahoma State Univ

FIELD OF EXPERTISE

Composition, Serial Media, Brit Lit
TESL/Linguistics
Applied Linguistics
Comparative Literature
English/Renaissance Literature
20th-C American Literature
Poetry and Gender & Women's Studies

ASSOC PROFESSOR

Sarah Beth Childers, MFA
Lisa Hollenbach, PhD
Stephanie Link, PhD
Reva Sias, PhD
Nicole Tracy-Ventura, PhD
Graig Uhlin, PhD

UNIVERSITY

West Virginia Univ
Univ of Wisconsin-Madison
Iowa State Univ
Syracuse Univ
Northern Arizona Univ
NYU

FIELD OF EXPERTISE

Creative Writing - Nonfiction
Literature, Post 1900
Applied Linguistics & Technology
Composition & Cultural Rhetoric
Applied Linguistics
Screen Studies

VISITING ASST PROF

Sari Carter, PhD
Alex Hughes, PhD
Bryan Jones, PhD
Daniel Morse, PhD

Cynthia Rogers, PhD
Jason Sperb, PhD
Michelle Waters, PhD
Seth Wood, PhD

UNIVERSITY

Vanderbilt Univ
Oklahoma State Univ
Oklahoma State Univ
Univ of Edinburgh

Indiana Univ
Indiana Univ
Univ of Oklahoma
Emory Univ

FIELD OF EXPERTISE

English Literature
Creative Writing, Fiction
Rhetoric & Composition
20th-C Transnational, Immigrant, &
Multiethnic Writing
Medieval Literature and Codicology
Communication & Culture
Composition & Writing Center Pedagogy
Comparative Literature

ASST PROFESSOR

Michael Amory, PhD
Kathleen Burns, PhD
Stephanie Choi, MFA
Shelby Johnson, PhD
Gene Kwak, MFA
Reanae McNeal, PhD
Chelsea Silva, PhD
Lindsay Wilhelm, PhD

UNIVERSITY

The Penn State Univ
Duke University
The Univ of Utah
Vanderbilt Univ
Univ of Massachusetts
Texas Women's Univ
U.C. - Riverside
UCLA

FIELD OF EXPERTISE

Applied Linguistics
Amer Studies & Lit 19th-21st Centuries
Creative Writing - Poetry
American Literature & Culture pre-1865
Creative Writing - Fiction
Multicultural Women's & Gender Studies
British Literature and Culture Pre-1500
19-C Lit & Science and Victorianism

CONTACT INFORMATION

ENGLISH DEPARTMENT ADMINISTRATION

Jeff Menne	Department Head	205B	4-6140
Stephanie Link	Associate Department Head	109D	4-6232

PROGRAM DIRECTORS

Reva Sias	First Year Composition	309C	4-6267
Richard Sears	Honors Comp	104F	4-7690
Lisa Hollenbach	Literature, Honors in English	311C	4-6227
Nathan Horton	ITA Coordinator	109A	4-1780
Eric Howerton	ENGL 3323 (Tech Writing)	104D	4-8500
Sarah Beth Childers	Creative Writing	201A	4-6235
An Cheng	Rhetoric & Writing Studies	302B	4-9470
Fran Junnier	International Composition	104E	4-9079
Graig Uhlin	Screen Studies	311B	4-6229
Nicole Tracy-Ventura	TESOL & Linguistics	211C	4-9471
Michelle Waters	Writing Center	SU440	4-9365

ENGLISH DEPARTMENT ADVISING

Clarissa Bonner	Undergraduate Advisor	107B	4-6146
Sarah Mutschelknaus	Undergraduate Advisor	213LSE	4-5658
Lindsey Wilhelm	English Graduate Program	308A	4-6222

SUPPORT STAFF

Robert Estes	Senior Financial Assistant	207C	4-6148
JuDean Howerton	Assistant to Department Head	205A	4-6140
Brenda Maxwell	Assistant to Grad Program Director	308	4-9469
Charissa Prchal	English Department Admin Support	205	4-1089
Eliot Jennings	Writing Center Admin Support	SU440	4-6671

STUDENT ASSOCIATION OFFICERS

	EGSA	TESLING	CWA
<i>PRESIDENT</i>	Courtney McEunn	Kaiso Esua	Farah Taha
<i>VICE PRESIDENT</i>	Mackenzie Tomlinson	Victor Adedayo	Courtney McEunn
<i>SECRETARY</i>	William Ellis	Mary Adigun	Natalie Kochanov
<i>TREASURER</i>	Farah Taha	Austin Gunnels	Lexi Melson
<i>GPSGA REPS AND/OR LIAISONS</i>	Lucy Emerho	N/A	Eric Stone
<i>ACADEMIC CHAIR</i>	N/A	Babatope Falohun	N/A
<i>SOCIAL JUST OUTREACH COORDINATOR</i>	Mars Core	Fairoza Fairooz	N/A
<i>FACULTY SPONSOR</i>	Dr. Lindsay Wilhelm		Dr. Lisa Lewis

FACULTY MEETING DATES

GENERAL FACULTY MEETINGS at 2:30 in M206

Fall 2025

August **22**
September 19
October 17
November 21

Spring 2026

January 16
February 20
March **27**
April 17

GRAD FACULTY MTGS will immediately follow General Faculty Meetings.

FACULTY COMMITTEES AND MEMBERS

CURRICULUM

Aimee Parkison (Creative Writing)
An Cheng (Rhet/Writing Studies)
Shelby Johnson on leave Fall 2025 (American Studies)
Kathleen Burns Fall 2025 (American Studies)
Lindsey Wilhelm (British Literature)
Steph Link (TESL/Ling)
Stacy Takacs (Screen Studies)

ADMISSIONS

Carol Moder (TESL/Ling)
Lisa Hollenbach (Literature)
Lindsey Wilhelm (Graduate Director)
Aimee Parkison (Creative Writing)
An Cheng (Rhet/Writing Studies)
Graig Uhlin (Screen Studies)

TA SELECTION

Carol Moder (TESL/Ling)
Reva Sias (Composition)
Bryan Jones (Writing Center)
Steph Link (Graduate Director)

PERSONNEL

Edward Jones (chair)
Lisa Lewis (Professor)
Tim Murphy (Professor)
Lisa Hollenbach (Associate Professor)
Sarah Beth Childers (Associate Professor)
Chelsea Silva (Assistant Professor)

A&S FACULTY COUNCIL REP

Michael Amory

GRADUATE STUDIES

Chelsea Silva (Literature)
Carol Moder (TESL/Ling, RWS)
Gene Kwak (Screen Studies & Creative Writing)

SCHOLARSHIP SELECTION

Jeff Menne (Head)
Lindsey Wilhelm (Graduate Director)
Clarissa Bonner (Undergraduate Advisor)
Two faculty appointed by the dept head

CARE COMMITTEE

Shelby Johnson
Salman Rafique
Ariel Ross
Nicole Tracy-Ventura

GENERAL INFORMATION

ACADEMIC INTEGRITY

All members of the Oklahoma State University community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility.

See <http://academicintegrity.okstate.edu/> for complete details.

ANNOUNCEMENTS

Department announcements may be

- sent through the **moderated** OSU-ENGLISH2-L listserv
 - to submit an e-mail for approval, send to osu-english2-l@listserv.okstate.edu
- on the Front Office Department of English Canvas Community
- distributed to individual department mailboxes located in M205
- posted on the bulletin board in the department lounge in M210.

Public announcements are posted on the Department of English Facebook and Twitter feeds and on the department website at english.okstate.edu.

BURSAR CHARGES FOR LOST DEPARTMENT ITEMS

If you check out equipment/keys/tech from the department and anything requires replacement, or requires repair when you return it, your OSU Bursar account will be charged for those costs.

CALENDAR AND EVENT LISTINGS

Public and Department-only events will be listed on the Front Office Canvas Calendar. This is the iCal link to add this to your personal calendar:

https://canvas.okstate.edu/feeds/calendars/user_kvSY7Vyd5YVTkwLHuNZXPQzwtSDWlbXd5YZPeCvO.ics

REMINDER: If anyone will need to be paid any amount of money in relation to your event, loop Robert in as early as possible, so he can start the paperwork that special payments require. (robert.estes@okstate.edu)

To add English Department-only events and due dates

Send these to english.information@okstate.edu, and staff will add them to the Canvas calendar for the Front Office Department of English.

To add an event that is open to the public

University Events are listed at events.okstate.edu. *Please check this calendar before planning events.*

You can log in there to add an event. Please include ENGLISH as a sponsor and when you get an email confirmation of your event, forward it to english.information@okstate.edu, so your event can be added to the Front Office Department of English Canvas calendar.

CANVAS

Canvas is administered by Institute for Teaching and Learning Excellence. ITLE provides a combinations of trainings, instructional videos (<https://itle.okstate.edu/Canvas.vbhtml>), and one-on-one consultations. For assistance contact ITLE at canvas@okstate.edu or (405) 744-1000.

Several programs in the department have Canvas Communities you will find yourself enrolled in as an instructor or "student."

COMPUTER/TECH SUPPORT

CLASSROOM TECHNOLOGY (ITLE – 744-7155)

Contact them if

- technology in a **general** classroom is not working - touchscreen, screen, speakers, computer, projector, etc.
(If you have trouble in M105, M106, M207, M208, M305, or M310, or anything inside the cabinet in M303, contact the English Department Computer Techs.)

ENGLISH DEPARTMENT TECHS – FALL 2025 ONLY

(M104B - 744-1819 - englcomputertechs@okstate.edu)

Contact Karishma if

- your OSU office technology isn't working (printer, computer, scanner, etc.)
- technology in M105, M106, M207, M208, M305, or M310.

CAS TECHNICAL SERVICES (LSE005 – 744-6844)

Contact them if you cannot reach our Department Techs.

CAMPUS IT (405-744-4357 – HELPDESK@OKSTATE.EDU)

Contact them for problems with your **okey account** – logging in, changing information, accessing e-mail, accessing Canvas.

COPYRIGHT POLICY – SCANS AND COPIES OF IN-PRINT MATERIAL

University policy regarding scans, photocopies, and otherwise finding ways to get students material for little or no money is:

- if material is in-print/under copyright, the creator/publisher must be paid for the material.
- the university abides by copyright law
- Edmon Low Librarians work diligently to get material to students legally for little or no money
- the university takes on legal liability when instructors copy or scan copyrighted material

If you'd like to make in-print, copyrighted material available to students, contact gala.lackey@okstate.edu at Edmon Low. OSU may have a publisher agreement or be able to purchase copies for rent, or electronic copies for the semester.

DEPARTMENT HEAD APPOINTMENT/CALENDAR

See JuDean Howerton, Assistant to the Department Head, if you would like an appointment with the head of the department.

JuDean can be reached at 744-6140 or judean.howerton@okstate.edu.

ELECTRONIC CLASSROOM (106 MORRILL)

The Electronic Classroom (EC) looks like a computer lab, but is not. The class schedule and reservation book is at

https://drive.google.com/drive/folders/1GTgX2v_2W0ESG5nbVnBI21U6tvr7tQ0E?usp=drive_link

(You may need to copy/paste the address because of email security.)

The door is locked. See staff for access.

E-MAIL – OFFICIAL DEPARTMENT POLICY

The English Department uses *okstate.edu* e-mail addresses for all official correspondence. Instructions for forwarding your *okstate* e-mail are [here](#).

EMAIL LISTSERVS

Please make sure osu-english2-l@listserv.okstate.edu address is marked as a safe sender wherever you receive your @okstate.edu email. This is where all major English Department announcements will be distributed.

You may also be added to relevant program news & announcements listservs.

You can find and [enroll](#) in numerous listservs at listserv.okstate.edu.

Some you may find of interest are:

ENGL-CALLS-L – *calls for submissions, conference announcements, etc.*

ENGL-VLA – *discussion listserv for VAPs, Adjuncts, and Lecturers*

FILM-EVENTS-OSU-STW-L – *film screenings and events around Stillwater*

THE_MORRILL_ATTIC – *discussion listserv for Morrill's 4th floor*

ITANNOUNCEMENTS – *OSU IT outages, updates, announcements*

FAX (YES WE HAVE A FAX MACHINE)

Incoming faxes cost \$1 per page. Outgoing faxes cost \$.25 cents per page.

Students should not submit work by fax.

Contact front office staff if you need to send or receive a fax.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

(SEE ALSO STUDENT CONSENT TO RELEASE ACADEMIC INFORMATION)

All OSU instructors and staff are REQUIRED to take the FERPA web tutorial.

The tutorial should take 10-15 minutes to complete. Before you begin please carefully review all of the topics in the [OSU FERPA website](#)—both General Information and the appropriate Faculty FAQ or Staff FAQ sections.

Click on the tutorial on registrar.okstate.edu and log in using your O-Key e-mail and password. If you do not have O-Key access, activate your account at okey.okstate.edu.

Do not ever make a student's information or academic records available to anyone other than the student.

Direct all requests for information that are not from the student to the **OSU Registrar**.

FILM LIBRARY

The department film library index is available at

<http://englishcourses.okstate.edu/filmtrak/index.php>.

Films are available to anyone on English Department payroll, and replacements for unreturned films will be charged to your bursar account.

Films are requested through the website and can be checked out for ***one week***. The requested disc(s) will be placed in your department mailbox/office. You may re-check out a film, but you need to bring the disc in to re-check it.

The film return box is the mailbox hidden behind the Copy&Scan Request tray by the window in M205.

FILM SCREENING ROOMS (303 & 305 MORRIILL)

The screening rooms have raked floors and fixed seating.

M303 has a Department BluRay player in a corner cabinet drawer.

M305 has several players and equipment in the cabinet.

The M305 door and the M303 cabinet are locked. See staff for access.

The reservation books are on

https://drive.google.com/drive/folders/1GTgX2v_2W0ESG5nbVnBI21U6tvr7tQ0E?usp=drive_link

You may need to copy/paste the address because of email security.

FRONT OFFICE ONLINE COMMUNITY ON CANVAS

All employees of the English Department will be “enrolled” in the **Front Office – Department of English** Online Community.



Documents like the department directory and Policies & Procedures are always available here, and this is where you submit your CV, syllabi, and gradebooks, etc.

To access the Front Office Online Community, use your OKey login at <https://my.okstate.edu>. Click on Canvas, and then click on Front Office – Department of English.

GRADEBOOKS AND RECORDS RETENTION

GTAs, Adjuncts, Lecturers, and VAPs need to submit every semester, via the Front Office Online Community:

- **gradebooks** - component grades like assignments, extra credit, etc.
 - *not* final grades
- **attendance** - if it was listed in the syllabus as a factor in final grades

The official OSU records retention policy:

Instructor Gradebooks: Retain in office five (5) years, then destroy provided no complaints have been filed. If a complaint has been filed destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Completed Tests, Examinations, and Papers File: Retain in office until returned to students. Retain unreturned material in office until expiration of academic appeals period, then destroy.

GRANT EXPENDITURES: See “Purchasing.”

LETTERHEAD

English Department letterhead and envelopes are available for professional purposes. This includes correspondence pertaining to classes, students, manuscript submissions, and job applications. Electronic letterhead is in Canvas.

OFFICE HOURS FOR INSTRUCTORS

Office hours must be spread over three (3) days.

If you are teaching...

... 1 or 2 classes, you must have at least 180 minutes (3 hours)

... 3 or more classes, you must have at least 240 minutes (4 hours)

An office hours card will be provided if you submit your office hours in the first 2 weeks of the semester.

OFFICE MAILBOXES

All instructors, and staff have mailboxes in 205 Morrill, as do organizations and journals based in the English Department. Federal and campus mail, announcements and flyers will be distributed to these mailboxes. Please check your mailbox at least once a week.

Because you receive federal mails in this mailbox, staff will prevent anyone else from removing anything from your mailbox.

Do not leave anything in your mailbox for anyone else to pick up.

Alert staff ahead of time if someone needs to collect something for you.

ORDERING TEXTBOOKS/REQUESTING DESK COPIES

Charissa serves as the department bookstore contact for ENGL courses.

The department book order database is at <http://englishcourses.okstate.edu/bookorder/index.php>. Contact Charissa with questions or if you need access to the site.

If you have a class that is cross-listed with ENGL, make sure Charissa *and* the staff from the other department *both* have your book order.

If you note that you will need a desk copy, Charissa will provide you with the publisher’s desk copy request procedure.

PHOTOCOPYING/PRINTING/SCANNING

PRINTING REQUESTS – ELECTRONIC ORIGINAL:

- Send an e-mail with attachments to copyrequest@yahoo.com
- **Please only use copy request e-mail accounts.** *Staff accounts fill up and start bouncing emails quickly.*
- Staff will check these accounts every hour M-F, 8am-5pm.
- Please indicate:
 - date/time needed
 - number of copies needed
 - if you do not want the default (double-sided, stapled copies).
- Attachments do not always appear in the order in which you attached them. For multiple attachments, list instructions by filename.

PRINTING/SCANNING REQUESTS – HARDCOPY ORIGINAL:

- *Remove staples from materials to be copied/scanned.*
- Write instructions on form provided and insert in or paperclip to materials.
- Please indicate:
 - date/time needed
 - number of copies needed
 - if you want single/double-sided copies
 - staples
 - a particular filename or to break a scan into smaller files.
- Materials will be returned to your mailbox after request is completed.

Do not put exams or quizzes in the copy request tray.

- Give them directly to a staff member or use copyrequest@yahoo.com
- You will receive a card in your box when exam/quiz copies are completed.

Allow lead time of four (4) workday hours for 35 copies or fewer and 24 hours for larger quantities.

This means you should plan for a print request submitted after 5pm to be ready at noon on the next workday.

Note on scanning from books:

Although the department has not revisited scanning policies since Canvas has become widely used, please note that scanning books takes considerably longer than scanning individual sheets of paper using the document feeder.

INSTRUCTOR COPIER IN 4th FLOOR WORKROOM

Contact Charissa if you need your log-in information.

PRINTING

- **Instructors** may use the instructor copier for classes they are *teaching*.
 - **Instructors** may print from a USB drive
- **Tenure-Line Instructors, TAPs, and VAPs** may have their Department computer networked to the faculty printer

SCANNING

- All English Department employees can scan to email or USB drive

The 4th floor copier does not always communicate well with macs or USBs used with macs. copyrequest@yahoo.com is available when trouble arises.

POSTAL PROCEDURES AND SUPPLIES

Federal mails and all deliveries will be placed in your M205 mailbox. If an item is too large for your mailbox, a card will be placed in your mailbox with instructions.

All outgoing mail and packages (on-campus, off-campus, FedEx, UPS, etc.) can be placed in the staff workroom in M205C.

PURCHASING

ALL financial transactions are handled by Robert Estes – robert.estes@okstate.edu.

BEFORE any payment, charge, or purchase is made, requests must be submitted in writing to the Department Head.

Reimbursement is unlikely if this procedure is not followed.

Once written approval is obtained, Robert will provide assistance for purchases.

ROOM RESERVATIONS

Department-controlled room reservation sheets are at

https://drive.google.com/drive/folders/1GTgX2v_2W0ESG5nbVnBI21U6tvr7tQ0E?usp=sharing
(you may need to copy/paste)

If you need to reserve a General University classroom you must complete this form https://registrar.okstate.edu/class_schedule_short_courses/room_reservations.html and email it to gurooms@okstate.edu

If you have a problem with your classroom (other than tech) or need to switch classrooms, please contact main office staff. Because of the number of classes offered during prime-time hours, not every request can be met.

STAFF DESKS

Refrain from sitting at, sitting on, or standing behind any staff member's desk. This policy helps maintain security of files and other personal and confidential information.

SUBMISSION OF STUDENT WORK

Students should turn in work in class or electronically.

If necessary, students may leave papers in instructor mailboxes. Staff will direct students to your mailbox, but will **never** handle student papers.

SUPPLIES

Office supplies such as staples, legal pads, pens, etc. are available in M205 to be used in classes you are teaching.

SWIPE READERS FOR DOORS – OSU ID CARDS

M208 and the 4th floor have door card readers for unlocking the door.

See staff if you need access to the 4th floor between 7:00am-7:30pm, or on weekends.

- Swipe your OSU ID only once per 15 seconds. The door will hard-lock for 45 seconds if you swipe more.
- When you swipe, and the light turns green, **turn the handle** and open the door.

SYLLABI

The department is required by University Policy to keep copies of every syllabus on file for five years.

Submit an electronic copy of your syllabus/syllabi via the Front Office Online Community at the beginning of each semester, and when you modify the syllabus or class calendar.

Even if you submit a copy of your syllabus to a program director, you still need to submit your syllabus on the Front Office Online Community.

TEACHING SCHEDULE ASSIGNMENTS

Tenure-Line Instructors: The department will attempt to accommodate scheduling requests. 3-day and 2-day per week schedules will alternate by semester. Tenure-line instructor class schedules are created a year in advance.

Summer assignments: priority will be given to tenure-line instructors who are ineligible for Dean's Incentive Grants. Tenure-line instructors will be assigned to no more than one course except in emergency situations.

GTAs, Adjuncts, Lecturers, VAPs, and TAPs: Teaching assignments are made using the information given to JuDean every semester on the Teaching Preference Form.

JuDean emails the Teaching Preference Form *after* graduate enrollment begins, so GTAs may include their grad class schedules.

Please clearly note all pertinent information (time constraints, special requests, etc.) on your form, and *inform JuDean immediately of any changes*.

GTAs may mark what they prefer to teach, but **program directors decide all GTA assignments**.

Summer GTA appointments are made according to the GTA Appointment/Reappointment Guidelines (see page 9).

TELEPHONE USAGE

The department must be reimbursed for the cost of personal calls made from office phones.

Contact the main office staff to make long distance calls from a campus phone. Contact JuDean to make an International call.

HOME PHONE NUMBER POLICY: Staff will not give out home phone numbers or addresses without prior approval. If an incoming call is urgent, staff will take information and attempt to reach you off-campus.

With your permission, they can transfer a call to your personal phone.

TRASH/PAPER RECYCLING

Trash is collected early on Tuesday and Friday mornings in Morrill Hall. **Please put trash cans outside office doors for the janitorial staff on Monday and Thursday nights.**

Paper/cardboard and bottle recycling cans are located in the hallway on each floor and in the main office.

TRAVEL REQUISITIONS

Contact Robert for information regarding travel requisitions

USEFUL WEBSITES

english.okstate.edu: The official English Department website. This is an excellent resource for students and prospective students.
https://cas.okstate.edu/english/faculty_governance.html Faculty committees and representatives.
catalog.okstate.edu/ The University Catalog, with course descriptions and academic regulations.
comp.okstate.edu: Website for the first-year composition program.
registrar.okstate.edu/academic_calendar/ The Registrar's Calendar, listing holidays and due dates (*REMINDER: THE DEPARTMENT DEADLINE FOR FINAL GRADE ENTRY IS DIFFERENT FROM THE DEADLINE LISTED BY THE REGISTRAR*)

cm.maxient.com/reporting.php?OklahomaStateUniv

Care Report: Submit a Care Report if you are concerned for a student's wellbeing. This is for NON-EMERGENCY reporting. If the person poses a threat of harm to self or others contact Oklahoma State Police IMMEDIATELY at (405) 744-6523.

Cowboy Strong Funding: Cowboy Strong funding is intended to be a one-time grant, up to \$500 or less, to assist students who are experiencing an unforeseen emergency or crisis.

General Incident Report: Use this report form to share concerns about a student's behavior that does not align with the expectations outlined in the Student Code of Conduct.

Residence Life Incident Report: This report form is used for concerns or actions that are experienced or observed in an on-campus living environment and alleged to have violated the Code of Conduct or Residential Life policies.

Sexual Violence Report: This form may be used to report instances of sexual violence to Oklahoma State University officials.

adminfinance.okstate.edu/rpm/report-incident.html



[Report Guest / Student Injury](#)



[Auto Liability](#)
If the incident being reported is



[Third Party Auto Liability](#)



[Auto Physical Damage](#)

secure.ethicspoint.com/domain/en/report_company.asp?clientid=10933&override=yes&agreement=no&locationid=8294298

You are currently in the confidential and secure reporting structure of EthicsPoint. Below are the choices available to you. Please click on the arrow (→) to select the type of report you would like to make.

Oklahoma State University and OSU System	
→ Financial	Accounting, auditing, or financial matters.
→ Research	Issues dealing with the Institution's research programs.
→ Human Resources	Misconduct, harassment, discrimination, or other working conditions.
→ Athletics	Misconduct or violations of Institution policies or NCAA regulations.
→ Risk and Safety Matters	Environmental, public safety, or working conditions concerns.
→ Medical	Issues related to the Institution or student health center services.
→ Information Technology	Data privacy or integrity, inappropriate use of technology, software piracy or copyright infringements.
→ Academic/Student Affairs	Issues dealing with students or academic affairs.
→ Other	Other issues that do not seem to fit in the above categories.

TA Appointment/Reappointment Guidelines

TA SELECTION

TA selection will consist of the following program personnel:

- ESL Composition Director
- TESL/Ling Program Director
- First-Year Composition Director
- Graduate Program Director
- Literature Program Director
- Rhet & Writing Studies Program Director
- Writing Center Director

Each program director will review assistantship applications in their respective area. Materials for those applicants accepted as a TA will be forwarded to the FYC director to review for experienced/rookie status. This information will be forward to JuDean who will then send a TA offer letter to those selected for an assistantship.

PROCEDURE FOR INITIAL APPOINTMENT

Students normally apply for assistantships at the time of admission <https://gradcollege.okstate.edu/prospective-students/assistantships.html>. However, applications may also be considered from current students who should write a brief letter of application to the Graduate Director. The letter should indicate preferences (if any) for Writing Center, First-Year Composition, Technical Writing, or TESL Composition. The letter should also identify any prior teaching experience. Assistantships begin in the fall semester, and most are awarded during the January admission process.

SUMMER TEACHING

Summer appointments are separate from those awarded during the regular academic year. Appointment during the regular academic year does not carry the presumption of a summer appointment. Summer appointments do not count toward the total time allowed for financial support. Summer appointments will not be awarded to students who have outstanding 'I' grades for the preceding Fall or Spring semesters or to those who have not completed the required six hours of graduate credit for each semester in the preceding academic year.

Other Criteria for Summer Appointment Include:

- 1) Applicants for summer appointments should understand that the first criterion for selection is department staffing needs. Thus, many decisions about appointments must be based on the courses that applicants are qualified to teach (i.e. TAs must have completed the methods course relevant to the course they will teach, or the appropriate program director must determine that they are otherwise qualified).
- 2) When there are more qualified applicants than positions available, program directors and the department head will use the following criteria (in order of relative importance as listed below) to select those to receive an appointment.
 - a) Intention to return during the following fall semester
 - b) Progress toward degree
 - c) Seniority
 - d) GPA adequate to qualify for comprehensive exams

REAPPOINTMENT FOR CURRENT GTAs

All appointments are for one year and may be renewed annually up to the maximum time allowed for financial support (three years for MA/MFA candidates, five years for PhD candidates, and eight years for those pursuing both degrees at OSU). **A GTA may NOT keep their assistantship if they move out of state, which means online assignments will not be an option, this includes teaching and/or Writing Center appointments.**

Current GTAs will be notified of reappointment for the following year during the Spring semester of each academic year.

Decisions about reappointment will be based on the following criteria:

- 1) Adequate performance of assigned responsibilities including teaching, research, tutoring, meeting attendance.
- 2) Adequate progress toward a degree (defined as completing six hours each semester you are enrolled).
- 3) Grade point average sufficient to qualify to take comprehensive examinations (3.0 MA/MFA; 3.5 PhD; both based on transcript grades). Insufficient GPAs may lead to a one-year probationary appointment. If GPA has not reached an accepted level after a year, the teaching assistantship or associateship will be terminated.
- 4) Recommendation from the appropriate program director (solicited by the department head prior to making reappointments).

EXTENSIONS FOR CURRENT TAS

Extension of a teaching assistantship or associateship beyond the maximum time permitted may be granted at the discretion of the department to meet the current staffing needs, subject to the limits of available funding. In addition, a GTA must live in the state of Oklahoma and be available to teach in-person. Online teaching is not guaranteed. An extension will not exceed one academic year. Pay during the extension will be the same as that for the last appointment the applicant held within the department

Time Limits: A GTA not on academic probation is eligible for financial support under the following conditions. MA and MFA students receive three years of funding (with a possible fourth year). PhD students receive five years of funding (with a possible sixth year). Under very rare circumstances will a MA/MFA GTA receive a fifth year of support nor a PhD GTA a seventh year of support.

Applicants for extension:

- must have completed all coursework toward degree.
- must have passed all comprehensive examinations for degree.
- show evidence of satisfactory progress on the thesis, dissertation, or creative component required for the degree.
- submit to department head recommendations from your advisor and program director(s) you are teaching under along with a letter summarizing your academic progress.
- must live in the state of Oklahoma.

ACADEMIC INTEGRITY

All members of the Oklahoma State University community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility.

See <http://academicintegrity.okstate.edu/> for complete details.