

Faculty Reference Guide

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English Staff

Here is a list of all staff members and a brief description of our areas of expertise:

Catherine Beaver-Business Manager

Office: 303C Allen Building

Email: catherine.beaver@duke.edu

Phone: 919.684.2772

For help with: Faculty and staff affairs (hiring, leaves, payroll); department and university policies and procedures; budget and facilities management

Matia Guardabascio-Event Coordinator & Assistant to the Business Manager

Office: 303 Allen Building

Email: matia.guardabascio@duke.edu

Phone: 919.684.2741

For help with: event scheduling & publicity; department orientation (office, keys, photo ID, mail, copying); general administration

Monika Allison-Financial Officer

Office: 303A Allen Building

Email: monika.allison@duke.edu

Phone: 919.684.4289

For help with: research accounts, p-cards, reimbursements, and payments (including honoraria to visiting speakers)

Quantá Holden-Communications Specialist & Website Manager (software support)

Office: 302 Allen Building

Email: quanta.holden@duke.edu

Phone: 919.684.2203

For help with: Duke online systems, web design, faculty profiles

Sabrina Carr-IT Specialist (hardware support)

Office: 302 Allen Building

Email: Sabrina.carr@duke.edu

Phone: 919.660.9810

For help with: getting or maintaining a computer, printer, or other equipment

Michelle Dove-Assistant to the Director of Undergraduate Studies Office:
303AA Allen Building

Email: michelle.dove@duke.edu

Phone: 919.684.6820

For help with: courses, classrooms, scheduling, book ordering, grading,
commencement and other undergraduate events

Maryscot Mullins-Assistant to the Director of Graduate Studies

Office: 316 Allen Building

Email: Maryscot.mullins@duke.edu

Phone: 919.684.5538

For help with: admission, recruitment, placement, scheduling exams and defenses,
and all graduate events

English Officers

Sarah Beckwith-Department Chair

Office: 302A Allen Building

Email: ott@duke.edu

Charlotte Sussman-Director of Undergraduate Studies

Office: 325 Allen Building

Email: charlotte.sussman@duke.edu

Kathy Psomiades-Director of Graduate Studies

Office: 308 Allen Building

Email: Kathy.psomiades@duke.edu

Teaching Resources

UNDERGRADUATE

Course Scheduling

Your first semester's courses will be scheduled in advance of your hire date. Specific courses will be based on the department's needs and teaching schedules depend on available times. You will be notified of your assigned schedule shortly after you sign your appointment letter. Please see the DUS or DUSA once you arrive on campus to discuss future course offerings and scheduling preferences.

Summer Scheduling

Summer Courses are scheduled by Duke Continuing Studies & Summer Session. Pay is contingent upon annual salary and enrollment. The DUS Office will solicit course proposals every spring semester for faculty interested in teaching summer courses.

Classrooms

The DUSA submits classroom requests to the Registrar. If you have questions about your assigned classrooms or teaching needs please contact the DUSA.

Textbooks

Requisitions may be submitted one of four ways:

Email: textbook@duke.edu

Fax: (919) 684-8619

Online: via Faculty Hub

Online: <http://dukebooks.collegestoreonline.com>

Advising

Duke students declare their major in the spring semester of their sophomore year. All majors are assigned a faculty advisor. Your role as an advisor is overall to advise students' plan of study in the major. Every semester your tasks are to meet with your advisees to review their next semester's schedule and to clear students for registration via DukeHub. You will not be assigned advisees your incoming

semester but should be prepared to serve as a faculty advisor in your second semester and beyond.

The Plan-of-Study Worksheet and courses that fulfill Major Requirements are available online: <https://english.duke.edu/undergraduate/major>.

Office Hours

You are expected to hold **at least 2 hours of office hours** every week. See the Duke Faculty Handbook for more info.

Midterm Grades

The University requires faculty to submit midterm grades for freshman and any student who is in jeopardy of failing the course. We recommend having 1/3 of graded material due by midterm so that students' midterm grades adequately reflect their work in the course.

University and Undergraduate Major Requirements

The requirements for majors in the Trinity College of Arts & Sciences are available online: <https://trinity.duke.edu/undergraduate/academic-policies/curriculum>.

The requirements for English majors are available online: <https://english.duke.edu/undergraduate/major>.

The university course catalog is available online: <https://registrar.duke.edu/courses-classrooms/course-catalog>.

Hard-numbered courses in the course catalog have built-in Areas of Knowledge, Modes of Inquiry and Crosslists. To acquire Areas of Knowledge, Modes of Inquiry or Crosslists for special topics courses, fill out the Office of Curriculum and Course Development's course request form:

<https://admin.trinity.duke.edu/curriculum/course-development-resources>.

See the DUSA for instructions and questions about the process.

Systems Used for Teaching

DukeHub: the student and faculty portal for course registration and advising.

<https://dukehub.duke.edu/>

Instructions on how to use DukeHub:

<http://sissoffice.duke.edu/docs/DukeHub%20Faculty%20Portal%2012-05-16.pdf>

Sakai: course site for individual class materials and online class discussion

<https://sakai.duke.edu/>

Instructions on how to setup your individual course sites:

<https://support.sakai.duke.edu/2016/08/12/creating-a-course-site/>

Problems with Students

If you have a student who is struggling to come to class or is exhibiting worrisome behavior, there are a few options available to you to help your student.

1. Talk to your student to identify the problem.
2. Reach out to the DUS for advice about who to contact.
3. Every student at Duke is assigned to an academic dean. Your class lists will indicate which dean is assigned to your student. In consultation with the DUS, reach out to your student's dean to make them aware of the issue.
4. You can find your complete class list on DukeHub.
5. Duke offers Counseling and Psychological Services via CAPS. For more information on this vital service, please visit their website:
<https://studentaffairs.duke.edu/caps>.

Helpful Links

University Academic Calendar: <https://registrar.duke.edu/academic-calendar-2017-2018>

Registrar's Office: <https://registrar.duke.edu/>

Thompson Writing Center: <https://twp.duke.edu/>

GRADUATE

All information about requirements and duties relating to the English Graduate Program should be directed to the DGS or DGSA, including but not limited to:

- Proposing graduate classes (DUS office will handle scheduling process)
- Serving on or chairing student committees
- Student teaching assistants (guidelines governing assignments can change depending on class enrollments & the number of available TAs that semester)
- Hiring students as research assistants (should also talk with Catherine Beaver about this)
- Teaching independent studies and tutorials

Research Resources

Grants & Fellowships

Opportunities for grants and fellowships available through Duke will be sent to faculty throughout the year, usually via email. You can also look for these in the weekly “This Week at Duke English” newsletter.

All faculty are eligible to apply for grants or fellowships. For more information and resources, contact the Office of Research Support (<https://ors.duke.edu>).

Our designated Humanities liaison for grants and fellowships is Carol Vorhaus: Associate Director, Foundation Relations
(919) 681-1967
carol.vorhaus@duke.edu

Leaves

Regular leave requests for the following academic year are due by December 1st. Catherine Beaver, Department Business Manager, will send an official invitation for leave requests. Medical leave requests may be made at any time. Please contact Sarah Beckwith, Department Chair, for this type of leave. For information on types of leaves and eligibility, please visit: <https://admin.trinity.duke.edu/faculty-affairs/policies-procedures>.

Financial Support

Procurement Cards

All faculty with research accounts may apply for a procurement card (or p-card), a credit card, which may be used to make purchases associated with their Duke activities or research. The application for a p-card is included in the new faculty welcome packet or at the English office. Please submit your application to **Monika Allison, Financial Officer**.

Once your p-card has been issued, you will be required to attend a brief seminar detailing the rules and security guidelines for p-card use. Any questions you may have about your card and how to use it may be directed to Monika.

Receipts

Receipts for all p-card purchases **must** be submitted to Monika within 10 days of the purchase date. Please include your name and the purpose of the transaction with every receipt you file. Original receipts are preferred, but if you are traveling for an extended period, you may send electronic versions. Please make sure the scan or photo of your receipt is legible. Failure to submit receipts in a timely manner may result in a p-card being suspended by the Duke Financial Services office. If a receipt goes missing, you can request a “missing receipt form” from Monika, however you are strongly urged to submit your receipts right away to avoid any complications.

Start-Up and Research Funds

New faculty usually receive funds to support their research efforts. These funds may be used for expenses such as, conferences, travel, books, supplies, additional computers or printers, and meals with students, colleagues or guest speakers. Start-up funds have an expiration date, so it is best to use those funds before using the research funds. Please note, however, that only *research* funds may be used to pay a graduate student assistant. Start-up funds may not be used for this purpose.

Please see Catherine Beaver and Monika Allison for specific information about your funds.

Department & University Expectations

Faculty Meetings

Faculty meetings take place every Tuesday (unless otherwise indicated) in 314 Allen Building from 3PM-4:15PM. All faculty not on leave are expected to attend.

Absence

Faculty are expected to notify the Chair prior to being absent from class.

Travel

When traveling on Duke business, make sure the Business Manager is aware of your travel plan and knows how to reach you in case of emergency.

If you are traveling outside the US, please register your trip through the Duke Travel Registry (<https://travel.duke.edu>).

Annual Reports

Faculty are expected to complete all annual reports including:

- Report on Scholarly Activities*
- Effort Certification
- Conflict of Interest Form
- Teaching Plan

*This report is due on December 15th. Instructions will be emailed to you, but you can also find them on the department's website under the "Faculty Resources" tab in the "What We Do" section.

Mentoring

The English Department takes seriously its responsibility to mentor new faculty. In consultation with each assistant professor, the Department Chair will appoint a committee to provide regular mentorship throughout the first three years. In addition, the Department Chair will meet periodically with assistant professors to ensure they are receiving the guidance needed as they progress towards the tenure review.

Committee Service

All regular-rank, tenure track faculty who are not on leave are expected to serve on committees if elected or appointed by the Chair. The following committees are determined at the beginning of each Fall semester by general election (3 members) and selection by the Chair, DGS, and DUS (1-3 additional members as needed): Chair's Advisory, DGS Advisory, DUS Advisory. All regular rank-rank, tenure-track faculty are eligible to vote. Other committees, such as those for reviews and searches, are appointed by the Chair as needed.

Office Hours

The university and the department expect you to hold weekly office hours. You are expected to hold **at least 2 hours of office hours** every week. See the Duke Faculty Handbook for more information on office hour expectations.