

# MODERN LANGUAGES & LITERATURES

Handbook, Policies & Procedures  
AY 2015–2016



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## 1. Introduction

This document is designed to be a reference guide outlining or providing links to basic department, college, and University policies and procedures affecting department faculty, students, and staff that are not incorporated into the three major governance documents:

1. Department of Modern Languages and Literatures Bylaws - Adopted April 1987; Revised January 2012
2. Bylaws of the College of Arts and Sciences - Adopted December 1971; Revised January 2008  
[http://cas.unl.edu/docs/BylawsJan2009\\_7-21-2009.pdf](http://cas.unl.edu/docs/BylawsJan2009_7-21-2009.pdf)
3. Guidelines for the Evaluation of Faculty: Annual Evaluation, Promotion and Tenure- Adopted May, 1989; Revised December 2001  
[http://www.unl.edu/svcaa/documents/tenure\\_guide.pdf](http://www.unl.edu/svcaa/documents/tenure_guide.pdf)

Other items of interest include:

- Faculty Travel Policy and Application Form  
[http://cas.unl.edu/docs/TravelForm\\_2015-2016.pdf](http://cas.unl.edu/docs/TravelForm_2015-2016.pdf)
- Academic Services Handbook  
<http://registrar.unl.edu/resources/AcademicServicesHandbook.pdf>
- University Fact Books  
<http://irp.unl.edu/publication/fact-book>

Department staff also has, for reference, copies of the Bylaws of the Board of Regents of the University of Nebraska, 1973, revised edition 1992, amended 1998, Bylaws of the University of Nebraska-Lincoln, 1976; and the College of Arts and Sciences Faculty Handbook, 1979, revised 1998, and the College of Arts and Sciences College Plan, 1996. You are advised to familiarize yourself with the basic principles and governance structures these documents describe.

Throughout this document, personnel are described as follows:

- **Faculty:** Tenured, tenure track and professors of practice will hereby be referred to as “Faculty.”
- **Lecturers:** Temporary teaching staff, typically contracted for up to three years at a time.
- **Graduate teaching assistants:** Graduate teaching assistants are those who are seeking a graduate degree in the department and have been awarded a teaching assistantship.
- **Instructors:** refers to all of the above.
- **Staff:** Permanent staff members assist the department with business and administrative functions.

### Blackboard Departmental Organization Portal

The department has a dedicated Blackboard site with membership open to faculty, graduate students, lecturers, and staff, which contains minutes of various departmental meetings such as the Executive Committee, the Curriculum Committee, the Graduate Committee, Section Meetings, and the Graduate Student Association (GSA) meetings. In addition, the site contains current and past newsletters, this handbook, and departmental bylaws and policies, updates from the Chair, and other projects such as undergraduate major and minor tracking. In order to obtain access to this organization site on Blackboard, you must request access from a staff member. To do so:

1. Log into Blackboard at <https://my.unl.edu/webapps/portal/frameset.jsp>.
2. Select the *Courses and Organizations* tab.
3. In the organizations search box, search for *Modern Languages*.
4. One of the results should be *DMLL*; click the drop down menu next to the blue text.
5. Select *Enroll* and click the *Submit* button.

## Departmental Website

[modlang.unl.edu](http://modlang.unl.edu)

The department’s website is maintained and updated by the main office staff. The DMLL site contains information pertinent to all facets of our department and is the main source of information dissemination to our students and the greater UNL community.

The website’s navigation is determined by University Communications and the College of Arts and Sciences; the content on these pages is MLL’s purview. Any changes to the content should be decided by faculty and forwarded to Shannon Parry for updating.

## UNL Alert

UNL Alert is a mass notification system that sends text messages and emails to the device and address designated on their website. Redundant, overlapping and consistent communication is an important component of any emergency plan. UNL Alert is designed to help facilitate early notification during emergencies. Sending the same messages using multiple modes and methods helps assure that those affected have access to warning messages and alerts to help keep them safe. UNL Alert also sends messages regarding weather-related closings, so it is an important resource for all members of the department. In order sign up for the alerts, please visit their website at <http://emergency.unl.edu/unlalert>.

## Important Phone Numbers

| Office                                  | Phone Number | Email  |
|---|--------------|--|
| DMLL main number                        | 472-3745     | <a href="mailto:modlang2@unl.edu">modlang2@unl.edu</a>                     |
| Arts & Sciences Advising Center         | 472-4190     | <a href="mailto:asadvisingcenter@unl.edu">asadvisingcenter@unl.edu</a>     |
| Classroom Help Line                     | 472-5511     | Website: <a href="http://mysupport.unl.edu">mysupport.unl.edu</a>          |
| Computer Help Desk                      | 472-3970     | <a href="mailto:helpdesk@unl.edu">helpdesk@unl.edu</a>                     |
| Campus Police                           | 472-2222     | <a href="mailto:unl.police@unl.edu">unl.police@unl.edu</a>                 |
| Institutional Equity and Compliance     | 472-3417     | <a href="mailto:equity2@unl.edu">equity2@unl.edu</a>                       |
| Services for Students with Disabilities | 472-3787     | Website: <a href="http://www.unl.edu/ssd/">http://www.unl.edu/ssd/</a>     |
| Student Judicial Affairs                | 472-2021     | Website: <a href="http://stuafs.unl.edu/dos">http://stuafs.unl.edu/dos</a> |

## II. Office Support Staff

The department is served by three staff members and a business center with current responsibilities as outlined:

**Shannon Parry** is the Assistant to the Chair and Office Manager. She maintains the calendar of business for the Chair and assists in gathering, verifying, and assisting in the analysis of data and background information for special projects related to the activities of the Chair. She works with the chair and vice chair on budget issues (such as temporary instruction requests), on teaching and class schedules, classroom assignments, and equipment purchases. In addition, she works on all matters pertaining to the business of the Executive Committee, departmental meetings, committee assignments, and voting. She assists the faculty with their personnel files for reappointment, tenure and promotion, and merit. She also helps in interpreting department and university policies. As office manager, Ms. Parry monitors the pace of work in the office to assure that projects are completed on time. In this capacity she will receive requests for special tasks from the faculty and assign these as necessary to members of the office staff. She is the current key manager and will provide you with your office and public space keys as well as request NCard access as appropriate. Coordinator evaluations are distributed and collected twice a year by this position; all information contained within is confidential and will be treated with the utmost confidence. Ms. Parry also coordinates the Language Fair and the undergraduate scholarship awards. In addition, she processes leave paperwork and travel/research reimbursements, oversees or assists in planning departmental events, and maintains the department website.

**Cassandra Siefkes** is the Graduate Student & Faculty Support Associate. Ms. Siefkes is in the main office helping in all aspects of the graduate program: processing necessary forms, working with the graduate advisors and assisting students, as well as scheduling and proctoring exams. She is also the assigned staff member to the Graduate Committee, assisting the members of that committee in all aspects of their business (i.e. agendas, minutes, correspondence, etc.) and maintains the files of graduate students and candidates for graduate study. Her special project assignments include soliciting information for and writing/distributing the weekly department newsletter (issued only during those weeks classes are in session), developing surveys and collecting data on undergraduate and graduate students, and overseeing the Fulbright Language Teaching Assistant application process. Another key function of Ms. Siefkes' position is to design department promotional materials. She also serves as the back-up receptionist - answering phones, directing walk-in traffic, and checking out media equipment. Lastly, Ms. Siefkes orders all desk and review copies and assists the University Bookstore in processing student book orders.

**Alisa Kushner:** The Staff Secretary for the department has a half-time appointment and is available 20 hours per week. In addition to serving as receptionist, Ms. Kushner is responsible for processing requests for copying, assisting with day to day needs of DMLL instructors, and for managing the student evaluation process. Her special projects include working with the vice chair and faculty on submission processes for ACE course assessment.

The **Oldfather Business Cooperative Staff** are responsible for providing monthly and annual budget reports to the chair, issuing personnel contracts, processing Nebraska Foundation account reimbursements, and managing the visa process. They are also responsible for hiring paperwork, from graduate students to tenure track faculty. If you have a question or concern about your paycheck or tax questions, please see an OBC staff member in 1213 Oldfather Hall. They are **Shelly Sorensen** (Business Manager), **Breana Garretson** (Accounting Associate), **Sara Mattson** (Grants Specialist), and **Jill Schurr** (Personnel Associate).

**\*\*\*Please feel free to ask anyone in the main office for assistance\*\*\***

### III. DMLL Policies and Procedures

The reality of a department as large and diverse as Modern Languages calls for certain guidelines and policies with regard to equipment and services provided by the office staff. Below is the index of current policies and procedures that outline how you can obtain services you need for your classes.

1. Main Office Services
2. Equipment Available for Check Out
3. Public Spaces on the 11<sup>th</sup> Floor
4. Your Office: Computers, Keys & NCard Access
5. Printing and Scanning
6. Copying and Duplication of Classroom Materials
7. Academic Calendar & Personnel Listing
8. Hiring, Payroll and Tax Information
9. Travel Policies
10. Event Information
11. Language Fair
12. Language Lab
13. Kawasaki Reading Room for Japanese Studies

#### 1. Main Office Services

**Office Supplies:** Office supplies needed in connection with TEACHING ONLY can be obtained from the office staff. Official department letterhead is issued only to faculty; graduate students and lecturers may use letterhead in small and reasonable quantities for professional purposes. To obtain office supplies, please come to 1111 Oldfather Hall. Any staff member can provide you with the request form and fill your request.

**Fax Machine Services:** The department fax number is 402-472-0327; the machine is located in the main office. The purpose of the fax machine is to implement the role and mission of the department; therefore NO PERSONAL FAXING is allowed. Please note that personal faxing, if charged to the University, constitutes illegal avoidance of state and federal taxes, and is clearly contrary to the proper use of the equipment. Appropriate business items include letters of recommendation, replies to applicants to our graduate program, or to candidates for advertised positions. To use the fax, bring your documents, along with the correct fax number, to a staff member.

**Desk Copies:** Orders for desk copies should be placed with Ms. Siefkes. Information necessary for the order includes: book title, author(s), edition (if applicable), the ISBN if you have it, and course in which you intend to use the book. Submit this information electronically to [csiefkes2@unl.edu](mailto:csiefkes2@unl.edu). When the order is placed, please indicate whether or not you are willing to pay for your desk copy; every effort will be made to secure a free copy for you, but this is not always possible. Each coordinator will give instructors a desk copy of textbooks to be used in coordinated courses.

**Mail Services:** All DMLL instructors will be assigned a mailbox in 1107. Mail is picked up and delivered even numbered weekdays only (e.g., 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, etc.). For outgoing mail, there are trays in the main office for all department-related items; these include campus mail, Lincoln & Omaha, US mail, and international/air mail. If you have mail that you would like to drop off after regular business hours, please use the brown box located directly outside of the main office. The office staff checks the box daily.

***Personal mail WILL NOT be accepted at campus postal services, even if it is stamped. Mail sent without the DMLL return address AND your name or initials will be returned to sender or held at Mail Services until claimed. Mail that does not adhere to these guidelines will either be returned to your mail box or placed on the bulletin board by the mail trays.***

Campus mail should include the name, campus address & four digit zip (found online in the UNL directory). All other off campus mail is for departmental business only. US mailing addresses must be typed, complete (includes a city, state, and zip code), and any abbreviations should be standard USPS abbreviations. For international mail, the name of the country needs to be on the last line and written in English, without abbreviations. No self-mailers will be accepted.

## 2. Equipment Available for Check Out

The main office has a limited supply of items that instructors can check out for use in their classes.

- Laptops
- Portable stereos (boom boxes)
- Memory/USB Jump Drives
- Digital Camera and Tripod
- Apple VGA Dongle [to connect Apple machines to classroom equipment; check with office staff to see if it is compatible with your machine]
- Apple iPad connector cables

These items are available on a first come, first serve basis, and are to be returned to the main office by the 5pm of the same business day.

## 3. Public Spaces on the 11<sup>th</sup> Floor

There are three main public spaces available to department instructors and staff on the 11<sup>th</sup> floor of Oldfather Hall. Each instructor will be issued a key to these spaces, which allows for unlimited use. The main office will ensure these spaces are open during business hours, 8 am – 5 pm, when classes are in session only.

- Instructor Mailboxes & Break Room – 1107 Oldfather Hall, South Entrance  
All mailboxes for instructors are located in 1107 Oldfather Hall. The office staff will populate your mailboxes with incoming mail, memos and other office related documents, and students will use these mailboxes to turn in course work. Items should *not* be left in mailboxes for students to retrieve. Also in this room is the department's recycling bin, a refrigerator and microwave, as well as a table and chairs to enjoy your lunch with your colleague(s). Note that all items placed in the refrigerator need to be labeled with your name or initials; otherwise, you run the risk of having your items thrown away or eaten by a colleague whose cognitive function and manners have been thwarted by low blood sugar. Since this is a public space, clean up after yourself should you make a mess, especially one of a food based nature. Cleaning supplies are both above the refrigerator and in the main office. The trash can in this space is emptied by UNL custodians daily, so you are also encouraged to dispose of smelly items in this location.

- Conference Room – 1107 Oldfather Hall, North Entrance  
The DMLL Conference room has a table and seating for 10. This space is open during regular business hours (8am to 5pm, Monday through Friday). The conference room is equipped with a smart board and projector; see a staff member on how to properly use the projector. Reservations are made on a first come, first serve basis; if no meetings are scheduled, feel free to use this space. You may also use your key to gain entrance after regular business hours.
- Language Resource Room – 1126 Oldfather  
This space is open during regular business hours (8am to 5pm, Monday through Friday). The Spanish Tutoring Center, film clubs, and language tables use this space in order to meet with students that are currently enrolled in language(s). There are four computers available for instructor, staff, and student use as well as computer projector equipped with surround sound. As in the conference room, this room can be reserved for meetings and other language related activities on a first come, first serve basis. Please see an office staff member in order to make a reservation.

**Note: Schedules for the Conference Room and the Language Resource Room are posted daily. Please check for availability.**

#### 4. Your Office: Computers, Keys & NCard Access

Each instructor of a DMLL course is provided with an office. Shannon Parry will make assignments each summer, so please see her during Orientation Week should you need a key. In addition to a key to your office, you will also receive a single key that will open all of the public spaces on the 11<sup>th</sup> floor of Oldfather Hall (1107, Conference Room, Language Resource Room). It is imperative that you return these keys to the main office once you complete your program or contract. In addition, a request will be made that will allow you to use your NCard for 24/7 access to the following:

- Main entrance to Oldfather Hall (5 doors)
- Elevator for access to the 2<sup>nd</sup> and 3<sup>rd</sup> floors in Oldfather Hall
- Language Lab in 302 Burnett Hall
- Global Classroom in 301 Burnett Hall

If, for any reason, you are not registered for classes 8 days prior to the start of the term, you will no longer be in student status and your NCard access will be removed by UNLPD. Additionally, if you are not registered for classes in the Fall term, regardless if you are teaching in the Summer, your NCard access will be removed. Please check with a staff member if you have questions about the status of your NCard access.

In addition, offices are provided with at least one computer for instructional use. We have set up all of the machines in DMLL to use the Active Directory (AD) campus information. Your login will be the same as the one you use to login to classroom computers, as well as your MS Outlook-based email and Blackboard. You will also be provided with server space. You are highly encouraged not save anything to your desktops; rather, you should use the space set aside on the server. Not only will this allow for nightly back-ups of your work, but you will be able to access it from any computer on campus and at home should you choose to set up a VPN. One consequence of saving things to your desktop is that your office computer may be changed at any time by the Arts & Sciences Dean's Office technical specialist staff. Should this happen, you will lose your work that is saved to that particular hard drive. See a staff member if you have questions or concerns about this process. If you need to use a computer and someone else is using the one in your office, feel free to use a computer in the Language Resource Room.

Please do not try to fix computer issues yourself. The College of Arts & Sciences provides computer technicians to aid with any problems that instructors or staff in Oldfather Hall may encounter. If you have a problem with your computer, please see a staff member in the main office so that we can contact the computer technicians, send an email to [oldfathersupport.unl.edu](mailto:oldfathersupport.unl.edu), or submit a ticket via their website at <http://ascprint.unl.edu/support/open.php>

Offices are supplied with a set of supplies at the beginning of each academic year, i.e. stapler, tape dispenser, scissors, etc. These are to remain in the office and to be shared among you and your officemates, and are NOT to be removed. Tape is not allowed on the painted walls; however you may use sticky tack to post items. Excessive paraphernalia may be removed and discarded by University Facilities personnel.

Please show courtesy to your officemates and those on your floor by keeping your voices and music/radio volume down. You should also keep your office door closed and locked when you are not in your office. If you discover something missing from your office, immediately report it to the DMLL office and Campus Police at 2-3555.

## 5. Printing and Scanning

In the 1107 workroom, DMLL has a copier with built-in scanning and printing abilities. Faculty are provided with a printer for use in their offices; all other instructors are to use the copier to print items. Every member of the department will be provided with a four digit copy code to use to log into the machine. Once you are logged in, you will be able to scan documents, make photocopies, or retrieve securely printed items. A secure print allows the printer to hold your request until you enter your code at the machine. This allows not only for you to be sure your items are not picked up by a colleague, but you can also send multiple requests to the machine and pick them up at that same time. Instructions are provided at the beginning of the academic year; the office staff is also available to show you how to process a secure print. There are limits set to the number of copies and prints one can make and are reset only at the beginning of each academic year. If you have issues with using your login, please see a staff member in the main office. Below is a chart outlining the copy and print limits:

|           | Copies | Prints | Total |
|-----------|--------|--------|-------|
| GTAs      | 500    | 1,000  | 1,500 |
| Lecturers | 1,000  | 1,000  | 2,000 |
| Faculty   | 1,500  | 1,500  | 3,000 |

Summer instructors will receive half of their annual allotment. A copy is counted each time the light bar is illuminated; double-sided copies count as two. If the copier has a paper jam or requires more paper, please see a staff member. Do not attempt to fix the machine yourself.

**NOTE:** Use of the copier and printer are limited to work related to instruction ONLY. Use of this machine is not

intended for class work or your personal business, and doing so would be inappropriate and in violation of DMLL policy. Since your prints and copies are limited, you are encouraged to submit items to the main office for duplication, covered below.

## 6. Copying and Duplication of Classroom Materials

The main office provides duplication services to any instructor of a DMLL course. You are encouraged to use this service, as the number of copies and prints you can make yourself are limited (see above). There are no limits on the number of black and white copies you may request for your courses. Duplication Request Forms are located



next to the copier in 1107. Complete the form in full, attach it to your original document(s), and place in the submission tray, also located next to the copier. Requests are picked up daily at 8:30 am and 2 pm. Requests are fulfilled within 24 hours after it has been picked up by staff; we request 36 to 48 hours for coordinated course materials. Every effort will be made to accommodate your requests; however, do keep in mind that during peak times (beginning, mid-term, and end of each semester) the minimum lead time may have to be extended. Please plan ahead!

*Example: If you turn in a duplicating request at 8 am on Monday, it will be picked up at 8:30 am on Monday, and will be in your mailbox by 8:30 am Tuesday. If you turn in a duplicating request at 11:30 am on Tuesday, it will be picked up at 2 pm on Tuesday, and will be in your mailbox at 2 pm on Wednesday. Items turned in after 2 pm or left in the mailbox after 5 pm will not be picked up until the next morning at 8:30 am.*

When turning in exams for duplication, please enclose them in an envelope for security purposes. Please also keep the following in mind when filling out requests: each page counts as one original and please remove staples from your originals. Coordinators should submit photocopy requests for all sections at the same time and early enough to be ready for EACH SECTION of your course. Coordinated exams will be distributed through the main office. In addition, copies must be clean – no pieces taped or glued to the original. All duplication requests must be neat and ready to copy.

In addition, requests can be made via email to [modlang2@unl.edu](mailto:modlang2@unl.edu). You must include all of the above information in order for us to accommodate your request. The time restrictions above are still in effect.

The following materials CANNOT be reproduced for classroom use:

- Student papers
- Books, parts of books, articles or materials grouped together as packets (the University Book Store, Cornerstone, or other vendors in the area can prepare course packets. You can also have materials put on reserve in Love Library).

**Note:** All staff must obey the copyright law on file in the main office and included in this handbook in Appendix F. In general, the law sets the limit of one copy for materials under copyright. Please do not ask office staff to duplicate copyrighted material for class use. If you need to make copies of a book that is out of print, copies are allowed. You may call 2-2848 at Love Library for a Reference Librarian, who will find out if the book in question is out of print.

## 7. Academic Calendar & Personnel Listing

During Orientation Week, all faculty and staff in the Department of Modern Languages & Literatures will receive the academic calendar for the upcoming year. Please refer to this calendar for important dates such as withdrawal deadlines, pass/no pass deadlines, registration deadlines, holidays and other scheduled breaks, the 15<sup>th</sup> Week (also referred to as “dead week”), and Finals’ Week dates and times. Academic Calendars, both current and future, can also be found online at <http://registrar.unl.edu/academic-calendar-2015-2016>

In addition, a personnel listing including office numbers, phone numbers if applicable, and email addresses for all instructors and staff will be made available in your mailboxes at the beginning of each semester. **It is imperative that you provide current information to the main office.** If you move residences or change phone numbers, notify a staff member immediately, as well updating information in Firefly.

## 8. Hiring, Payroll and Tax Information

The Oldfather Business Cooperative handles all DMLL business as it relates to contracting and hiring, as well as accounting and reconciling of departmental accounts. If you have a question related to any of these activities, please email Shelly Sorensen at [rsorensen2@unl.edu](mailto:rsorensen2@unl.edu).

## 9. Travel Policies

Faculty and full time lecturers are encouraged to apply for funds from the Arts & Sciences Dean's Office. The funds are awarded only once per fiscal year (July 1 – June 30). Tenured, tenure track, and professors of practice are eligible for an academic year grant of \$600, while full time and senior lecturers are eligible for \$300. To access the form, please visit [http://cas.unl.edu/docs/TravelForm\\_2015-2016.pdf](http://cas.unl.edu/docs/TravelForm_2015-2016.pdf). Depending on budgetary availability, matching funds may be available from the department. Once your form has been approved in the Dean's Office, submit a request to the Chair, Priscilla Hayden-Roy.

If you are traveling on University Business, it is imperative that you are familiar with Executive Memorandum No. 25. The memorandum in its entirety is available online at <http://travel.unl.edu/revised-executive-memorandum-25>.

Shannon Parry processes all reimbursements in the main office, including travel and non-travel expenses. Prior to departure, all employees must complete a pre-trip authorization form, through Firefly, or notify Ms. Parry of your travel. Include dates of travel, times of departure (include drive time if leaving from Omaha), and estimated expenses. You must also indicate the purpose of your travel. Failure to complete the proper authorization could result in a rejection of your reimbursement. Upon completion of your travel, bring all receipts to Ms. Parry for processing. All receipts must be itemized; that is the receipt must show exactly what was purchased with a date and time stamp. Additionally, all expenses must be submitted and approved prior to 60 days of completion of the trip. This is a firm deadline, set by the state – UNL accounting *will not* process reimbursements after this time. Since this is a state statute, the University is not allowed to grant exceptions. For more information, please visit the travel webpage at <http://travel.unl.edu/>. Breana Garretson in the Oldfather Business Cooperative also assists with reimbursements – if you are unsure, ask Ms. Parry for direction.

**The 60 day window must include the time it takes for processing your reimbursement at the department level, approval of the reimbursement by administrators, and review by UNL central accounting. Department policy states that you must submit your receipts within 30 days after completion of your trip.**

## 10. Event Information

The office staff is available to assist you with planning events you would like to hold on campus for your classes. These events can include anything from a lecture to an international conference – the DMLL staff have assisted with similar events; contact a staff member for more information.

Funds are available for these kinds of activities through the Faculty Senate's Convocation Committee. An application for assistance can be found here: <http://www.unl.edu/facultysenate/convocations-committee-application-funding-guest-speaker>. DMLL may also have funds available to support speakers, but only if you have sought support from the Faculty Senate Convocations Committee or other appropriate funding sources. Contact the chair, Priscilla Hayden-Roy, for more information.

Another service the office staff can provide is designing and/or printing of flyers (in color) for clubs and activities to hang throughout the department's space. Additional copies can be printed for advertising as well. See a staff member for more information.

## 11. Language Fair

DMLL annually sponsors the Language Fair, a recruiting event open to any students studying a foreign language in high school (grades 9-12). At the Fair, students compete for awards in five events (poetry, drama, music, folk dance, and poster) across five languages (French, German, Japanese, Russian, and Spanish). While competitions are going on we also offer mini-lessons in a variety of languages, which may include Arabic, Chinese, Czech, Japanese, Russian, and Swahili. We also have conversation tables throughout the day for students and teachers to visit with DMLL instructors and advisors. Students and teachers have an opportunity to learn more about our language programs and practice their foreign language skills throughout this event. Language Fair is a major recruiting endeavor for the University and our department as a whole. The event generally draws approximately 1,000 to 1,200 high school students and teachers and is a great opportunity to showcase our department. Our next Language Fair will be held on **Thursday, April 14, 2016**. All department classes are **cancelled** on April 16 and all instructors are required to participate in the event. Shannon Parry is the coordinator and will contact you early in the spring semester regarding assignments and fair duties.

## 12. Language Lab

The Language Lab is located in 302 Burnett Hall and is under the direction of annually assigned graduate teaching assistant(s). For AY 2015-2016, the manager position will be split between Farah Ahmed Baba Dih and Miguel Magdaleno Santamaria. The email address is [langlab@unl.edu](mailto:langlab@unl.edu), and the website is <http://modlang.unl.edu/language-lab/>. Graduate Teaching Assistants assigned to a five credit hour course (a 101 or 102 course) are required to spend one hour in the lab weekly throughout the semester, unless otherwise assigned. The lab managers will work with graduate teaching assistants to develop the weekly schedule, which will be listed on the website.

**Usage of Lab Space:** Students who wish to use the lab space for academic purposes will need to check in using the lab computer with NCard swiping capability. By signing into the lab, the lab manager can keep track of who is using the space, as well as traffic.

**Checkout of iPads and other Lab Equipment:** Students, faculty and/or staff who wish to use the lab equipment must leave their valid NUID cards with the lab manager or other DMLL personnel on duty. The iPads cannot be removed from the lab. Students, faculty and/or staff should not use the television screens for other than educational purposes.

**Global Classroom:** The Global Classroom, located next to the Language Lab in 301 Burnett Hall, can be reserved by any department and/or faculty member in the College of Arts & Sciences on a first come, first serve basis. However, courses taught in the Department of Modern Languages & Literatures will have priority and classes in which students pay a language laboratory fee will take precedent over all others (please see attached document to determine those classes that have an associated fee). To make a reservation, departments and/or faculty members should contact the lab manager via email ([langlab2@unl.edu](mailto:langlab2@unl.edu)) or phone (402.472.1786).

**iPad Application Requests:** Faculty members can request applications be installed on the iPads for use in the lab. A formal request form will be available by the lab website (<http://modlang.unl.edu/language-lab>) or contacting a staff member. The lab manager will review the request for pedagogical content. Once the app has been approved, the request will be reviewed by a staff member, who will then download for installation. The process should take no more than 48 hours for completion. If your request is rejected by the lab manager or the staff and you wish to appeal, please see the department chair.

**Graduate Teaching Assistants:** Unless otherwise assigned, graduate teaching assistants in DMLL who teach 5 credit hour courses are assigned one hour of lab duties each week. The lab manager will work the TAs to create a schedule, review procedures, and responsibilities. The responsibilities will include, but are not limited to:

- Assist language students with placement exams, which are given in 304A, and scheduled by the manager
- Provide tutoring to language students
- Process requests for iPads and other equipment
- Open the Global Classroom spaces as reserved
- Assist students with appropriate lab activities

### 13. Kawasaki Reading Room for Japanese Studies

The Kawasaki Reading Room for Japanese Studies is located in room 302 of the Jackie Gaughan Multicultural Center, located adjacent to the Union. Madoka Wayoro is the Director of the Reading Room and is assisted by student workers who are hired annually. This library of Japanese resource materials is the only one of its kind in the region. The room is operated by DMLL and used by not only the Japanese language program, but also those on campus who study Japanese history and culture and the Japanese community in Nebraska. An Advisory Board works with the Ms. Wayoro to not only add to the collections, but also to promote the resource at campus events and lectures.

## IV. Department Governance

### Department Meetings

No classes taught by faculty will be scheduled for Tuesdays and Thursdays from 11am to 12pm. This day and time is set aside for department, section, and committee meetings.

DMLL meets as necessary to discuss business affecting the department, such as the meeting scheduled during the Orientation Week prior to the beginning of the academic year, to discuss candidates for faculty positions, changes to the department bylaws, curriculum changes or additions, etc. All instructors, including lecturers and graduate teaching assistants, are invited to attend full department meetings unless the announcement of such a meeting specifically restricts attendance, for example, in the case of personnel matters such as reappointment and tenure. The department Bylaws contain information on the voting rights of lecturers and graduate teaching assistants in department, section, and committee meetings.

### **Tenure, Promotion, Reappointment Meetings**

All faculty, with voting rights as defined in the department Bylaws, are expected to attend these meetings except in the case of illness, family emergency, or professional travel. At a meeting of the tenured faculty on January 30, 2013, the tenured faculty unanimously adopted the following resolution:

*If a faculty member is unable to attend a meeting on T&P or reappointment, the faculty member must inform the chair prior to the meeting of his or her reason for not being able to attend. Given a justifiable reason for not being able to attend, the faculty member may – having reviewed the file – submit an absentee ballot BEFORE the actual meeting on T&P or reappointment takes place. No absentee ballots will be accepted after the actual meeting has taken place, and none will be accepted if no justifiable reason for not attending has been provided. These meetings will normally be scheduled for Tuesdays and/or Thursdays at 11 am, when no regular faculty member is scheduled to teach, with the expectation that faculty will attend these meetings except in the case of illness, family emergency, or professional travel.*

## V. Teaching and Instructional Policies & Procedures

### Academic Calendar

Please refer to this calendar for important dates such as withdrawal deadlines, pass/no pass deadlines, registration deadlines, holidays and other scheduled breaks, the 15<sup>th</sup> Week (also referred to as “dead week”), and Finals Week dates. Academic calendars, both current and future, can also be found online at <http://registrar.unl.edu/academic-calendar-2015-2016>

### Advanced Placement

The advanced placement policy is on the Admissions website at: <http://creditevaluation.unl.edu/credit-types/ap>. If you have a student who is asking about this process, please refer them to the College of Arts & Sciences Advising Center.

### Attendance

The Board of Regents policy is that all instructors are obligated to meet all scheduled classes, except in the case of illness, family emergency, or approved professional travel. If you are unable to meet your class, you must notify the coordinator and/or the department office at least one hour prior to the scheduled class. If you are gone for professional travel, you must complete a Memorandum of Absence form available in the main office.

#### **DMLL Attendance Policy for Students**

Regular on-time class attendance is of vital importance in language acquisition. Unexcused absences seriously jeopardize the final grade. You may accrue [five/three] discretionary absences (the equivalent of one full week of class) without penalty which will be granted by your instructor if properly explained in writing – you must inform your instructor of the reason for the absence, beforehand if possible, and if not, as soon as possible after the fact. Use them wisely.

More than [five/three] absences, and/or any absence for which you do not document an explanation, will become unexcused and will incur deductions to the final grade. For each absence in excess of [five/three], 1% will be deducted off the top of the final grade until the tally reaches [fifteen/nine,] the equivalent of three full weeks of class\*. If the total number of unexcused absences exceeds this limit, you will incur an automatic failing grade in the course.

- Absences for personal reasons (including but not limited to family emergencies, funerals or any other reason not related to a UNL class, activity or obligation) are discretionary.
- Absences due to illness are also discretionary unless they are documented with a note from Student Health or a physician verifying the need to miss class.
- Excused absences are University obligations, sports and field trips.
- For an excused absence, you must inform your instructor either in writing or in person as soon as possible and present documentation from the relevant professor, coach, faculty advisor of the club, etc.
- If you have or develop an ongoing medical condition that affects your ability to attend class, it is your responsibility to contact the Office of Services for Students with Disabilities and document your situation so that SSD can develop an authorized protocol for accommodating your attendance needs.

**Note:** Students are expected to attend all classes. The University has no regulation that permits cuts. The class attendance/participation policy should be on the course syllabus. The Class Attendance Policy for students, approved by the Faculty Senate on February 5, 2013, can be found at <http://www.unl.edu/facultysenate/class-attendance-policy>.

## Audits

Audits are not allowed in 100 or 200 level courses because of the expectations for student participation in a language class. Audits are allowed in advanced classes with the permission of the instructor if the auditor registers as such and pays the University's audit fee(s). Contact your coordinator if you have a questions about a potential audit in a course you are teaching.

In cases where instructors wish to allow a person to “sit in,” Dr. Earl Hawkey, the former Director of the Office of the University Registrar, stated this:

*“Faculty can invite visitors to their class for various purposes (i.e. guest lecturer, community member volunteering their knowledge or experience to enrich a class or lecture, high school students on campus visits), and it is almost impossible to come up with a rule or policy that would fit all circumstances. So the way we have always approached it is this –*

*A faculty member has a right to exclude unregistered visitors from their classroom as they see fit and departments or colleges can set up policies for their faculty to follow in regards to unregistered classroom visitors. However, faculty members do need to be aware of the risks they take in allowing outside individuals into their classrooms and that they risk personal liability if something bad happens.”*

## Academic Dishonesty

Your syllabus should inform students of the policy on Academic Dishonesty. The policy can be found online at <http://stuafs.unl.edu/ja/code/three.shtml>

## Classroom Assignments

Every effort is made to secure quality classrooms for our instructors on campus. Since room assignments are made by the University Registrar, and not the department, it is extremely difficult to change them. If you find it necessary to change your classroom, you should first discuss the situation with your coordinator (if applicable) and then see Ms. Parry for assistance in identifying an available classroom and if possible, making a change.

Smoking, eating, and drinking are not allowed in classrooms. Also, if desks are moved for classroom activities, please be sure to return furniture to its original place before leaving. White boards and/or chalkboards must also be erased at the conclusion of your class. If there is a problem in your classroom, the help line is 472-5511.

## Class Size Policy (College policy)

The College of Arts and Sciences class size policies are general guidelines for making decisions about class scheduling and when enrollments are below the minimum, class cancellations. Other factors besides enrollment that are considered include the size of the program, the need for the classes being offered, and possible alternatives for affected students.

Classes can be exempt from the class-size policy if they do not count toward the faculty member's teaching load. If a class is cancelled due to low enrollment, the faculty member will be required to teach another class in the same semester, or teach an additional class in the following year, or take on an alternative work assignment.

| Class         | Min |
|---------------|-----|
| 100 & 200 lvl | 16  |
| 300 & 400 lvl | 12  |
| 400/800 lvl   | 10  |
| 800 lvl       | 7   |
| 900 lvl       | 5   |

### Credit Awarded for Prior Language Experience

Students can receive credit for experiences they have before coming to UNL. There are three ways a student can claim credit - *Credit by Examination*, *International Student Credit*, and *Retroactive Credit*. If a student speaks with you about either the credit by examination or international student credit, please forward their inquiry to Errapel Mejias-Vicandi, Vice Chair of DMILL. Information on Retroactive Credit can be viewed in Appendix E.

### Final Exams

The final exam schedule can be found at <http://registrar.unl.edu/final-exam-information-fall> (Fall) and <http://registrar.unl.edu/final-exam-information-spring> (Spring). The date and time of the final exam should be in your syllabus and you are required to hold the final exam as posted by the University. A change for the final exam may only be made if the class has voted unanimously and anonymously for the new date and time. Documentation must be forwarded and kept in the main office. In the case of coordinated courses, the course coordinator must approve any change to the final exam schedule and to the schedule of other exams and tests indicated in the course syllabus.

You must keep copies of final exams and grading histories for the academic year semester following the exam. This is necessary should a student wish to file a grade appeal.

### Grading Policies

The syllabus must contain information on the grading scale and on what students will be graded. University policy does not allow for the public posting of final grades. Final grades are due five business days after the completion of the final exam. Failure to do so will record a “NR” (no report) for the student’s record and will require additional paperwork for each student to receive their grade.

A student must earn at least a C to receive a P (pass) if registered pass/no pass.

### Incomplete Policy (undergraduate students only)

**Eligibility:** In order to be eligible for an incomplete grade, students must have completed at least 75% of the work outlined in the syllabus. If the student has completed less than 75%, s/he must withdraw and enroll in the course in another semester. Students in the beginning language sequence (101 through 210) are not eligible for incompletes unless there is a documented medical issue. Coordinators must approve incompletes for beginning level courses in French, German, Japanese and Spanish (including Spanish 203 & 204). Lecturers and graduate students teaching courses above 210 must consult with the Vice Chair and get approval to assign an incomplete.

**Process:** Department staff must be informed when incompletes are given, and a contract outlining student responsibility will be kept on file in the main office. A date of completion must be included; if the office staff is not notified that the work has been completed by that date, staff will notify Registration and Records to change the grade officially to an “F.” The contract of student responsibility will be shared if a different instructor has been identified to work with the student to finish the course. Once a student has completed the course, the instructor must complete a change of grade form (available in the department office) and office staff will forward it to Registration and Records.



## Independent Studies

For a student to enroll in an independent study, they must first work with an instructor (must hold a PhD) to identify the work involved and credit to be awarded. A contract must be picked up in the main office, and the instructor and student must complete and submit to the main office. At that time, office staff will generate a permission number and assist the student with registration through MyRED.

Once the independent study is completed, the instructor must submit the student's grade via email to Cassandra Siefkes, who will record the grade in MyRED.

## Office Hours

Before classes start, you will receive two forms to list your office hours. One form must be returned to the main office, and the other must be posted on your office door. Office hours must also be indicated on your syllabus. Every instructor must hold at least two office hours for a one-class teaching assignment and three office hours for a two-class or more teaching assignment.

## Override Policy

If a student contacts you for an override into a closed course, please advise them as follows. Override forms are available in the main office ONLY for the Vice Chair, coordinators, and instructors of 300-level classes and above to approve. Students are not given an override form, and waiting lists are not maintained. Students should speak directly with the instructor if they wish to get into a closed 300-level class or above.

**For 100 or 200 level classes:** Students should keep trying MyRED and, if they can't register, they should attend the first day of class and tell the instructor they are not currently enrolled. Only after the third day of classes, when enrollments have stabilized can an override be considered; it can only be authorized by the course coordinator or the Vice Chair in consultation with the course coordinator.

## Proficiency Testing and Waivers

Each Language Coordinator or the main instructor of 102/202 will create a policy that describes their proficiency testing procedures. These policies will be reviewed annually by the appropriate personnel in the language. This information will be shared with the College of Arts & Sciences Advising Center.

For languages NOT taught or coordinated at UNL, Modern Languages & Literatures cannot provide an accurate diagnostic test. Policy revised 1/2013.

## Retroactive Credit

The Department of Modern Languages and Literatures has a policy of approving retroactive university credit as follows:

- No credit will be given for native language proficiency.
- Students with three (3) years of high school language courses (in one language) who complete French, German, Russian, or Spanish 202, or any other language taught at the 202 level or above in our Department, with a grade of B or better the first time they enroll in the course, and without previously having received credit (or transfer credit) for 101, 102, 201, or 202, are allowed to claim three (3) hours credit for 201. No letter grade will be recorded for the three (3) credits received for 201.
- Students with four (4) or more years of high school language courses (in one language) who complete 203 or a higher course with a grade of B or better the first time they enroll in the course, and without

previously having received credit (or transfer credit) for 101, 102, 201, or 202, are allowed to claim six (6) hours credit for 201 and 202 for that language. No letter grade will be recorded for the six (6) credits received for 201 and 202.

- A student must be enrolled as a regular student at the University of Nebraska-Lincoln. This means admitted to and enrolled in an undergraduate college.

The form can be obtained from a staff member in 1111 Oldfather Hall. An example is located in Appendix E.

**NOTE:** Registering as a visiting student does not meet this requirement and credit cannot be recorded.

### Student Evaluations

All instructors are required by Board of Regent policy to give students an opportunity to evaluate every course taught. The evaluation form adopted by the department will be distributed in your mailbox two weeks before the end of the semester. You should distribute the forms in class before the end of the semester and leave the classroom after having asked a student in the class to collect and return the completed evaluations to the main office. The office staff will complete statistical information on the evaluations, which will be available for the chair and/or a coordinator to review, and the evaluations will be returned to you after you have entered final grades. You must keep these evaluations to submit for the purpose of merit or reappointment reviews.

### Sexual Harassment

A copy of the University's policy on sexual harassment can be found at: [http://stuafs.unl.edu/sa\\_policies\\_sexharass.shtml](http://stuafs.unl.edu/sa_policies_sexharass.shtml).

### Tutoring

You may not accept money for tutoring from a student in your class, and to whom you will assign a grade.

However, the department has a Tutor, Translator, and Interpreter list available on our website. If you would like to be added, see the main office to complete the form.

## VI. Policies Pertaining To Course Coordinators, Lecturers & Graduate Teaching Assistants

### Course Coordinators

Course Coordinators are appointed in consultation with members of the section to coordinate courses in the beginning language sequence (101, 102, 201, 202, and 210) in French, German, and Spanish; and to supervise the course instructors (lecturers, graduate teaching assistants, and occasionally other faculty). A coordinator is also appointed to Spanish 203 and 204. Coordination is factored into their apportionment of responsibilities in teaching and instructional activities, meaning that their classroom teaching assignment will be based on the number of sections coordinated. Expectations of instructors working in a coordinator course are outlined in Appendix A.

Coordinators are required to provide an opportunity each semester for the instructors they supervise to evaluate in writing their performance. Evaluations will be forwarded during the 15<sup>th</sup> week and submitted to Shannon Parry. Results will be typed and forwarded to the coordinator, the chair, and the appropriate section head. These evaluations are part of the coordinators' personnel file. See Appendix B for an example evaluation.

Coordinators are to serve as team leaders; meeting with instructors of the courses they supervise on a regular basis to discuss pedagogical aspects of the courses. Coordinators are responsible for the following:

- Develop the methodological approach for courses they supervise;
- Choose and order the text(s) and other published materials to be used;
- Prepare syllabi and prepare and/or approve course materials;
- Guide and direct the development of tests;
- Coordinate goals for the courses, oversee articulation between first and second year, and regular and block sections of courses;
- Plan and direct a methodological orientation for instructors of courses they supervise during the first week of the semester;
- Recommend to the chair and vice chair instructor assignments to sections;
- After consultation with the section head, recommend to chair and vice chair the lecturers to be appointed;
- Open their classes to visitation by instructors they supervise;
- Observe the classes of lecturers and graduate teaching assistants they supervise, at least once annually and once a semester if possible, and provide written feedback. See Appendix C for the recommended Instructor Observation Form. This feedback will be considered by the coordinator, the chair, and vice chair in appointing lecturers and in making instructional assignments to sections.
- Provide assistance and guidance to instructors with pedagogical and/or class management issues.

### Lecturers

**Reappointments:** Lecturers must apply for reappointment in the spring semester in which their contract expires. Application files must include: a brief letter of application; a current CV; department teaching preference form (Appendix D) distributed to lecturers in the spring; the original student teaching evaluations from the previous three semesters; and the teaching evaluation data summaries prepared by DMLL staff for all courses taught in the past three years; written evaluations and/or course observation forms provided by course coordinators in the past three years; any other information the applicant finds relevant.

The chair and vice chair will identify the resources and sections available in a given semester or academic year. Appointments will be made as soon as possible, but only once resources and sections available are identified.

**NOTE:** Ordinarily, graduate students who are degree candidates in the department will not be appointed as lecturers. The graduate committee in consultation with the chair of the applicant’s supervisory committee or the applicant’s graduate advisor will review any request for an exception and, based on the applicant’s progress toward a degree, will make a recommendation as to whether an exception might be made to the chair and vice chair.

**New Lecturer Appointments:** The department will advertise locally and internally the possible availability of lecturer openings once every three years, or as necessary, and application materials will be kept on file should an opening occur. New applicants will be asked to submit a letter of application; a current CV; two recent letters of recommendation; evidence of excellence in teaching; and evidence of native or near native fluency in the target language.

After consultation with the section head, the coordinator will recommend to the chair and vice chair lecturers to be appointed based on their application materials, as well as the courses they are qualified to teach.

**Contract Length:** Lecturers may be appointed for 1, 2 or 3 years based on the following:

- Longer term contracts are limited by the dean’s office, as determined by enrollment analysis and funding availability;
- Professional criteria to be used in deciding which lecturers will be offered longer term contracts include:
  1. Native or near native fluency
  2. Evidence of excellence in teaching (e.g. student and coordinator evaluations)
  3. MA in the language or a related field (e.g. pedagogy/comparative literature)
  4. PhD in the language or a related field and/or specific expertise necessary to the program are preferred in awarding a longer term contract.

**FTE (full-time equivalent formula) & Compensation Rates**

| Pay Table            | Class Type      | FTE   |
|----------------------|-----------------|-------|
| <b>3 SCH</b> \$3,500 | Coordinated     | 0.125 |
| <b>3 NC</b> \$4,000  | Non-Coordinated | 0.125 |
| <b>5 SCH</b> \$4,100 | Coordinated     | 0.143 |
| <b>6 SCH</b> \$4,400 | Coordinated     | 0.167 |
| <b>6 NC</b> \$4,900  | Non-Coordinated | 0.167 |

**Outside Teaching Activity Form:** This form is to be used when you are employed somewhere other than UNL utilizing the same skills for which you were hired here (Wesleyan, for example). Please log into NUgrant, using your AD login (the same one you use to log into UNL computers) and complete the form. It is located under the third heading, “Interest and Activity Management.” <https://nugrant.unl.edu/auth2/index.php>

## Graduate Teaching Assistants

The Graduate College website can be located here: <http://www.unl.edu/gradstudies/home>

### **Initial Appointment**

1. Appointments are made only to students accepted into a graduate program. The Graduate Committee of the Department reviews the files and the recommendations of the sections and recommends a ranked list for each section to the Chair, who makes GTA appointments accordingly. Once initial appointments have been made, additional slots which become available shall be filled by candidates recommended by each section and approved by the Graduate Committee.
2. Ordinarily, appointments are not available to students admitted provisionally or for a probationary period, but some exceptions may be made on the recommendation of the Graduate Committee. Appointments are normally made for one academic year; the letter of appointment specifies salary, a five- or six-hour teaching assignment each semester, and the other terms of employment. GTA salaries are generally paid in 10 (ten) monthly installments from August 31 to May 31.
3. Students holding assistantships must be enrolled each semester in at least nine hours of courses which satisfy degree requirements: at least two courses must be in the department.
4. Graduate teaching assistants are eligible to teach in the summer for additional pay, but since faculty have priority for all summer teaching, should not count on such employment. In order to teach in a summer session, a GTA must have been enrolled in the degree program prior to the summer session. Contract language states, “Graduate Assistants are not required to register for courses during the summer term. However, if you’re a graduate assistant employed in the summer but not registered for courses, you will be subject to FICA and Medicare taxes (currently 7.65% of your salary).”
5. Graduate teaching assistants qualify for tuition remission for up to twelve hours each semester and up to six hours in the summer. Please consult the Graduate College statement on tuition remission, available from that office or from the Chair of the Graduate Committee. Students are still responsible for student fees.

### **Reappointment**

1. Each spring applicants for reappointment as a GTA must submit a file consisting of a written request for reappointment, the standard teaching preference form, teaching evaluations for all courses taught during the previous two calendar years, written evaluations from coordinators who have visited their classes during the previous calendar year, and any other materials deemed important to an assessment of teaching or requested by the professorial staff members or a representative committee of the respective language section. Students who fail to comply with all requested materials by the due date will not be considered for reappointment. The Graduate Secretary will notify current graduate teaching assistants of the due date for these materials.
2. The professorial staff members of the section or a representative committee appointed by the Graduate Advisor and composed of at least three members of the section will consider the materials in the GTA files. They will note the particular strengths of the applicants or any difficulties in their program and forward their recommendation to the Graduate Chair. The Graduate Chair will forward the written recommendations of this committee to the Department Chair.
3. The Department Chair will consult with the Chair of the Graduate Committee along with any other appropriate member of the department, and will then initiate reappointments if reappointment meets the needs of the student and the department. Reappointment will be made only if a GTA is making satisfactory progress toward the degree, as specified in the graduate handbook, complies with all requirements, has a good overall teaching performance and professional behavior. If this is not the case, the Department Chair will make it clear to the student in writing that reappointment will require whatever

improvements are suggested by the section or the Graduate Committee or that reappointment will not be made.

4. GTA appointments at the M.A. level are normally renewable for one year (4 semesters is the usual time taken to complete an M.A.) and reappointments at the Ph.D. level for two years, with a third year possible if the student is ABD. All reappointments depend on instructional needs, the availability of funds, satisfactory progress toward the degree, as specified in the graduate handbook, satisfactory teaching and professional behavior. Under rare circumstances, extensions may be granted upon petition to the Graduate Committee by the student and his/her supervisory chair.

### Summer Sessions Teaching Assignments (for both graduate teaching assistants and Lecturers)

The process for identifying instructors for summer assignments is as follows:

1. The Department Chair and Vice Chair will identify the resources and sections available.
2. In the spring, the Office Manager will distribute a request form for summer teaching to all current faculty, lecturers, and graduate teaching assistants in the department.
3. Applicants will submit a file for review, or supplement a file already submitted for reappointment in the previous fall semester. The file will consist of teaching evaluations for all courses during the previous semester and the previous academic year; any written evaluations from coordinators who have visited their classes during the previous semester and the previous academic year; and any other materials applicants deem important to an assessment of their teaching or requested by professorial staff members or a representative committee of the respective language section.
4. In the case of GTA applicants, the files will be reviewed by the Chair of the Graduate Committee, by the Coordinator(s) of the basic language sequence, and by the language section head. The student's Committee Chair/Graduate Advisor may be consulted as needed.
5. Those reviewing the files will rank the applicants according to overall teaching performance and any other relevant factors (e.g. special expertise, prior experience) and provide those rankings to the Department Chair and Vice Chair. Those reviewing graduate student files must also report on whether the applicant is making satisfactory progress to the degree.
6. Assignments: First priority will be given to regular faculty; second to graduate teaching assistants; third to lecturers.
7. The Department Chair and Vice Chair will make assignments of graduate teaching assistants and lectures based on materials in applicant files and the rankings submitted by the review committees.

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**Appendix A: Expectations of Instructors for Coordinated Courses****Expectations of Instructors for Coordinated Courses**

The categories below represent the areas in which teaching assistants and instructors are evaluated for their semester or annual evaluation. The items listed are those that instructors and teaching assistants are expected to meet in order to adequately perform their duties. This document may be revised and will be distributed prior to the fall semester.

**Professionalism**

1. Complies with policies and procedures as outlined in course syllabi as well as any written communication from the coordinator.
2. Meets all deadlines related to duties.
3. Holds regular office hours in designated space.
4. Keeps up-to-date records of student grades and absences.
5. Attends and fully participates in all meetings and workshops.
6. Demonstrates competence in English and the language to be taught.
7. Is punctual for meetings and appointments.
8. Clears any absences with coordinator and notifies main office in a timely manner.

**Citizenship**

1. Displays a respectful demeanor to peers and supervisors.
2. Is cooperative and contributes to the language program.
3. Is receptive to feedback and constructive criticism.
4. Attempts to resolve conflicts amicably.
5. Readily shares ideas and materials with supervisors and peers.
6. Provides feedback regarding the program in a constructive manner.

**Teaching**

1. Minimum 2.00 average on students' evaluations for classes taught. (1 = excellent)
2. Class observations meet expectations.
3. Demonstrates an understanding of the principles underlying the curriculum.
4. Is prompt for class.
5. Returns work to students in a timely manner.
6. Maintains a good rapport with students.

If any of these expectations are not met, the following actions will be taken:

- The first time, you will receive an email from the coordinator.
- The second time, you will receive an email from the coordinator with a copy to the Graduate Chair.
- The third time, you will receive an email from the coordinator with a copy to the Graduate Chair and the Section Head.

## Appendix B: Coordinator Evaluation

Please give your frank evaluation and base your responses on the following scale:

**1** (strongly agree); **2** (agree); **3** (neutral); **4** (disagree); **5** (strongly disagree); **NA** (not applicable/no opportunity to observe)

**Overseeing Content:**

|    |  |   |   |   |   |   |    |
|----|--|---|---|---|---|---|----|
| 1. | The course was well designed and effectively structured.                         | 1 | 2 | 3 | 4 | 5 | NA |
| 2. | The syllabus I received for the course I taught was thorough and easy to follow. | 1 | 2 | 3 | 4 | 5 | NA |
| 3. | Materials and resources which enhanced the textbook were provided.               | 1 | 2 | 3 | 4 | 5 | NA |
| 4. | The material was consistent with the linguistic level of the students.           | 1 | 2 | 3 | 4 | 5 | NA |
| 5. | Exams and their degree of difficulty were consistent with material taught.       | 1 | 2 | 3 | 4 | 5 | NA |

**Mentoring of Teaching:**

|     |   |   |   |   |   |   |    |
|-----|---|---|---|---|---|---|----|
| 6.  | I received direction in strategies for communication of course content.                                       | 1 | 2 | 3 | 4 | 5 | NA |
| 7.  | I received explanation of the principles of the methodology used in my course.                                | 1 | 2 | 3 | 4 | 5 | NA |
| 8.  | I received assistance in how to organize and plan lessons.  | 1 | 2 | 3 | 4 | 5 | NA |
| 9.  | The coordinator was willing to help with my preparation of supplementary course materials and quizzes.        | 1 | 2 | 3 | 4 | 5 | NA |
| 10. | I had adequate opportunity to discuss the content and format of the exams before they were given to students. | 1 | 2 | 3 | 4 | 5 | NA |
| 11. | I received direction in strategies to promote effective foreign language learning.                            | 1 | 2 | 3 | 4 | 5 | NA |
| 12. | The coordinator was available for consultation.   | 1 | 2 | 3 | 4 | 5 | NA |
| 13. | S/he was open and responsive to questions and suggestions.  | 1 | 2 | 3 | 4 | 5 | NA |
| 14. | I received constructive feedback on my teaching, based on classroom observation.                              | 1 | 2 | 3 | 4 | 5 | NA |
| 15. | I was invited to observe a coordinator teach a basic language class.  | 1 | 2 | 3 | 4 | 5 | NA |



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 Appendix B: Coordinator Evaluation
**Personnel Management:**

|     |  |   |   |   |   |   |    |
|-----|--|---|---|---|---|---|----|
| 16. | The coordinator handles conflicts professionally.                                      | 1 | 2 | 3 | 4 | 5 | NA |
| 17. | S/he anticipates potential student issues and effectively equips me to deal with them. | 1 | 2 | 3 | 4 | 5 | NA |
| 18. | S/he creates an environment of respect, tolerance, and open communication.             | 1 | 2 | 3 | 4 | 5 | NA |
| 19. | Overall, I rate my coordinator as effective.   | 1 | 2 | 3 | 4 | 5 | NA |

**Summary Questions:**

- A. Elaborate on the strengths of your coordinator.
- B. What suggestions do you have for the coordinator to improve the program?

Please comment on any aspect of the coordination that is not covered on this questionnaire.

Appendix C: Instructor Observation Form

**Department of Modern Languages & Literatures  
100/200 Level Instructor Observation Form**

Name of Instructor \_\_\_\_\_

Date \_\_\_\_\_

Course/Section \_\_\_\_\_

Room \_\_\_\_\_

Observed by:

Number of students \_\_\_\_\_

**Outline of lesson / Description of tasks**

| Time | Task |
|------|------|
|      |      |

Appendix C: Instructor Observation Form

| <b>I. Command and appropriate use of target language</b> |   |   |   |     |
|--|---|---|---|-----|
| 1. Pronunciation (including intonation)                  | C | S | U | N/A |
| 2. Grammar   | C | S | U | N/A |
| 3. Suitability of vocabulary                             | C | S | U | N/A |

| <b>II. Classroom atmosphere and situation</b>  |   |   |   |     |
|--|---|---|---|-----|
| 1. The student-teacher rapport was conducive to learning.  | C | S | U | N/A |
| 2. The classroom atmosphere was successfully established at the beginning of the class (e.g., by a warm-up). | C | S | U | N/A |
| 3. The instructor elicited the participation of all students.  | C | S | U | N/A |
| 4. The students were aware of what was expected of them.   | C | S | U | N/A |
| 5. The instructor guided the class successfully.   | C | S | U | N/A |
| 6. The instructor showed strong interest and enthusiasm in the subject.                                      | C | S | U | N/A |
| 7. The instructor made the tasks / material relevant to the students.  | C | S | U | N/A |

| <b>III. Lesson (plan and implementation)</b>  |     |    |
|---|-----|----|
| 1. Did the class begin/end on time?   | yes | no |
| 2. Were homework assignments communicated clearly and concisely? (whether in class or by other means) | yes | no |
| 3. Was the lesson plan well thought-out and organized? Were its goals and objectives clear?           | yes | no |
| 4. Were the lesson objectives made clear to the students?   | yes | no |
| 5. Did the instructor effectively set up tasks by modeling (when appropriate or necessary)?           | yes | no |
| 6. Were students made aware of time limits for completing tasks?                                      | yes | no |

**RATING SCALE:**  
 C = commendable; S = satisfactory; U = unsatisfactory; N/A = not applicable

Appendix C: Instructor Observation Form

|  |     |   |    |     |
|--|-----|---|----|-----|
| 7. Did the instructor effectively monitor students' work?<br>(e.g., circulating during group/pair work)  | yes |   | no |     |
| 8. The lesson progressed smoothly and the lesson plan was implemented successfully.<br>The tasks were related, contextualized, and there were clear transitions between tasks. | C   | S | U  | N/A |
| 9. There was an appropriate balance of activities (e.g., teacher-centered activities, group work, pair work)   | C   | S | U  | N/A |

| <b>IV. Teaching methods and techniques</b>  |   |   |   |     |
|---|---|---|---|-----|
| 1. Instructor demonstrated a good knowledge of subject.   | C | S | U | N/A |
| 2. There was an appropriate balance between teacher talk and student talk.  | C | S | U | N/A |
| 3. The target language was used as much as appropriate.   | C | S | U | N/A |
| 4. When giving explanations or clarifying a point the instructor used effective techniques.   | C | S | U | N/A |
| 5. Instructor provided effective, tactful, and appropriate error correction.  | C | S | U | N/A |
| 6. Visual and other multisensory learning tools (e.g., blackboard/whiteboard, transparencies/document camera, pictures, videos, Internet, music, etc.) were used effectively. | C | S | U | N/A |

Optional comment and/or suggestions for improvement:

Appendix C: Instructor Observation Form

I have seen the completed observation form and wish to make the following comments about the class/observation. (Comments are **optional, not required.**)

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Observer

\_\_\_\_\_  
Date

Appendix D: Teaching Preference Forms (Lecturer Appointment)

**Academic Year Teaching Preference Form**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please consider me for      \_\_\_\_\_ Fall 2015 Semester Only  
   \_\_\_\_\_ Spring 2016 Semester Only  
   \_\_\_\_\_ Entire Academic Year (2015/2016)

I would like to teach a maximum of \_\_\_\_ credit hours per semester **or** \_\_\_\_ credit hours per year. I would not be interested in an appointment unless I were guaranteed at least \_\_\_\_ credit hours per semester.

I taught the following courses in 2014:

I prefer to teach on the days and the times indicated (please indicate also days and time you cannot teach):

You should have the following additional information pertaining to my appointment, reappointment, or schedule:

Appendix D: Teaching Preference Forms (Lecturer Appointment)

**Summer Session Teaching Preference Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please consider me for \_\_\_\_\_ 1<sup>st</sup> 5 Week Session Only (*Applicable Dates*)  
\_\_\_\_\_ 2<sup>nd</sup> 5 Week Session Only (*Applicable Dates*)  
\_\_\_\_\_ Both 5 Week Sessions (*Applicable Dates*)

I have taught in the summer of 2014 \_\_\_\_\_ course(s) \_\_\_\_\_

I have taught in the summer of 2015 \_\_\_\_\_ course(s) \_\_\_\_\_

## Appendix E: Retroactive Credit

**DEPARTMENT OF MODERN LANGUAGES AND LITERATURES  
POLICY AND PROCEDURE FOR AWARDING  
RETROACTIVE CREDIT IN 201 AND 202**

**A. POLICY**

The Department of Modern Languages and Literatures has a policy of approving retroactive university credit as follows:

1. No credit will be given for native language proficiency.
2. Students with three (3) years of high school language courses (in one language) who complete French, German, Russian, or Spanish 202, or any other language taught at the 202 level or above in our Department, with a grade of B or better the **first time** they enroll in the course, and without previously having received credit (or transfer credit) for 101, 102, 201, or 202, are allowed to claim three (3) hours credit for 201. No letter grade will be recorded for the three (3) credits received for 201.
3. Students with four (4) or more years of high school language courses (in one language) who complete 203 or a higher course with a grade of B or better the **first time** they enroll in the course, and without previously having received credit (or transfer credit) for 101, 102, 201, or 202, are allowed to claim six (6) hours credit for 201 and 202 for that language. No letter grade will be recorded for the six (6) credits received for 201 and 202.
4. A student must be enrolled as a regular student at the University of Nebraska-Lincoln. This means admitted to and enrolled in an undergraduate college. **NOTE:** Registering as a visiting student does not meet this requirement and credit cannot be recorded.

**COMMENT:** This policy does not extend to 101 and 102 (i.e., credit for 101 and 102 is not granted on the basis of having completed a more advanced course). Students with three (3) years of high school language must take 202 as their first course to be eligible under this policy. Students with four (4) years of high school language must enroll in 203 or a higher course as their first course in order to be eligible.

**B. PROCEDURE**

**It is the student's responsibility to initiate this procedure.**

1. If you have questions, consult the Department of Modern Languages and Literatures, 1111 Oldfather Hall, **BEFORE** registering for your first UNL language course.
2. After completing the more advanced course with a grade of B or better the **first time** you enroll in the course, go to the Department of Modern Languages and Literatures, 1111 Oldfather Hall, with a copy of your grade report to claim your retroactive credit. **THIS MUST BE DONE BEFORE THE END OF THE SUBSEQUENT SEMESTER.**
3. Complete this form and get approval of the Department of Modern Languages and Literatures.
4. Pay a fee equal to one-half resident tuition for these credits at the Bursar's Office, 121 Canfield Administration Bldg.
5. The Bursar's Office will forward the form to Undergraduate Admissions for processing of the credit onto the student's academic record.

*To save space, only procedures are listed above. For a copy of the form, please tell your students to come to the main office or download from the Modern Languages' website.*



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## Appendix F: Agreement on Guidelines or Classroom Copying in Not-for-profit Educational Institutions with Respect to Books and Periodicals

The following guidelines embody three standards: brevity, spontaneity, and cumulative effect. They are printed in the Report of the House Committee on the Judiciary (House Report No. 94-1476).

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

### GUIDELINES

#### I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

#### II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below
- B. Meets the cumulative effect test as defined below
- C. Each copy includes a notice of copyright.

#### ***Brevity***

- i. Poetry: (a) a complete poem of less than 250 words and if printed on; not more than two pages, or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) either a complete article, story, or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words. [Each of the numerical limits state in (i) and (ii) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]
- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. *Special works*: Certain works in poetry, prose or in *poetic prose* which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph (ii) above notwithstanding, such *special works* may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

#### ***Spontaneity***

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Appendix F: Agreement on Guidelines or Classroom Copying in Not-for-profit Educational Institutions  
with Respect to Books and Periodicals

- i. The copying is at the instance and inspiration of the individual teacher, and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

***Cumulative Effect***

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii. There shall not be more than nine instances of such multiple copying for one course during one class term. [The limitations stated in (ii) and (iii) above shall not apply to current news, periodicals and newspapers, and current news sections of other periodicals].

III. Prohibitions as to I and II Above

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.
- B. There shall be no copying of or from works intended to be *consumable* in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
  - i. substitute for the purchase of books, publishers, reprints or periodicals,
  - ii. be directed by higher authority, or
  - iii. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

## Appendix G: Chancellor's Policy Memorandum on Education Abroad

## Chancellor's Policy Memorandum 2013-01

### UNL Education Abroad and International Student Travel Sponsored by the University

Chancellor Harvey Perlman issued a new policy regarding UNL Education Abroad and International Student Travel. The policy requires that all education abroad opportunities and international student travel sponsored by UNL be administered by the Education Abroad office. The policy goes into effect on Oct. 1. Below is the complete policy statement as issued by Chancellor Perlman.

UNL is committed to helping students engage the world through safe and affordable opportunities to travel, study, research, intern, and do service learning abroad. The UNL Education Abroad Office facilitates program and budget development; assures that risks associated with international travel are identified and addressed; that State and University guidelines for business practices are followed; that student billing is handled through Student Accounts; that student financial aid is not jeopardized; that contracts with and payments to vendors are properly managed; that all necessary health forms, information, waivers, and releases are signed, collected, and filed; that students are properly registered and awarded credit; that students and faculty are enrolled in the international health insurance program; that students and faculty are notified of any risks associated with the host country and that health, safety, and security precautions are addressed; that students are registered with the US embassy/consulate in the host country; that students and faculty always have one point of contact back on campus; that the University's response in the event of an emergency is coordinated; and that an accurate and complete accounting of student travel abroad by college is reported annually.

Therefore, in order to maintain a high level of service and proper governance of education abroad and international student travel, effective October 1, 2013:

- All education abroad (i.e. study, research, internship, and service learning abroad) opportunities for students sponsored by the University must be administered through the UNL Education Abroad Office.
- All other international student travel sponsored by UNL (in name or through funding, coordination, and/or faculty/staff advising) must be registered with the UNL Education Abroad Office.

It will be assumed that any education abroad activity not registered with the UNL Education Abroad Office is not sponsored by the University and thus its participants are not eligible for scholarships, travel reimbursement, or academic credit.

Published: 9/26/2013

## Appendix H: Executive Memorandum No. 25



OFFICE OF THE PRESIDENT

**Executive Memorandum No. 25****Policy on University Sponsored Travel by Students, Faculty, Staff, or Members of the General Public to Countries Under a U.S. Department of State Travel Warning or Centers for Disease Control and Prevention Travel Health Notice**

In seeking to balance the benefits of international travel on educational, research, and outreach activities with the potential risks such travel might pose to students, faculty, staff, and members of the general public, the University relies on the guidance provided to travelers by the U.S. Department of State and the Centers for Disease Control and Prevention.

- **U.S. Department of State Travel Warnings:** The State Department's Office of American Citizens Services and Crisis Management (ACS) administers the Consular Information Program, which informs the public of conditions abroad that may affect their safety and security. Country Specific Information, Travel Alerts, and Travel Warnings are vital parts of this program. Travel Warnings are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.
- **Centers for Disease Control and Prevention Travel Health Notices:** The Centers for Disease Control and Prevention (CDC) is one of the major operating components of the United States Department of Health and Human Services. The CDC issues Travel Health Notices to inform travelers about current issues that may affect their health when visiting specific destinations. The CDC issues three types of Health Notices: Watch Level 1; Alert Level 2; and Warning Level 3. A Travel Health Notice at Warning Level 3 is issued when the CDC recommends that travelers avoid all non-essential travel to a destination due to high risk.

**Travel by Students and Members of the General Public**

*It is the policy of the University of Nebraska that no university sponsored program of travel for students and members of the general public shall depart from the United States for a country for which the U.S. Department of State has issued a Travel Warning or the Centers for Disease Control and Prevention (CDC) has issued a Travel Health Notice at Warning Level 3. If such a warning is issued after departure, the guidance provided by the warning shall be followed by participants in the affected area until the senior international officer for the University of Nebraska provides guidance and direction regarding the steps necessary to insure health and safety, including possible return to the United States.*

**Travel by Faculty and Staff**

*It is the policy of the University of Nebraska that any faculty or staff member seeking to travel under university auspices to a country for which the CDC has issued a Travel Health Notice at Warning Level 3 must first obtain prior approval for such travel by making a written request to the relevant University of Nebraska Chancellor. The Chancellor will make a recommendation on the request to the President, who will make a final determination.*

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