

UNIVERSITY OF DELAWARE
DEPARTMENT OF MATHEMATICAL SCIENCES

Department Policies and Procedures
12 April 2007

OFFICE

Federal Express: When sending out Federal Express packages, identify to your secretary the purpose of the shipment, i.e. Department business, grant-related business (provide grant name/code), or personal (to be paid by you when Department is billed).

Outgoing Mail: Mail is picked up once daily usually by 10:00 a.m. There is a drop box outside of Ewing from which mail is picked up by 3:00 p.m. daily. All outgoing mail should be put in the outgoing mail trays in either the 3rd or 5th floor offices. All U.S. mail, pertaining to Department business, must have either a UD mailing label or be in a preprinted Department envelope. All air mail packages and letters should be marked "U.S. Airmail" (stamp is available in 501 Ewing). You may put personal (stamped) US mail in either of the outgoing mail trays or the drop box outside of Ewing.

Incoming Mail: Mail will be put in your mailbox once a day. Mailboxes that are full will be cleaned out by the Part-Time Secretary and placed in a sealed manila envelope in the cabinets below the mailboxes. A notice card will be placed in your mailbox as a reminder that you have more mail. Mail will not be collected and placed in your office. If you will be away for an extended period of time, i.e. sabbatical, your mail can be packaged and sent to you. See your secretary if you desire this option.

Supplies: Supplies are kept in the glass cabinets in 537 Ewing. The cabinet key is in 501 Ewing. If the item you need is not in the cabinet, please see or send an email to our supply coordinator (<http://www.math.udel.edu/faq/faq.html>).

Typing: All classroom and University related research work will be done by office staff on a priority basis: exams, grants, letters of recommendation, correspondence, manuscripts, etc. Lecture notes and books, which you expect to have published, will have a lower priority. Please allow adequate preparation time for all exams. Preparation time includes time to type, review and edit the exam(s) before going to Quick Copy for printing (which needs 24 hours). If your secretary is on vacation and you have a task needing immediate attention, please see the Assistant to the Chair for delegation of your project to another available staff member.

Copying:

In-House: You will be assigned a copier code for use on the Department's copy machines. You may use the Department's copiers for jobs that are up to 150 sheets of paper. If you use the copier for personal business, there is a charge of \$0.10 per page.

Graduate students must pay for all copies except those for instructional purposes.

Quick Copy: Copy jobs requiring 150+ sheets of paper should be sent to the Quick Copy Center for processing. See your secretary for assistance. Quick Copy requires a 24-hour turnaround time for processing your job. More time is needed at the beginning and end of semesters when volume is higher. Material is done back-to-back unless otherwise requested. If your secretary will be typing the job for you, please allow ample time for typing and editing prior to the 24-hour turnaround time for Quick Copy. Note: The use of colored paper is an added cost and should be used only when absolutely necessary. Color copying jobs are very expensive and require prior approval by the Assistant to the Chair.

Department Conference Rooms: Ewing 107A, 214, and 336 are conference rooms for the Department intended for seminars, committee meetings, group research meetings, etc.. They may not be used for regularly scheduled instructional activities such as class meetings, problem sessions, class exams and TA sessions. If vacant, the rooms may be used for these activities as needed, for example, to give makeup exams or large help sessions around exam time. The rooms are scheduled using the web page found under the line "Conference Room Schedule" on:

http://www.math.udel.edu/faculty_staff/faculty_staff.html

Note: the 11:00 a.m. – 12:30 p.m. time periods on Tuesdays/Thursdays may be used for Department Faculty meetings, P&T meetings, General Assemblies, or other Department-wide informational gatherings. These take precedence over other requests for 336 Ewing.

Travel: Travel Request forms should be completed anytime you will be away from the University for more than 24 hours and especially when your absence involves the coverage of classes (regular or on-line) or reimbursement from Department, University, or grant funds. Travel which involves missing your classes must be pre-approved by the Chair prior to your departure. Travel forms are placed in the mailbox of the Chair's secretary for processing and Chair approval. Once approved, a copy will be given to you and to your secretary. If you have a grant which includes money for travel, or start-up funds, use those accounts first before seeking Department allocation. The Department allocates up to \$1,000 per year per faculty member for travel. To receive the \$1,000, submit the Travel Request form with an estimate of expenses, along with a back-up document showing you are presenting a paper or are an invited speaker. The Chair will review and approve as applicable. Travel Request forms are available at the following site:

http://www.math.udel.edu/faq/dep_ud_forms.html

Additional travel support: International Programs Foreign Travel: The International Office provides travel awards for travel abroad on a case-by-case basis. An application form must be completed with supporting back-up documentation regarding the purpose of the travel. The application form and guidelines can be found on the web at:

http://www.math.udel.edu/faq/dep_ud_forms.html

Note: There are very strict deadlines for these applications. Make a notation on the Department's Travel Request form that you are requesting International Programs support. The International Awards application must be approved by the Chair.

Making Travel Arrangements: Your secretary can charge airfare and registration fees on her Department credit card. All hotel accommodations must be handled directly by the traveler. If you choose to have your secretary use her Department credit card for your airfare and/or registration, you must provide the complete travel itinerary from either a direct airline agent (i.e. Delta, United, US Air, etc.) or UD's Travel Department. Department credit cards are not permitted for use in paying for airline tickets through Expedia, Travelocity, Orbitz, other discount travel web sites, or private travel agents. You may pay for the airfare yourself with reimbursement to follow the conclusion of your trip. To obtain a travel reimbursement, you must provide original receipts to your secretary upon your return. For payment of registration fees, usually the web site of the conference is sufficient. Note: Foreign airfare charged to federal grants can only be made on a U.S. carrier. If you have questions or concerns, see the Assistant to the Chair.

Reimbursement for Travel: Reimbursements are permitted when conducting pre-approved University business or grant-related business. Original receipts are required for all reimbursements. This includes toll receipts, taxis, shuttles, parking, etc.. Note: boarding passes are required on all airline reimbursements together with original airline/train tickets/receipts. An airline or travel agent or website bill is not sufficient. Also provide your detailed hotel bill and registration receipt. On foreign receipts, please write a brief description of the expense, i.e. dinner, taxi, shuttle, etc. as the Procurement Office must have the expense described in English. Current meal reimbursement policy without a receipt is \$10 for breakfast, \$15 for lunch, and \$25 for dinner. You may claim these amounts as a per diem to avoid the need for meal receipts. Meals above the limits listed above require detailed receipts listing items purchased; credit card receipts are not sufficient for reimbursement. Alcohol is not a reimbursable expense by either Department or grant funds. Receipts should be submitted to your secretary. Keeping them organized will speed the reimbursement process.

Entertaining: Pre-approved visitors can be taken to one meal with 3 accompanying faculty at Department expense. The guidelines for reimbursement are as follows: lunch at \$15 per person all inclusive or dinner at \$30 per person all inclusive. Special speakers, such as the Rees Distinguished Lecturer, allows 2 meals with faculty to provide more opportunities for faculty interaction. A detailed receipt is required at all times listing the names of participants. A credit card slip by itself will be declined by the Procurement Office. Alcohol is not reimbursable and should never be direct billed to the Department when using UD facilities (Blue and Gold Club or Vita Nova). Those attending the

function will be required to pay any amount above the prescribed allowance. Spouses attending the meal are not covered as a Department expense. If the speaker has his/her spouse join in the meal and does not offer to cover the cost, please make a note of this when turning in your receipt for reimbursement. When you use either the Blue and Gold Club or Vita Nova, it is still necessary for you to provide the Assistant to the Chair with a receipt even though the Department will be direct billed. Note: Vita Nova dinners are extremely expensive and are discouraged. You may choose to dine there, however the allowable dinner reimbursement of \$25 will in no way cover an individual's meal. Any questions or concerns prior to making reservations can be answered by the Assistant to the Chair or the Chair.

Visitors: Travel allowances and honoraria for speakers are reviewed annually and changes evaluated at the beginning of the year. Lodging and travel arrangements are handled by the Undergraduate Secretary.

Telephones: Each faculty member has voice mail capability. Please set up your own greeting. After 4 rings the call will revert to voice mail.

Toll Calls: You will receive a monthly statement of your toll calls showing the number called, length of call, cost of call, and cost of all calls for the month. You are expected to indicate the nature of calls made, i.e. research (note the grant name to be charged if applicable), personal (payment required for all personal calls), or Department business calls.

Faxes: Fax machines are located in 533 and 333 Ewing. Keys are available in 501 and 301 Ewing for the respective floors. Incoming faxes will be placed in your mailbox. Please log all outgoing faxes in the book provided for billing purposes; you will be expected to pay for personal faxes.

Computers: General inquiries about computers should be directed to help@math.udel.edu. Several laptops are available for faculty use. Sign-out laptops/projects via the on-line reservation site at the following location: http://www.math.udel.edu/faculty_staff/faculty_staff.html

Department Meetings: You will receive a schedule (via email) of Department meetings at the beginning of each semester. The gatherings are held in 336 Ewing and attendance is required. Please attempt to be prompt for the meetings. Should you need to miss a meeting for vital personal or professional reasons, please notify the Chair's secretary and/or Chair in writing before the meeting.

ACADEMIC INFORMATION

Absence From the Classroom: Occasionally faculty are not able to teach a class due to research, professional obligations, or medical issues. In those instances the Chair must be informed well ahead of time and approve the reason for the absence and the plans for class coverage. Department policy for class coverage is that faculty should arrange for other faculty to cover their classes. The teaching assistant assigned to the course, if one is assigned, can be asked to cover the class on rare occasions if the class is a special problem session, a midterm, or a quiz. In general, it is not appropriate to prevail on graduate students for coverage of your classes. Those graduate students supported as individual teachers, that is, teaching their own course, can exchange coverage with faculty teaching similar courses. In no event is it appropriate to obtain and privately pay for graduate students or off campus personnel to cover your classes.

Textbooks: The textbook secretary will circulate a request for textbook orders in the middle of the preceding semester. Please respond in a timely fashion. All sections of a multi-section course must use the same textbook. Textbook changes for multi-section courses, or courses that are taught multi-section at any time of the year, must be approved by the Undergraduate Committee, XMS Committee, or Freshman Mathematics Committee as appropriate.

Classroom Supplies: If supplies need to be replaced in a computer classroom, contact the Department's supply secretary.

Drop/Add: University policy allows students to either drop and/or add courses without charge during the (approximately) first 2 weeks of each Fall/Spring semester. A shorter period is allowed during Winter/Summer sessions. At the end of free drop/add, a longer period is allowed but at a \$20 cost to the student. During free drop/add, the secretary assigned to "drop/add" will input the information from signed (by faculty) pink drop/add forms. Following the free drop/add period, students must take their completed forms to the Student Services Building on Lovett Avenue. Faculty are responsible for oversubscription decisions however this is discouraged in multi-section courses unless all sections are full.

Classroom Assignments: Once the Associate Chair has made the class assignments, the scheduling secretary will distribute the list and a note reminding faculty of the deadline date to request special room needs or technology needs. Rooms for courses are scheduled by the UD Registrars Office. Please direct room change requests to the scheduling secretary and she will do her best to get your room changed through the Registrars Office. Do not contact the Registrars Office yourself.

Rooms for Review Sessions: Room requests for review sessions are handled independently from scheduling and should be directed to your secretary.

Office Hours: Please provide the office staff with your office hours for the semester by the second class meeting. These hours will be posted outside your door by the staff. They should also be included on all syllabi. It is recommended to schedule a minimum of three staggered office hours per week. If you are unable to keep a scheduled office hour, please advise your students ahead of time and post a note on your door. If you are unable to give advance notice, please notify your secretary so she can post a notice on your door and send an email to your class.

Exams: Exams for courses in the department are handled in two different ways. Any common final exams (that is when all students in a multi-section course take the same exam at the same hour) are scheduled for lower level courses. Multi-section lower level courses in this category are usually assigned a coordinator by the Associate Chair. In all other courses the type of examination is at the instructor's discretion. The Faculty Handbook Section II.2 mandates that no exam, hourly exam, test or quiz counting for 25 percent or more of the semester's grade (except laboratory exams) should be given during the last five class days of any regular semester. It is the department's policy that finals (unless you have elected earlier in the semester not to give a final) be given during the period of time specified by the University scheduling office. Please note: If in a small upper-level class you wish to change the scheduled final time, every student must agree and provide an email or signature stating such. It must not inconvenience any student. Final exams must be kept for one year to give students the opportunity to protest. If you leave either permanently or temporarily please make sure the Associate Chair is given an explanation of how the grades were determined plus the location of the finals and grade books.

Make-up Exams: Hourly exams are to be given at the scheduled time. It is unwise to allow some students to take the same exam at an earlier or later time. Make-up exams are discouraged in lower-level courses. Students with legitimate excuses should be graded on the basis of the rest of the semester's work without penalty. What constitutes a legitimate excuse is a matter for the individual judgment of the faculty member. Traditionally, the Department has been strict in its interpretation. If you nevertheless decide to give a student an exam outside of class hours, it is your responsibility to make arrangements, proctor and grade the examination. It is not the responsibility of the office staff to make arrangements, administer or oversee the makeup exams. Exams should not be administered in 336 or 536 Ewing.

Academic Dishonesty: <http://www.udel.edu/stuhb/06-07/code.html#honesty>

Syllabi: A copy of your course syllabus should be given to the assigned secretary at the beginning of the semester.

Grades: All grades must be submitted online to the Registrar's office within 72 hours of the final exam.

Incomplete and Z Grades: The University has a specific policy on incompletes. An incomplete should only be given for medical problems, family emergencies, etc. A student with an "I" grade must make the work up within the first two weeks of the next regular semester. If they do not, it becomes an automatic "F." You must submit a Change of Grade form for the student when the work is completed. "Z" grades are given on grade rosters when the instructor has no idea of what has happened to the student or the student is unknown to them. This grade alerts the student that something has gone wrong. "Z" grades also become automatic "F's" if they are not changed within the specified time periods.

Acceptable Grades: A letter grade must be submitted for students who have elected to take a course pass/fail. This grade will automatically default to a "P" or "F" as appropriate.

Course Evaluations: Course evaluations are distributed to faculty by the scheduling secretary each semester. The deadline dates are referenced on the packet of forms. Course evaluations for both faculty and TAs must be hand delivered to the scheduling secretary via a student that has been designated by the instructor. Course evaluations are not to be sent through campus mail.

CONCLUSION:

We have attempted to explain some of the very general policies and procedures of the Department. For frequently asked questions, please refer to the following site:
<http://www.math.udel.edu/faq/faq.html>

Many of the University policies and procedures are explained in the Faculty Handbook. The Faculty Handbook web site is: <http://www.udel.edu/provost/fachb/>. You can access the handbook on the web. If you have any specific questions or problems please talk to the office staff, the Associate Chair or the Chair. All of us are willing to help you.