

# **Faculty Handbook**

Department of Spanish & Portuguese

University of Kansas

AY 2024-2025

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### **Schedule of Department Meetings**

*Unless otherwise noted, meetings take place Thursday afternoons at 4:00-5.00 p.m.*

*For the time being, department meetings will take place through Zoom.*

*A Zoom invite will be provided.*

Sept 5

Oct 3

November 7

December 5

February 6

March 6

April 3

May 8 -> postponed to May 15

**Annual Calendar—General Overview**

Month	Teaching-Advising	Graduate / Exams	Awards	Faculty
August	<ul style="list-style-type: none"> <li>• <b>8/26:</b> First day of classes</li> <li>• <b>8/26</b> Late enrollment starts</li> <li>• <b>8/30:</b> Last day to add/change sections without permission</li> </ul>			<ul style="list-style-type: none"> <li>• <b>8/23:</b> Fall Mixer La Tropicana</li> <li>• <b>8/24:</b> CLACS Fall Social Potluck (Centennial Park 5:30-8 pm).</li> </ul>
September	<ul style="list-style-type: none"> <li>• <b>9/2:</b> Labor Day Holiday</li> <li>• Last day to elect Credit/No Credit</li> </ul>	<ul style="list-style-type: none"> <li>• Ph.D. exams Administered and Graded</li> </ul>		<ul style="list-style-type: none"> <li>• Faculty invited to apply to direct SLIs</li> </ul>
October	<ul style="list-style-type: none"> <li>• Prepare course descriptions</li> <li>• Advising</li> <li>• Main Enrollment</li> <li>• <b>10/14 – 10/15:</b> Fall Break</li> </ul>		<ul style="list-style-type: none"> <li>• Announce summer GTA positions for SLIs</li> <li>• Universidad de Santiago, English Lecturer</li> </ul>	
November	<ul style="list-style-type: none"> <li>• <b>11/20:</b> Last day to withdraw from all classes</li> <li>• <b>11/27 – 11/29:</b> Thanksgiving Holiday</li> </ul>		<ul style="list-style-type: none"> <li>• Dissertation Fellowships</li> </ul>	<ul style="list-style-type: none"> <li>• Start of faculty search process application (in years when we have a search)</li> </ul>
December	<ul style="list-style-type: none"> <li>• <b>12/13:</b> Stop Day</li> <li>• <b>12/16 – 12/20:</b> Finals</li> <li>• <b>12/30:</b> Grades due</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments to write Ph.D. exam questions</li> </ul>	<ul style="list-style-type: none"> <li>• Final selection of GTAs for SLIs</li> <li>• Nominations for Granberg and Ebersole Awards, November and/or December</li> </ul>	<ul style="list-style-type: none"> <li>• Selection of finalists for faculty search</li> <li>• Pre-interviews</li> <li>• Reminder to faculty to submit Annual Performance Reports</li> </ul>

January	<ul style="list-style-type: none"> <li>• <b>1/20:</b> MLK Holiday</li> <li>• <b>1/21:</b> First day of classes</li> <li>• <b>1/21:</b> Late enrollment begins</li> <li>• SLI Recruitment throughout semester</li> </ul>	<ul style="list-style-type: none"> <li>• Ph.D. administered and graded</li> <li>• Announcement of Spring MA exam dates</li> </ul>	<ul style="list-style-type: none"> <li>• Announce on-campus Summer GTA positions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>1/30:</b> Annual performance reports due</li> <li>• Campus interviews for faculty candidates</li> </ul>
February		<ul style="list-style-type: none"> <li>• Annual review of graduate students</li> </ul>	<ul style="list-style-type: none"> <li>• Announce selection of on-campus summer GTAs</li> </ul>	<ul style="list-style-type: none"> <li>• GRF proposals due</li> <li>• Campus interview for faculty candidates</li> <li>• PTTR docs to College</li> <li>• PTR Documents due</li> <li>• Faculty Evaluation Committee meetings</li> </ul>
March	<ul style="list-style-type: none"> <li>• <b>3/17 – 3/23:</b> Spring Break</li> <li>• Prepare course descriptions</li> <li>• Advising</li> <li>• Main enrollments</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments to write MA exam questions</li> <li>• Oral MA exam committees</li> </ul>		<ul style="list-style-type: none"> <li>• Campus visit of prospective graduate students</li> <li>• Faculty Evaluation Committee Meetings</li> <li>• Evaluation letters to individual faculty</li> <li>• Individual appointments with Chair</li> <li>• Upload letters to MyTalent</li> </ul>
April			<ul style="list-style-type: none"> <li>• Nominations for various Undergraduate Awards (Nelson, etc.)</li> <li>• Nomination for Dissertation Prizes</li> </ul>	<ul style="list-style-type: none"> <li>• Campus visits of prospective graduate students</li> </ul>

May	<ul style="list-style-type: none"> <li>• <b>5/9:</b> Stop Day</li> <li>• <b>5/12 – 5/16:</b> Finals</li> <li>• <b>5/18:</b> Commencement</li> </ul>			<ul style="list-style-type: none"> <li>• Graduation and Recognition ceremony May 1</li> <li>• Selection process for Dept. Honors Society</li> <li>• PTR Provost open meeting</li> </ul>
June	<ul style="list-style-type: none"> <li>• Advisors: MA Advisees who have finished their first year decide between MA Qualifying exam and Portfolio</li> <li>• Summer School begins</li> <li>• SLI Barcelona</li> <li>• SLI Buenos Aires</li> <li>• SLI Brazil (TBA)</li> </ul>			
July	<ul style="list-style-type: none"> <li>• SLI Barcelona</li> <li>• SLI Buenos Aires</li> <li>• SLI Brazil (TBA)</li> </ul>			

### Department of Spanish and Portuguese Faculty Committee Assignments 2024-2025

- **Evaluation Committee:** Margot (chair, ex officio); Jonathan; Rob; Ninel; Antonio.
- **Undergraduate Studies:** Rob (chair); Sean; Miguel Ángel; Ninel
- **Graduate Studies:** Isidro (chair); Luciano; Jonathan; Pat; Santiago; GRASP representative
- **Language Programs Committee:** Amy (chair, fall); Ana Laura (chair, spring); Rebecca; Diana; Etty; Jen G.
- **Promotion Committee (ad hoc):** Margot (ex officio); Jonathan, Antônio, Stuart, Pat, Rob, Amy

FLRS Spanish	Miguel Angel
FLRS Portuguese	Ana Laura
CTE Ambassador	Sean

**Faculty on leave 2024-2025**

Amy, Spring 2025

**Basic Committee Charges (See Bylaws 2021)**

**Evaluation Committee:** This standing committee collaboratively reviews the voting faculty members and MTLs annual performance evaluation materials. The first result of this evaluation is a personal evaluation letter that explains the committee deliberations based on the department's Faculty Evaluation Plan. The second result is that the composite evaluations are later used to develop a ranking that assists the department chair in the equitable distribution of merit salary increases, when awarded. The committee is also responsible for overseeing the third-year review and reappointment of MTLs. The committee is responsible for reviewing and ranking faculty sabbatical applications when applicable. In a year in which a member of the Evaluation Committee is applying for a sabbatical, the Department Chair will appoint another faculty member to serve as a temporary replacement on the committee for the sabbatical review. The committee is also responsible for evaluating the administrative performance of Department Officers (Associate Chair and Directors of Undergraduate Studies, Graduate studies, and Language Programs) at the end of the Academic Year.

In addition, the committee will select the recipient(s) of the annual and three-year Cramer Root Faculty Award, which is managed by the Dean's Office, College of Liberal Arts and Sciences. The committee will periodically review the faculty evaluation scale (Appendix C in the Faculty Evaluation Plan) and, when necessary, provide recommendations for revisions to the document for department consideration. The Evaluation Committee is chaired by the department chair and populated by a minimum of 4 other members. When staffing allows, members should represent each rank (full, associate, and assistant).

**Undergraduate Studies Committee:** The goal of this standing committee is to oversee the effective administration of the B.A. and Minor in Spanish and the Minor in Brazilian Studies. This includes periodic revision of the requirements for the major and minor; yearly assessment of the major and minor; attention to coherent articulation among courses at the 300, 400, and 500 levels; the development and periodic revision of curricular guidelines to ensure standard levels of requirements and learning objectives for similar courses; and the evaluation of materials for transfer credits from accredited post-secondary institutions in the United States as needed by petition. It is also charged with managing the department's undergraduate Assessment Plan and submitting the department's undergraduate Assessment Report to the Provost. This committee will oversee the annual selection of new Sociedad de Honor members for the recognition ceremony in the spring semester and administer undergraduate awards.

In addition, this committee will oversee study abroad to ensure the standardization of course credits transferred from international institutions, to ensure the quality and continuity of international programs affiliated with the department, and to propose policy for departmental adoption regarding credits for study abroad. The committee works to promote existing study

abroad programs, to explore new programs, and selects the directors for the study abroad summer programs following the department's existing policies for selection and in consultation with the Evaluation Committee. The Undergraduate Studies Committee is chaired by the Director of Undergraduate Studies and populated with a minimum of 3 other members, which must include the honors coordinator for the Spanish Major. The honors coordinator certifies undergraduate majors who have successfully completed requirements for departmental honors in accordance with departmental guidelines and communicates approvals to the College of Liberal Arts and Sciences at the appropriate time; the Honors coordinator also serves as liaison with the University Honors Program.

**Graduate Studies Committee:** The goal of this standing committee is to oversee the effective administration of the M.A. and Ph.D. programs in the department. This includes periodic evaluation of each degree program and its curriculum, periodic revision of the M.A. Reading List (once every four years), response to all petitions seeking exceptions to departmental procedures, oversight of all comprehensive examination procedures, and administration of extensions for GTA support and completion of degree. The committee also oversees professional development of graduate students, including workshops and other activities meant to prepare graduate students for postgraduate academic and academic alternative careers. It is also charged with managing the department's graduate Assessment Plan and submitting the department's graduate Assessment Report to the Provost. This standing committee oversees the recruitment and admission of new graduate students qualified to pursue either the M.A. or the Ph.D. in the department. This committee also administers summer GTA appointments including study abroad, all fellowships and competitions relevant to recruitment, and annual awards. The Graduate Studies Committee is chaired by the Director of Graduate Studies and populated with a minimum of 3 other faculty members, and 1-2 GRASP representatives, when appropriate.

**Language Programs Committee:** The goal of this standing committee is to ensure the quality of the Spanish and Portuguese language programs, establish policy regarding the implementation of effective language instruction and teacher training of all GTAs and lecturers teaching 100- and 200-level courses, and to provide the department chair with evaluations of these GTAs and lecturers sufficient for the assignment of possible merit salary increases at the end of the spring semester. In addition, this committee promotes the coherence and vitality of Portuguese and K'iche as less commonly taught languages. The committee may engage in publicity activities and curriculum revision that contribute to stronger enrollments and greater programmatic coherence. If GTAs are appointed in Portuguese, their training belongs with the members of this committee, and they are supervised by the Portuguese Language Coordinator. The Language Programs Committee includes the director of the Spanish Language Program and a minimum of 2 faculty members, which includes the person in charge of the FLRS (Foreign Language and Research Skills) certification when possible. When staffing allows, one of these members should represent Portuguese faculty. The committee should also include 1-2 GRASP representatives, when appropriate.



## Office Staff and Daily Operations

### *Staff*

The departmental office in 2650 Wescoe is staffed by Julia Feters and Jacob Feigeles.

#### Julia Feters

*Office Manager/Scheduling Officer*

[Julia.feters@ku.edu](mailto:Julia.feters@ku.edu)

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#### Jacob Feigeles

*Communications Specialist*

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### *Office Manager/Scheduling Officer*

Julia Feters is the Office Manager/Scheduling Officer for the department. Julia works full-time.

Please contact Julia with questions regarding:

- Human Resources
- Lecturer/GTA/Student hourly employment
- Scheduling classrooms for classes, room reservations for special exams, guest speakers, events
- Room booking requests for 2600 Wescoe/ 2648 Wescoe
- Guest speaker honorariums and reimbursements – for timely payments, *provide itinerary a week in advance of event.*
- Permission codes for undergraduate students
- Course descriptions and syllabi

Julia also answers and directs phone calls and walk-in traffic and provides administrative support to the department. She helps with general troubleshooting and provides information. For example:

- If you have a general question about how something works.
- If an order for supplies or service needs to be placed.
- If you are having a problem with the department printer.
- If you see that the recycling hasn't been picked up or a bathroom sink is clogged.

### *Communications Specialist*

Jacob Feigeles is the communications specialist for the department. He works 30 hours/week. You will find him in his office MTW 8:30 am – 5 pm (2650C). On Thursday Jacob works from home 9:00 am – 3:30 pm. Jacob does not work on Friday.

The communications specialist coordinates communications on the department website, social media, and other graphic design projects.

Please contact the Jacob regarding:

- Special Events - If you are planning to have any special events in your classes (e.g. invited speakers, skype/zoom sessions, class outings and so on), please let Jacob know so that he can take photographs in class for department promotion and outreach, including on our website and on social media. If you take pictures yourself, please also send these over.
- If there are events (GRASP or otherwise), let Jacob know in advance so he can promote and/or take photos. Jacob can also add your events to the official KU Event Calendar (<https://calendar.ku.edu>).
- Awards/publications - If you win an award, attend a conference, publish an article or a book, let the communications specialist know so he can promote your achievements on our website and social media.
- General promotion – If you hear of any opportunities that would be good for students or of interest to the department, such as events related to the department/ job openings/ lectures/ conferences, please forward them on.
- Jacob can assist with booking University Business Travel via Concur. (flights, hotels, etc. See <https://travel.ku.edu> for more information.)
- Website updates – Jacob is the admin of our department website (<https://spanport.ku.edu>). Please contact Jacob if you would like updates to your online profiles on our website. Please also reach out if you spot any errors or outdated information.

Jacob and Julia both take care of urgent scan/copy requests. Please contact them if you have any questions regarding the printer.

### *The Orange Room*

Once upon a time, the Department work room/lunchroom was furnished with late 1970s bright orange furniture. Over the years, the color changed but given the arbitrary nature of the signifier, the name remained the same. An interesting case in the history of the language. In the new workroom, 2655 Wescoe, an orange bowl evokes this bit of department history. There is a refrigerator as well as a microwave for use by all members of the Department. If you store food, snacks, or beverages, place your name on the item(s). In consideration of others, please help to keep the microwave and refrigerator clean. Facilities is not responsible for cleaning the microwave and fridge, so help us keep them clean!

There is also a coffee maker with coffee and hot water with tea bags available. Faculty and graduate students frequently meet here for lunch. You are never interrupting, and everyone is welcome to join the group. Discussion ranges from the mundane to the erudite; it's a great place to get ideas about teaching and to get a reality check if your students really frustrate you. This room also houses the mailboxes for all graduate students and instructors and a Shred-it box.

*The Seminar Room and the Small Conference Room*

The Seminar Room (2600 Wescoe) is used for faculty meetings and some classes. The Conference Room in 2648 Wescoe is used to hold meetings, dissertation defenses, etc. Both rooms are available to members of the department by reservation. Reservations can be made by e-mailing Julia or Jacob. All faculty members are welcome to have a key to both rooms.

*Mail*

The department provides postage for professional correspondence. Please deposit the item to be mailed in the outgoing federal mail tray above the faculty mail boxes in 2650 Wescoe. The staff will weigh and put correct postage on the item. The department is unable to pay for faculty members' bulk mailing of books or articles to colleagues. Mail is delivered daily and is picked up by one of our office staff at 1:00pm each day.

*Scanning/Photocopies*

Please limit your requests for scanning and photocopies to reasonable amounts, direct your email to both Julia and Jacob, and *give 24 hours advance notice*.

*Book Orders*

Each semester book orders are placed for the following semester. For our department, where many books are imported, it is crucial to place these book orders on time.

- For 100 and 200 level language courses, the course coordinators make the selection in conjunction with a committee.
- For most courses in the major, levels 300 to 500, individual instructors are responsible for selecting and ordering their books. In the case of 324, 328, 329, 424, and 428, the Department has developed teaching materials with similar course grade guidelines and/or a shared syllabus.
- If you plan to suggest that students purchase books and/or other resources from entities other than the bookstore, you likely will want to order a few copies through the bookstore. Students with certain types of scholarships and other financial aid awards can have those costs covered if they purchase them through the KU Union Bookstore.
- You may place a book order via the online form. You should fill out the form even if you are not ordering textbooks. Students can consult this information when they are selecting courses.
- Please be certain to provide Julia with a copy of your book order. Problems may arise when you are unavailable, and the office staff can only assist if they have a record of your order.
- You are responsible for requesting your own desk copies directly from the publisher.
- TIP: Don't wait for the Kansas Union Bookstore to contact you at the start of the semester. Walk over to the bookstore and check to see that your texts are on the shelves.

**Department Practices for Teaching and Advising**

The Department of Spanish and Portuguese provides advising at both the undergraduate and the graduate levels, in keeping with the view that advising is an integral dimension of our teaching mission. Advising is a collective mission of the department faculty and staff, and it is essential

for an inclusive learning environment and community. Faculty are encouraged to familiarize themselves with the department's degree programs and their requirements, and to seek assistance from the department's Undergraduate Studies Committee (UGS) as needed.

Upon declaring the major in Spanish, all students are assigned a faculty advisor. Faculty are given a list of their advisees at the beginning of each fall semester, and they are encouraged to invite their advisees to meet with them before they enroll in the next semester's classes, as they consider options for study abroad, or if they have questions about degree requirements. Students pursuing a Minor in Spanish are not assigned faculty advisors, but all students enrolled in any course in the department are encouraged to seek advising from their instructors regarding our degree requirements, course offerings, or study abroad programs.

Faculty members are expected to be available during office hours for their assigned advisees as needed, and to help any other Spanish Major or Minor seeking assistance. The busiest times for advising are at the start of each semester, during main enrollment periods (October/November in the fall and March/April in the spring), and during Orientation sessions over the summer. During the few days before the start of classes in both Fall and Spring, faculty members are asked to be available to meet the time-sensitive advising needs of students.

At the undergraduate level, the Department provides advising through our advising support specialist, Mikhayla Sheeley ([msheeley@ku.edu](mailto:msheeley@ku.edu), 785-864-2834), who meets with undergraduates who declare or have indicated an interest in one of the department's degree programs (major or minor) or study abroad programs. Faculty who are unsure of how to answer questions about specific classes, requirements, transfer credit, academic policy, or study abroad credit transfer may contact her to answer those questions or otherwise help students. She can assist students with locating and completing forms, understanding College or University policies, and locating campus resources. As a liaison with the office of study abroad, the advising specialist prepares the paperwork for UGS to review study abroad course equivalencies. Faculty may seek the advising specialist's assistance in advising students about their degree requirements, the selection of classes each semester, and the development of degree plans and individualized graduation plans that incorporate all of the student's academic programs and degree requirements across the university.

Students may also contact Jayhawk Academic Advising (<https://advising.ku.edu>) or use the Jayhawk GPS portal to schedule advising appointments with other advising staff. Faculty are encouraged to direct students to these resources when they are unsure of advising questions beyond the department's own degree requirements, course offerings, or study abroad programs, and when our advising specialist's availability is limited due to high demand.

### *Graduate Advising*

In addition to undergraduate advising, tenured and tenure-track faculty members are assigned MA and PhD students for graduate advising. A general description follows.

The Department considers advising and mentoring a critical component of a graduate student's education. The Graduate Studies Committee oversees a robust mentoring program that pairs incoming students with experienced faculty mentors who provide insights, recommendations,

and an understanding of the diverse paths that students can take. In addition, Aley Pennington (aleypennington@ku.edu), the Graduate Program Coordinator, serves as liaison with COGA and provides support for questions on enrollment, petitions, employment, and University policies.

The Director of Graduate Studies will assign a faculty advisor to first-year MA students with attention to areas of interest. The DGS will advise entering PhD students until they have selected a primary advisor in their selected field.

### *MA advising*

The master's degree program provides students with the opportunity to study the major movements and writers in Iberia and Latin America, acquire the critical and theoretical tools necessary to engage in literary and cultural analysis with sophistication, and develop communicative competence through pedagogical and scholarly formation. The advisor plays a crucial role in guiding students through the graduate studies environment, in planning a balanced curriculum that prepares students for their MA milestone examination, and in thinking through some future career possibilities. MA students must meet with their advisor before each enrollment period. Each semester the department will post course descriptions on the department webpage to assist in the selection process. Checklists and guidance on degree requirements are available in the Graduate Student Handbook, and advisers should encourage students to consult this document for details. Aley Pennington provides assistance with administrative holds, petitions, graduation checklists, and administrative matters. If the student plans to move on to a doctoral program, the advisors will guide students in choosing a program that best fits their interests and offer advice through the application process. Advisors can also counsel students concerning various career choices.

The masters-level advisor should consult with the Director of Graduate Studies concerning academic requirements, timing of examinations, and professional development. The advisor should also consult with Aley Pennington for Graduate College policies and procedures.

### *PhD Advising*

The PhD program provides a rigorous and comprehensive education in the traditional disciplines of Iberian and Latin American literary and cultural studies. The Director of Graduate Studies will advise incoming PhD students until they have selected a faculty advisor whom students themselves have identified as faculty aligned with their research areas and interests. In addition, Aley Pennington (aleypennington@ku.edu), the Graduate Program Coordinator, serves as liaison with COGA and provides support for questions on enrollment, petitions, graduation checklists, and Graduate College policies.

The selected doctoral advisor should meet with an advisee twice a year to discuss coursework, academic performance, and the completion of degree requirements, which are listed in the Graduate Handbook. The department encourages all graduate students to complete a mentoring agreement with their advisor, which will be revisited at least once a year to assure an appropriate degree timeline. At the end of their second semester in the doctoral program, the advisor will help the advisee form an advisory committee, consisting of a chair who must hold a graduate appointment in the Department and two other faculty members with graduate appointments.

The students should collaborate closely with their doctoral advisor and Advisory Committee on all matters related to course selection and program planning. In the second semester of the doctoral program at KU, the students will meet with their committee to plan their areas of interests for their comprehensive exams and select two additional Advisory Committee members. In addition, the Advisory Committee and the advisee should discuss choices for the written paper (area A) and the scope of the reading lists for the two area examinations (areas B and C). After the examinations, the student must meet with their advisory committee to select Dissertation Committee members and develop a dissertation prospectus. This prospectus is then presented during the doctoral oral examination.

The chair of the Advisory Committee will offer the student guidance in the configuration of their dissertation committee. The chair of the doctoral advisory committee is often the dissertation director, but this selection may change also. Due to changes in research interests or methods, the chair of the advisory committee should anticipate—and when applicable, recommend—potential requests from the students to change advisors and/or to modify their advisory committee. The advisory committee will oversee the research in preparation for the dissertation, suggest professional development activities, and provide support for the milestone doctoral written examinations. After the written doctoral examinations, the advisory committee will assist with the prospectus for the dissertation and its oral proposal. Once the exams are approved, the advisory committee will help to convene the dissertation committee. Any changes in the composition of the Dissertation Committee must be approved by the Director of Graduate Studies, who will immediately inform all faculty members affected by the change in writing.

The doctoral advisor should consult with the Director of Graduate Studies concerning requirements, timing of examinations and defense, and professional development. The advisor should also consult with Aley Pennington for Graduate College policies and procedures.

### *Faculty Office Hours*

At the start of the semester, you will receive an informational form requesting the office hours you wish to post as well as information that can be used to contact you. Your office hours will be posted by the office staff. The department office will not give out your home or cell phone number to students. Faculty members are expected to hold a minimum of three office hours each week, staggered throughout the week. Most faculty members hold many more than three office hours and schedule additional appointments with students. Please be certain to be in your office during your posted office hours. If you are unable to make your office hours, please try to inform your students in advance.

### *Teaching and Faculty Absence*

The department expects each faculty member to meet all his or her classes. Professional commitments may take the faculty member away from a scheduled class. The general practice is that classes are not cancelled; instead, alternatives are usually explored. With many undergraduate classes, faculty members make plans with colleagues or sometime advanced doctoral candidates to cover their class. At other times, a guest speaker or alternative classroom activity is arranged (e.g., the Placement Center is willing to come do a workshop on career search and CV preparation if you need something to take the place of a class). At the graduate

level, given the narrow focus of most courses, the possibility of a substitute faculty member depends on the topic to be covered. Many faculty members prefer to hold a make-up class later in the semester, to schedule individual appointments with students in lieu of a class session, or to assign research tasks for the class period. The rule of thumb behind all these practices is that we strive to provide students with an educational experience—we do not simply omit a portion of the course. In the event of illness, the Outlook email system offers you a way to create email distribution lists for your class and then use them to communicate with your students if you have to cancel at the last minute and cannot find a substitute. Please notify the office if you have cancelled your class because of illness. Please do not ask the office to find a substitute to cover your class. If you realize that you will be missing on a regular basis, please try to find a substitute who can take over the course in your absence. In some cases, individuals have paid advanced doctoral students on an hourly basis to assume extended teaching responsibility. Such arrangements should be approved by the Chair.

### *Course Scheduling*

The department maintains a long-range plan for graduate classes that is updated at periodic intervals. This long-range plan emphasizes the rotation of graduate courses, and it is useful as a reference point when advising graduate students for enrollment or when holding a doctoral advisory committee meeting (see Advising). The plan, however, must always be flexible; changes in staffing have often resulted in changes to this long-range plan.

Undergraduate teaching is scheduled on an annual basis. The Chair or Scheduling Officer will each year, in the Fall semester, ask faculty to submit their preferences as well as the variety of courses they are prepared to teach. The Chair or Scheduling Officer works with these requests, often negotiating alternatives with different faculty members, to propose a slate of classes that provides variety to Spanish majors and covers annually all required classes.

The undergraduate and graduate catalogs list all courses that we are currently approved to offer. If a faculty member wishes to propose a new class, a discussion with the Chair and other faculty members is an appropriate beginning. If topic numbers are available and provide sufficient flexibility, a wide range of classes can be taught without creating a new course rubric. When new course numbers are necessary, the course must be proposed to the department and approved in a faculty meeting. In the case of undergraduate classes, the individual proposing the course must then submit a proposal on a mandatory course proposal form to CUSA, the College of Liberal Arts and Science's undergraduate curriculum committee. In addition to presenting the course proposal form, the individual may be called to attend a CUSA meeting to explain the proposal. Please consult with the Director of UGS in the case of undergraduate course proposals and the Director of Graduate Studies for graduate course proposals.

### *Enrollment*

Enrollment takes place regularly in about the middle of the Fall and Spring semesters. Students will usually seek advising to select courses in which to enroll or to discuss course options. They should bring their "Degree Progress Report" an informal transcript with information about degree requirements, and other relevant information. Enrollment is online via the "Enroll and Pay" at <https://sa.ku.edu/>.

There is also enrollment during Summer Orientation for new KU students throughout the

summer. Advising during this time is handled by a full-time advising staff and some minor consultations with the departmental office.

### *Graduate Examinations*

The department administers MA and Ph.D. exams one time each semester. These examinations are coordinated by the chair of the Graduate Studies Committee. Faculty members are involved in writing, reviewing, and grading the examinations. Your collaboration and timely grading are crucial for the effectiveness of these examinations.

### *MA examination*

MA students will have an option as to which form of exam they choose to complete: the Master's Portfolio Exam or the Master's Qualifying Exam.

### *MA Portfolio Exam*

Students who choose the Master's Portfolio option, will complete a portfolio. For detailed information about the MA Portfolio, please see the Department's Graduate Student Handbook: [https://spanport.ku.edu/sites/spanport/files/documents/Graduate\\_Handbook\\_2024-25.pdf](https://spanport.ku.edu/sites/spanport/files/documents/Graduate_Handbook_2024-25.pdf)

During the final semester of their MA program, these students will meet with their advisor for an exit interview where they will receive the feedback for their portfolio, its strengths, and its areas for improvement.

### *MA Qualifying Exam*

The Master's Qualifying Exam might be given twice each year, usually in November and March, although this exam often only takes place in the Spring. The exam questions are written by faculty selected by the Graduate Studies Committee. The chair of the Graduate Studies Committee will request support in administering the exams; the chair also designates readers to grade specific parts of the exam: Peninsular I, Peninsular II, Latin America I, Latin America II. The goal is to have the results ready to release to students as soon as possible. Current policy is that each exam is read by two readers and the only grades are "Pass" or "Fail." If these readers do not agree about an exam, a third reader may be called upon to break the tie. Once students have passed the written MA exam, they proceed to the Oral MA Comprehensive, which is scheduled by their MA adviser.

### *Ph.D. examination*

Usually, the Ph.D. exams (exam B, and C as outlined in the Graduate Student Handbook) are given at the end of the second or third week of each semester. The chair of the Graduate Studies Committee requests help in proctoring these exams while they are being administered. The members of the student's advisory committee are responsible for reading and commenting on the written doctoral examinations. The Chair of Graduate Studies prepares a copy of each exam for each reader and sends this per email along with a response sheet. The members in the students' advisory committee grade the exams in a timely manner, and send their comments to the DGS, who notifies the student and the COGA advisor of the student's passing/failing of the exams. Each reader/grader will read/grade all parts of the exams (A,B,C - essay+questions).

Should there be any problems in the agreement on a grade, or the grading process, the DGS will notify the Chair, and work with the faculty and the student on finding solutions. When pertinent, the DGS will bring the situation to the tenure-track and tenured faculty in the GS committee who



have unrestricted access to the file and will put forth recommendations.

If the faculty members responsible for grading the exams have a conflict that will prevent their timely participation in this process, they need to notify the chair of the Graduate Studies Committee as soon as possible.

Once students have successfully passed all areas of examination, including the sample writing essay (exam A, see Graduate Student Handbook), they work with their dissertation director to present a dissertation proposal and schedule the doctoral oral examination. For details about the graduate examinations please consult the Department's Graduate Students Handbook: [https://spanport.ku.edu/sites/spanport/files/documents/Graduate\\_Handbook\\_2024-25.pdf](https://spanport.ku.edu/sites/spanport/files/documents/Graduate_Handbook_2024-25.pdf)

## **Department Practices for Faculty Meetings, Committees, and Service**

### *Committee Meetings*

The standing committees of the department each have a chair who may call a meeting of its members. These standing committees usually have at least three members, including the chair. Sometimes business can be taken care of via email or informal meetings; at other times, more formal meetings are called to discuss issues, review documents, and cast votes for the purpose of making a decision or recommendation. Meetings can take place in person and through zoom. Members are consulted about their teaching schedule and office hours in order to set a mutually agreeable meeting time. In weeks when there is no departmental faculty meeting, Thursday afternoons at 4:00 p.m. are often convenient because faculty members do not teach at this time.

### *Faculty Meetings*

The department holds a faculty meeting once a month, either in person or through Zoom. Thursday afternoons at 4:00 have been reserved for such meetings. Efforts have been taken not to schedule any faculty member to teach at this time. This year, the meetings will generally take place on the third Thursday of the month, giving the chair the opportunity to provide written announcements and reports after the monthly College of Liberal Arts and Sciences Chairs' Meeting the Wednesday before. The goal is to reduce the amount of time spent with announcements.

Each meeting lasts approximately one hour, although at times meetings extend beyond this limit for important discussions. The chair distributes a list of the dates for all the regular meetings at the start of the semester so that you can plan ahead.

A second February meeting will be called by the chair of Graduate Studies in order to conduct a review of graduate students' progress in the program. This meeting is often a brown bag lunch and usually lasts more than an hour.

Approximately one week before each meeting, the chair sends out an email request for items to be discussed at the meeting and for notification from standing committees that wish to report. With this information, the chair prepares an agenda that is circulated the afternoon before the day of the faculty meeting.

Each faculty meeting may be divided into different segments. The open part of a faculty meeting

includes regular faculty, visiting faculty, and representatives from GRASP, the graduate student organization. It is not unusual for the chair to announce a “closed session.” Visiting faculty and graduate student representatives are excused during a short break. Afterwards, the tenured and tenure-track faculty members convene for a closed session.

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## Faculty Development, Research, and Teaching Resources

### *Faculty Development Opportunities*

Each semester faculty will receive communications announcing a variety of competitions for research funding. Most of these opportunities are restricted to tenured or tenure-track faculty members.

- The General Research Fund is a competitive award program that provides funding for research. <https://research.ku.edu/general-research-fund>.  
New tenure-track faculty are eligible to compete for the New Faculty Research Development (NFRD) Award. The New Faculty Research Development (NFRD) Award is designed to help accelerate individual scholarship and help in building a sustainable research program. <https://research.ku.edu/new-faculty-research-development-award>
- The Hall Center for the Humanities announces its own series of competitions, including a Humanities Research Fellowship that provides a semester of release from teaching. Information is available on the Center’s website at <https://hallcenter.ku.edu/funding/faculty-support>.
- The College of Liberal Arts and Sciences supports faculty travel for professional development purposes. The applicant must have completed his/her terminal degree and currently hold either a tenure-track or tenured faculty appointment. Applications must also include a *two-page* c.v. <https://policy.ku.edu/CLAS/faculty-travel-funding>
- After the College funding has been used, many faculty members approach the Center for Latin American Studies to request support.
- International Programs sponsors faculty travel for research abroad and for presenting a paper at an international conference. The grants of up to \$1000 are awarded on a first-come, first-served basis to tenured and tenure-track faculty. Faculty are eligible to receive one travel grant in a three-year period. <https://international.ku.edu/travel-funds>
- The Humanities Grant Development Office at the Hall Center stimulates external grant and fellowship proposal development and enhances the quality of applications submitted by KU scholars engaged in humanities-focused research. The Hall Center maintains a website of useful information at <https://hallcenter.ku.edu/funding-resources>. Kathy Porsch and her staff provide extensive information about external grant support, peer feedback, and assistance with editorial and clerical service in the preparation and submission of a proposal. The Office periodically sends email to all Humanities faculty members regarding upcoming grant application deadlines and procedures.
- The Center for Faculty Development and Mentoring (Office of the Provost) has a variety of faculty development opportunities. <http://facultydevelopment.ku.edu>

### *Media Equipment*

Across campus, there is an effort to equip classrooms with Internet connections, video/data projectors, DVD/VCR players, and audio equipment. A limited array of equipment can be found

in many rooms, in Wescoe and other buildings. Other rooms have been designated “Media Classrooms” by the Office of the Provost. These classrooms, equipped with a variety of digital and audio devices, support enhanced multi-media instruction. The Office of the Provost circulates a call for room reservations for these classes one year in advance. Please coordinate your request for these classrooms with Julia or Jacob. Your request will affect departmental scheduling decisions.

If you teach in a non-mediated classroom, you can reserve multi-media equipment for use in your room. At the Eralm Garinger Academic Resource Center (<http://egarc.ku.edu/>, 864-4783, *soon to be named Open Access Resource Center*, on the top floor of Wescoe Hall, instructors need to reserve audio-visual equipment in advance; you can pick up the equipment at 4069 Wescoe and take it to your classroom.

The Department owns multi-media equipment that can be reserved by faculty for use in class or for the preparation of instructional materials. Please see the office manager to use or reserve the equipment.

There are three main sources on campus for Spanish-language films on tape or in DVD format. Besides Watson Library, EGARC maintains a collection that can be searched online at <https://catalog.egarc.ku.edu>. To help you with streaming and requesting that KU owned items be digitized for classroom use: <https://guides.lib.ku.edu/streamingvideo> . The Center for Latin American Studies has a considerable number of educator resources, see <https://clacs.ku.edu/educator-resources>

### *Annual Performance Evaluation*

Each year in December the department chair will remind faculty of the upcoming deadline for their annual performance evaluation and provide an electronic file of the necessary forms and instructions for completing this evaluation. Sometime in January each faculty member will submit the evaluation form, an updated CV, and a portfolio of supporting material that includes teaching evaluations, courses syllabi, and other evidence of teaching, research, and service from the past calendar year. The annual performance evaluation covers from January through December. The submitted materials are reviewed by a departmental Faculty Evaluation Committee, and the Chair communicates the results of the evaluation in writing to each individual. After the evaluation letter, each faculty member is invited to schedule an appointment to discuss the evaluation with the Chair. The evaluation letter will be uploaded to MyTalent. The normal assignment of responsibility is 40% of effort goes into teaching, 40% into research, and 20% into service.