



**UNIVERSITY OF MICHIGAN**



**DEPARTMENT OF HISTORY**

**TEACHING & STAFF  
HANDBOOK**

**2009-2010**



# WELCOME TO THE DEPARTMENT OF HISTORY !

This handbook is intended to serve as a quick reference for instructional, administrative, computing and facilities policies and resources within the department. Information is organized into discrete categories that are listed within broader topic areas. In many places, the College's ([www.lsa.umich.edu](http://www.lsa.umich.edu)) or University's ([www.umich.edu](http://www.umich.edu)) websites may be given for more information for policies beyond those of the department. Please note that all Departmental policies and procedures are subject to possible change as University and LSA policies change.

## IMPORTANT PHONE NUMBERS

Fire, medical emergency, theft in progress, actual or immediately threatened violence ..... **911**  
(24 hours a day, 7 days a week)

Department of Public Safety: (for non-emergency assistance) ..... **763-1131**  
Report vandalism or theft, suspicious persons, request for security personnel, escort, etc.

U of M Building Maintenance: ..... **647-2059**  
For maintenance and repairs that are 'inside the paint'

Custodial Services: ..... **764-0521**

LSA Information Technology Desktop Services: ..... **936-3279**

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**EISENBERG INSTITUTE FOR HISTORICAL STUDIES (EIHS) ..... 44-45**

University of Michigan  
**Department of History**  
435 South State Street  
1029 Tisch Hall  
Ann Arbor, MI 48109-1003  
Phone: (734) 764-6305/06 - Fax: (734) 647-4881

#### OFFICE HOURS

Fall & Winter Terms  
Monday – Friday  
8:00 am – 5:00 pm

Spring & Summer Terms  
Monday – Friday  
8:00 am – 4:30 pm

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## DEPARTMENT STRUCTURE

### Office of the Chair and Associate Chair

Chair – *Geoff Eley* ([ghe@umich.edu](mailto:ghe@umich.edu))

Associate Chair – *Joel Howell* ([jhowell@umich.edu](mailto:jhowell@umich.edu))

Executive Secretary to the Chair and Associate Chair - *Connie Hamlin* (763-2289 or [chamlin@umich.edu](mailto:chamlin@umich.edu)): handles general matters of departmental administration, including faculty recruitment, promotions, and award nominations.

### Administrative Offices

Administrator – *Diane Wyatt* (936-3021 or [dwyatt@umich.edu](mailto:dwyatt@umich.edu)): Oversees overall budget, faculty and staff appointments, sabbatical and leave forms, and research, salary and gift accounts, supervises the office staff.

Financial Coordinator – *Karen Higgs Payne* (763-2342 or [khiggs@umich.edu](mailto:khiggs@umich.edu)): Oversees faculty accounts, temporary appointments, reimbursements for travel and hosting, research purchases and computer purchases.

Academic Services Coordinator – *Sheila Coley* (647-4882 or [sheilaw@umich.edu](mailto:sheilaw@umich.edu)): Coordinates a variety of activities related to History curriculum planning and works closely with the Associate Chair. Assists faculty with creating new courses and revising existing ones. Also responsible for the accounts related to History Honors awards. Also works with the administrator on supplemental instruction appointments (visitor and LEO lecturers).

### Faculty Support Staff

Academic Services Assistant – *Dawn Kapalla* (764-6306 or [dkap@umich.edu](mailto:dkap@umich.edu)): Responsible for the general needs of the faculty, including course-related materials, such as syllabi, course descriptions, text book/desk copy requests and course reserves, course evaluations, grades, and professional correspondence. Part of the undergraduate support team and oversees the student office assistants. Also oversees the distribution of the Department's mail.

Events Coordinator – *Joan Wolf* (615-0875 or [joanwolf@umich.edu](mailto:joanwolf@umich.edu)): Focuses on departmental event planning and support, colloquium and guest speakers, and provides assistance to the faculty development officer by processing gifts, maintaining donor information and thank you letters.

## Graduate Program

Coordinator of Graduate Student Services - Diana Denney (764-2559 or dianad@umich.edu):

Administers the History and Anthropology/History Programs. Troubleshoots any problems graduate students may have, particularly in relation to academic progress and/or funding. Acts as the liaison between the Director of Graduate Studies and the graduate program staff.

Graduate Student Services Assistant - Lorna Altstetter (647-6205 or lornamae@umich.edu):

Maintains graduate student financial support data, processes fellowship/GSI awards, and monitors the multi-year financial support packages as well as Rackham Merit Fellowships for History and Anthropology & History graduate students. Coordinates the financial application process, and works closely with the Director of Graduate Studies, the Graduate Coordinator, and the Fellowships Chair/Committee to determine fellowship awards and appointments. Students should contact with any questions they have related to their specific funding package. Also handles supply ordering.

Graduate Administrative Assistant - Kathleen King (764-6358 or kmking@umich.edu):

Coordinates the admissions and recruitment process. Tracks student milestone completion, and maintains graduate student records. Students should contact with any administrative questions regarding their academic record, program requirements/procedures, and to schedule foreign language examinations, preliminary examinations, and the prospectus and dissertation defenses.

## Undergraduate Program

Undergraduate Program Coordinator - Kathy Evaldson (647-6209 or evaldson@umich.edu):

Provides support and information to undergraduate concentrators and to faculty in matters concerning undergraduates. Serves as a link between students and faculty in matters of advising and concentration requirements, the Honors Program, and general questions. Also offers assistance to the Curriculum, Honors, and Advising committees.

## Departmental Email Groups:

Americanists	americanists@umich.edu
Asianists	asianhistorians@umich.edu
Associate Professors	assochistfac@umich.edu
Curriculum Committee	histcurric@umich.edu
Europeanists	eurohistory@umich.edu
Events	hist.events@umich.edu
Executive Committee	hist.ec@umich.edu
Full Professors	fullhistprofs@umich.edu
Graduate Students	historians@umich.edu
History Department Faculty (all email sent to this address also goes to the staff )	hist.fac@umich.edu
History Department Concentrators (moderated by Undergraduate Program Coordinator)	histdepcon@umich.edu
Junior Faculty	juniorhistfac@umich.edu
Staff	hist.staff@umich.edu
Tenured Faculty	tenuredhistfac@umich.edu

## **ADMINISTRATION**

### **Address and Other Personal Information Updates**

For the University, changes to your address, direct deposit, tax forms and other information can be made on Wolverine Access by clicking “Employee Business.” Open enrollment for benefits is also made through this portal.

Please inform the Chair’s secretary as well as the Academic Office Assistant about your preferred address for first-class (U.S. mail) mailings and how you and your spouse or partner, if any, would like to be addressed in letters that go to you both.

### **Department Governance**

The Department is headed by a Chair appointed by the Dean of the College, who makes the selection after receiving the views of the members of the Department; and by an Associate Chair, appointed by the Chair following a similar procedure. The Chair normally serves a three-year term, the Associate Chair, a two-year term. The primary responsibilities of the Associate Chair include curricular matters, teaching schedules, and assuring the appropriate staffing of our undergraduate and graduate programs.

**Executive Committee:** Departmental governance and all personnel matters are generally the responsibility of the Executive Committee, elected by the faculty. The Executive Committee consists of the Chair, the Associate Chair, and four additional faculty elected for two-year terms at the last Department meeting of the term, by secret ballot. There are no nominations. In the absence of a majority, the Chair decides which of the top vote gatherers will advance to each subsequent ballot, and balloting continues until there is a majority. If there is more than one position to be filled, the process starts all over again for each election. Executive Committee members on leave are replaced by elected substitutes for the terms they are away from the Department. Faculty members (other than visitors) with at least a 25% appointment in the Department are eligible to vote and be elected. Members elected to two-year terms are not eligible for re-election for two years immediately following the expiration of their service on the Committee.

The Executive Committee advises the Chair and Associate Chair on all matters affecting the Department including new appointments, committee assignments, promotions, and faculty salaries. If appropriate, the Chair may invite others to meet with the Committee but not to vote.

**Committee Assignments:** The Executive Committee appoints members to the various committees responsible for particular aspects of Department life. Toward the end of the winter term, the Executive Committee asks each faculty member to indicate his or her preferences for committee service, and makes provisional assignments, sometimes revised in September.

**Monthly Department Meeting:** Policy matters and other general questions are normally determined by the faculty as a whole at Department meetings. These are ordinarily held on the second Tuesday of the month, from 1:00 p.m. until 2:30 p.m., with additional meetings scheduled as necessary. Faculty are expected to be available during this time on Tuesdays, and to avoid scheduling their courses during this period. In addition to electing the Executive Committee and deciding such policy issues as appointment priorities, it is formally the responsibility of the Department meeting to decide matters brought to it by the Graduate Committee concerning graduate student screening and to review the preliminary decisions of the Fellowships Committee. Except for these meetings on fellowships and screening, students are welcome.

## **Faculty Book Collection**

A collection of the publications of past and present faculty members reflects the substantial contributions of the History faculty. The Department is interested in receiving new publications--books, reports, pamphlets, offprints, etc.--and making them available for faculty consultation.

Located in the Chair's waiting area, the collection is still far from complete. It would be appreciated if faculty members would donate copies of their own publications (past, present, and, as they become available, future) and also provide any possible assistance in obtaining missing publications of former faculty members. The Chair's secretary has the keys to the bookshelves.

## **Harassment & Discrimination**

The Human Resources and Affirmative Action's Office of Institutional Equity works with faculty and staff on allegations of discrimination based on race, disability, age, gender, religion, sexual orientation, as well as height and weight. More information can be found on their website: <http://www.hr.umich.edu/oie/cc/index.html>.

At the University of Michigan sexual harassment is defined in the Policy on Sexual Harassment by Faculty and Staff. "The Policy states: Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment or participation in a University activity;
- submission to or rejection of such conduct by an individual is used as the basis for or a factor in a decision affecting an individual's employment, education, living environment, or participation in a University activity;
- such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment or participation in a University activity.

Sexual harassment can be as subtle as a leer or as blatant as rape. It can occur both within and beyond the classroom and workplace. Both men and women can be sexually harassed, although statistics show overwhelmingly that women are harassed more often. Sexual harassment most often occurs when a person with actual or apparent power or authority abuses that power, but it may also occur between individuals of equal University status. Whatever the circumstances, sexual harassment is illegal and will not be tolerated at the University of Michigan.

## **Holidays**

The University observes seven (7) official holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Day and New Year's Day. In addition, the University observes four Christmas and New Year Season Days.

Faculty are asked to make an explicit effort to avoid scheduling examinations on other religious holidays. In the event that a conflict does occur, the College expects faculty to be responsive to the needs of affected students. If any particular question or problem arises, please consult with the Chair or Associate Chair.

## **Inclement Weather**

In the event of severe inclement weather, such as a major snow storm, a University officer may decide to declare an “Inclement Weather Period” for a specific time span. If staff members lose scheduled work time during an Inclement Weather Period they will not suffer a loss of pay or vacation time. If staff members work during an Inclement Weather Period they will accrue extra vacation time equal to the number of hours worked (SPG 201.27).

## **University of Michigan Identification Card (UMID)**

Regular faculty, staff and students should obtain a photo ID card at the MCard Center, 1000 Student Activities Building (SAB). The MCard is used by the Libraries to check out materials. Further, the MCard provides free transportation on the city’s AATA bus system and provides discounts for many goods and services. More information can be found on the website: <http://www.mcard.umich.edu/>. GSIs may obtain their ID cards from Lorna Altstetter.

## **Literature, Science & the Arts (LSA)**

The letters LSA designate the College of Literature, Science, and the Arts. Although this is formally the University’s undergraduate college, all faculty are appointed through this unit, rather than through the Graduate School (Rackham).

College governance is through the monthly faculty meeting and an elected Executive Committee. LSA faculty also elect representatives to the University-wide Senate Assembly, which is headed by its executive board, the Senate Assembly Committee on University Affairs (SACUA). Ballots are distributed to all regular faculty for elections to all LSA, Rackham, and University governance bodies during the winter semester, with accompanying descriptions of their functions and responsibilities.

## **Wolverine Access**

Wolverine Access is the name of the University’s main database system. Faculty, staff and students use Wolverine Access to conduct a variety of business processes: register for classes, view billing statements and pay checks, sign up for direct deposit and health insurance benefits, update address information, view class and faculty schedules, view class rosters and grade rosters, input and view grades, among many other things. It is used by all departments and units for all business processes. The URL for Wolverine Access is: <http://wolverineaccess.umich.edu>.

## **CLASSROOM INSTRUCTION**

### **Advertising Courses**

In the face of fierce competition for student attention, it is helpful to distribute posters and fliers advertising History courses. Prior to the beginning of the term, the Academic Services Assistant will send out an email to all faculty about producing flyers for courses. If assistance is needed in designing a flyer, please respond to that message. These course flyers are also placed on the department website. It helps if we have syllabi available before the start of each term as a way of informing and attracting students. Finally, those teaching large courses can help by distributing in the final week of class a flyer, put together by the Department, which advertises upcoming Department course options. The department also strongly encourages faculty to think about ways of advertising history courses in general, e.g. by sharing information with other programs, centers, or departments with which they are involved.

### **Assigning Courses and Course Scheduling**

Near the middle of fall term, the Academic Services Coordinator distributes to faculty a “Blue Card” in order to obtain faculty teaching preferences for the coming academic year. The Academic Services Coordinator and Associate Chair will also need to know of plans for taking any type of leave or sabbatical, as well as any non-teaching terms. After initial scheduling and further consultation, an overall plan is developed, ensuring that graduates and undergraduates have available the courses needed for their requirements. Ideally, faculty will teach the courses they want; however, there can be no guarantee that faculty will get their first choice.

Faculty requesting assignment to History 615 should suggest an alternative since there may be more volunteers for this course than there are sections. The Associate Chair will make the final decision for the 615 teaching teams. Proposals should describe the course in detail. 615 course syllabi are expected to range broadly across various chronological, geographic, and topical subfields, should not be narrowly defined within the fields of the instructors, and should be team-taught by faculty with substantially different areas of expertise.

### **FOR FURTHER INFORMATION ABOUT DEPARTMENT POLICIES ON TEACHING LOADS AND FACULTY RESPONSIBILITIES ALSO SEE PAGES 35-36.**

Faculty should keep the following issues in mind when considering teaching preferences:

**RESERVED TIME:** Tuesday 1-2:30 pm is reserved for Department meetings, and Thursday 4-6 pm for EIHS lectures. Members of the department are expected to attend the monthly faculty meetings.

**COURSE MEETING TIMES:** Courses meeting for 1 ½ hours twice a week must adhere to the following LSA timeslots: 8:30-10:00, 10:00-11:30, 11:30-1:00, 1:00-2:30, 2:30-4:00, and 4:00-5:30. Courses meeting for 1, 2, or 3 hours must start on the hour.

**RESOURCES:** Departments and units as a whole are under pressure to increase classes offered on Fridays and outside the 10:00 am to 4:00 pm time slot. Faculty may find it easier to have better classroom space when courses are scheduled outside of the more popular time selections.

**COURSES THAT MUST BE OFFERED:** These are courses that must be offered either each term or each fall or winter term. Sufficient and appropriate 700-level seminars should be in place for students writing major and original research papers. Ideally at least one such seminar should be offered in the winter term in American, European and Asian history.

**NEEDS:** The College is always seeking more first-year seminars. (Additionally, the LSA Honors Program would like History to offer one American and one European history seminar for first-year students.) The department has a standing need for 400-level courses. Undergraduate courses in which instruction and/or readings are in a foreign language—in one section, perhaps—holds the possibility of a GSI from LSA’s “Language Across the Curriculum” program.

Fine tuning of courses for the coming fall term will begin in January, as the University’s Time Schedule is made available to students in early March. Because time is so limited for entering course information into the University’s database (Wolverine Access), it is extremely important that classroom requests (enrollment caps, AV equipment, seminar-style seating, etc.) be included on the Blue Card and turned in by the indicated deadline so that this information is readily available to the Academic Services Coordinator. Room scheduling occurs in early February, and obtaining different or specific rooms after that process can be difficult and sometimes impossible. If no special room requests are indicated, it is possible that a basic classroom will be assigned.

Every effort is made to schedule certain courses in such a way that do not conflict with other similar courses, or required courses in our joint programs. The Department asks faculty to tell the Academic Services Coordinator and the Associate Chair of possible conflicts with other major courses of interest to students. For this reason, the Academic Services Coordinator created and maintains a “Curriculum Planning” CTools website (<https://ctools.umich.edu/>) to which all faculty are given access. This CTools site is intended to provide continuous information on course offerings by posting a list of courses for the coming academic term. A color-coded chart arranged by time is also posted. It is anticipated that this color-coded approach to the course schedule will not only allow for quick identification of potential conflicts, but also assist with scheduling new classes. Changes and/or corrections should be submitted to the Academic Services Coordinator.

### **Classroom Assignments/Change Requests**

Classrooms are assigned by the University Scheduling Office. This is a complex and often frustrating process, involving many different factors. Changes are sometimes difficult and not always possible. If you find that a scheduled classroom is not suitable, a request to change it can be initiated through the Academic Services Assistant. The request should be made by email and should include the following information: (1) the reason for requesting the room change; (2) the course and section numbers; (3) the class enrollment; (4) when the class meets; and (5) the currently assigned room. Re-scheduling can sometimes take up to two weeks. The Academic Services Assistant will inform the instructor if and when the change is made.

Special classroom needs (e.g., special seating arrangements, data projection) should, whenever possible, be indicated on the Blue Card so that they may be entered into the system along with the course information.

Microphones and other audio/visual equipment for classrooms not already enhanced may be ordered by the instructor through LSA Instructional Support Services (<http://www.lsa.umich.edu/iss>).

Classes at Michigan begin 10 minutes AFTER the hour or half-hour (e.g., 11:10; 3:40). Faculty should plan to conclude class on the hour or half-hour; during the ten-minute transition period the room should be available to the incoming instructor.

### **Course Support**

The Academic Services Assistant will request before the beginning of each term that faculty supply the office with a copy of either their syllabi or reading lists for the upcoming term. Copies are made for the reference file and handed out to students or other faculty upon request. Syllabi are generally kept for 5 years.

Faculty who need to have syllabi, reading lists, exams, etc., typed or duplicated may leave them with the Academic Services Assistant in the Main Office. The material should include instructions as to what is to be done and a due date. When completed, the work will be put in the faculty member's mail box. A minimum of 24-hour notice must be given for completion of work. Whenever possible, advance notice of other typing and duplicating needs, particularly at the beginning of a term and at the time of mid-term and final examinations, should be given.

Due to reduced resources, manuscript typing is not done by office staff. For this service, many people hire students or contract with staff for assistance outside of the normal work schedule.

### **Directed Readings (*Individual Instruction—INDI courses*)**

The following History courses are offered by individual instruction:

- 395 Reading Course
- 700 Independent Research Seminar
- 801 Fall Term Reading Course (*graded "A" to "E"*)
- 802 Winter Term Reading Course (*graded "A" to "E"*)
- 803 Fall Term Reading for the General Examination (*graded "U" or "S"*)
- 804 Winter Term Reading for the General Examination (*graded "U" or "S"*)
- 900 Preparation for Preliminary Examinations (*graded "U" or "S"*)
- 990 Dissertation/Precandidate (*graded "U" or "S"*)
- 995 Dissertation/Candidate (*graded "U" or "S"*)

For a description of graduate independent courses (500-level and above), consult the Gray Book.

Each faculty member is assigned an individual instruction (INDI) number upon joining the Department. A master log of INDI numbers is kept in the Main Office, and faculty members are urged to call the office if they do not know or have forgotten the one assigned to them. INDI numbers are assigned by department, so a faculty member will have a different number when teaching in another department or program.

A student must first obtain a faculty member's permission to take an INDI course by completing an override form (obtained in the Main Office), giving the faculty member's INDI number as the Section number. The student then registers for the course using Wolverine Access (or in the Registrar's Office after the drop/add deadline). The Registrar's Office will not accept registration for INDI courses without a section number. The Academic Services Assistant or Academic Services Coordinator can help with this procedure.

## **Faculty Office Hours**

Faculty will be asked at the beginning of each term by the Academic Services Assistant to complete a “Faculty Information” form to specify their office hours so that this information can be made available to students by the first day of classes. The completed listing will be posted outside the Main Office in the glass case, beside the office doors of each individual faculty member and in the corridors of both floors of the Tisch/Haven entrances.

## **Grade Books**

Grade books may be obtained in the Main Office. Faculty are urged to retain these books (or their equivalents) so that they will be available for future reference. Visiting faculty must return their grade books to the Main Office.

## **Grade Complaint Procedure**

Grade complaints that cannot be settled between the student and teacher are referred initially to the Associate Chair, who will advise the student of the following procedures, and who will also urge both parties to reach agreement without pursuing those procedures.

The student must make a formal written complaint in a letter addressed to the Associate Chair. The student must attach copies of all relevant documentation (exams, essays, etc.) to this letter.

Formal complaints are reviewed by the Department Curriculum Committee (four faculty, two graduate students, and two undergraduates). The Associate Chair (a member of this Committee) does not take part in the review, and one student member of the Committee withdraws from the review in order to maintain the Committee's balance of faculty and students. Normally, the Committee reads all available evidence, discusses it, and invites both the complaining student and the teacher (meeting separately) to discuss the matter with the Committee. Once its review is complete, the Committee may vote on its recommendation to the Department Executive Committee.

The action of the Executive Committee on a grade complaint is final, and that action is communicated to the concerned parties by the Chair, in a letter prepared by the Associate Chair. Normally, the Associate Chair will also inform the LSA Assistant Dean for Academic Affairs who may also be consulted by any party at any stage of these procedures.

## **Grades & Grade Change Submissions**

Grade submissions and changes are done by the instructor via *Wolverine Access, Faculty Business, Faculty Center*. You will receive an instruction sheet from the Academic Services Assistant on the last day of classes explaining the entire grading process.

Please note that some change of grades may need approval from the Registrar's Office before a change is posted. This does result in a delay of the grade change being posted. Students will be able to view their grades and newly changed grades on-line almost immediately upon the posting.

**Undergraduate Grades:** The College uses the A-E letter system, with pluses and minuses. A+ grades may be assigned but many faculty choose not to use them. You should be prepared to explain your grading policy to your students.

An "I" (incomplete) can be given if you have made arrangements with the student to extend the deadline for them to complete their work. The student would then have 4 weeks into the next full term to complete the work and hand it in to the instructor. The instructor then has 10 days to submit a grade. The "I" is not removed from the student's transcript unless the student were to petition the Academic Standards Board with a VALID reason for the removal of the "I".

**Graduate Student Grades:** Students may get graduate credit for courses in which they receive a "C-" or better, although Rackham's requirement that students maintain a 5.0 average means that a "C-" must be balanced by much better grades in other courses to obtain any degree (see the Rackham Bulletin for details). For the Department of History, grades below a "B" can count as credit toward the program, but the Gray Book demands at least a "B" average for the M.A.

Because of these constraints, there has been a reluctance to give graduate students grades of "B+" or lower. This has made it difficult to use the record of graduate courses to assign fellowships or even to evaluate the student's progress toward the degree. Thus an operational definition of grades might help solve this problem.

Grades below "B+": a "B" or even a "C" will earn a student graduate credit, even though those grades are below the standard for satisfaction of some Departmental requirements (e.g., the cognate, and the "course-off" of a field in History). A "B" is not a veto; but it expresses the instructor's judgment that better work is required from someone to whom we want to award a Ph.D.

"A-": a clear endorsement of the student's work and prospects for continuing in the program. It is possible that you may find yourself agreeing that someone who subsequently falters should not be encouraged to continue in the program. But if it is not a binding endorsement, an "A-" indicates likely success.

"A": "A" students should be those and only those, we expect to be screened positively without serious objections and who are likely to compete for the best jobs when they have completed their degree.

The Department discourages the assignment of "A+" grades to graduate students, since this tends to distort the common scale and makes comparative evaluation more difficult. A "B+" should not be considered a disqualifying grade, but rather an indication of an adequate performance, albeit one with room for substantial improvements in one or more areas.

Faculty are usually asked to indicate the grades for their graduate students in student courses and seminars to the Fellowships Committee when writing recommendations for fellowships and to explain their grading system. Comparative evaluations are particularly helpful to the Fellowships Committee.

### **Recommendation/Reference Letters**

The Academic Services Assistant may assist you in typing and mailing reference/recommendation letters for students. Normally letters should be sent directly to the Career Center for handling. Graduate and former students should register through the Career Center before requesting faculty to send a recommendation letter.

## **Textbook Ordering and the Bookstores**

It is simple for faculty to order textbooks on-line through *Wolverine Access*, *Faculty Business*, *Faculty Center*. Go to the textbook icon . When you list your books, they will automatically be submitted to the TRS Bookstores here in town. This includes Ulrich's, Michigan Book and Supply and Michigan Union Bookstore. You will receive confirmation from one of the stores that your order has been received. You may also contact a bookstore directly by phone or email. The Academic Services Assistant will send more detailed information a few month before each term begins.

Publishing companies often provide to instructors at no charge, desk copies of the textbooks used in their classes. An examination copy is provided by the publisher when a book is being considered for adoption. If the book is adopted, the examination copy may be retained at no charge; otherwise, it must be either returned or paid for by the instructor. Desk and examination copies can be ordered through one of the TRS Bookstores or by contacting Sue Zellers at Ulrich's directly. You will need: title, author, publishing company, date of publication, number of copies, kind of copy (desk or examination), course number, University term, and class enrollment when ordering. Note: The dept. DOES NOT pay for desk copies.

Ulrich's is located at 549 Est University, The Michigan Union Bookstore operated by Barnes & Noble is located in the basement of the Michigan Union and Michigan Book & Supply is located at the corner of S. State Street and N. University Avenue.

## **IN THE CLASSROOM**

### **Class Rosters**

Instructors (including GSIs) may access their class rosters via *Wolverine Access*, *Faculty Business*, *Faculty Center*, 24 hours day/7 days week. Also as a courtesy, printed class rosters for all students enrolled in History courses are distributed to the faculty by mid- day of the first day of classes. Graduate student instructors may get rosters for their sections from the professor teaching their course. Class rosters may be used for roll call at the first meeting. Faculty will receive a final class roster 3 weeks into the term. Feel free to call either the Academic Services Assistant or the Academic Services Coordinator for the current enrollment number in your class. A small number of drops and adds is a common occurrence and usually has to do with student schedules, rather than the particular nature of a course.

### **Instructional Support Services**

LSA Instructional Support Services, formerly Media Services, is located in G330 Mason Hall. ISS loans media equipment for and supports instructional use in classrooms either as a standing order for an entire term or for one time usage. Please refer to the ISS website at [www.lsa.umich.edu/iss](http://www.lsa.umich.edu/iss) for more information or call them at 615-0100. The Academic Services Assistant can also assist with questions regarding these services.

### **C-Tools (Course Tools)**

C-Tools is a web-based system for coursework and collaboration at the University of Michigan. Faculty can set up and access a C-Tools site for all courses, projects, and more from the private My Workspace, which allows integration and management of sites.

For coursework, C-Tools provides features to supplement and enhance teaching and learning. Features include:

- Integrated class schedule in My Workspace
- Private student-instructor Drop Box
- Real-time Chat for registered students
- Email notification to students for Announcements and Resources

For collaboration, C-Tools provides tools to help organize communication and collaborative work on campus and around the world. Features include:

- Easy access for non-UM participants
- Permissions control within tools
- Multiple file upload in Resources

For training sessions faculty may contact Faculty Exploratory at 647-7406. Please refer to the C-Tools help site at [www.ctools.umich.edu](http://www.ctools.umich.edu). Email [coursestools@umich.edu](mailto:coursestools@umich.edu) or phone 996-5512.

### **Course Evaluations**

All History faculty and GSIs teaching undergraduate courses are required to solicit evaluations from their students, according to the Department's Course Evaluation Policy.

Around the middle of each term faculty will receive a memo from the Academic Services Assistant and the Associate Chair detailing instructions for ordering both on-line and departmental course evaluations.

For **all faculty and GSI's** and especially those faculty **seeking tenure**, it is **HIGHLY recommended** that the on-line **E&E** (Office of Evaluations and Examinations) method of evaluation is chosen. Course evaluations are very important for assessing teaching and course content. They are also essential in the preparation of faculty award nominations and promotion dossiers.

Faculty who teach graduate courses are also encouraged to use evaluations.

### **Course Overrides**

The override procedure (when either permission of instructor is necessary to enroll for a course or when a class is full) is done electronically in the Main Office and requires that the instructor sign an override request form, available in the office. The student should return the signed form to the Academic Services Assistant. An instructor may also send a signed note or email to the Academic Services Assistant authorizing the override. In order for the override to be entered into the computer, the following information must be provided: course number and term and student's name and ID number. Overrides are generally issued within 24 hours after the Academic Services Assistant receives it. The student will receive an automated e-mail informing them that they may register for the course.

### **Examinations (midterms, finals & take-home finals)**

Faculty are obligated to observe the day and time of the final examination for their courses as it appears on the Examination Schedule listed on the Registrar's Office website.

A Final Exam Information form will be sent to individual faculty towards the end of the term listing the day and time of their exam/s. This form should also be completed and returned to the Academic Services Assistant requesting a room for an alternate exam, an additional room for the exam (usually for larger courses) or additional rooms for students with special needs. Requests should be made no later than 2 weeks prior to the scheduled exam date.

The Final Examination Period and Study Days are determined by the University Calendar Committee and approved by the Regents. No allowance is made and no approval is given by the Final Examination Committee for final examinations prior to the Final Examination Schedule. Approval will not be given for any examinations during the Study Days. Final examinations scheduled for one date and time with the Final Examination Period may not be moved to another date within the Final Examination Period without prior approval of the Final Examination Committee. Conflicts with regard to the published schedule will be reviewed by the Final Examination Committee. A written request is to be filed with the University Registrar, no later than two weeks prior to the beginning of the Final Examination Period.

If any student is assigned four examinations during the same day, the University Final Examination Committee will seek reassignment if so requested by the student during registration.

All exams will be held in the regularly assigned classroom unless notified otherwise by the Registrar's Office.

College policy does not allow students to receive special accommodations because of travel arrangements. Faculty receiving requests for accommodations because of student religious obligations should consult college policy and or speak to the associate chair.

Faculty may also decide to give a take-home final. You should make clear the expectations of the exam and make it due on the day and time specified by the Examination Schedule (see above).

Faculty may receive requests for accommodations from students with disabilities. These requests should be honored when the student has documentation from the Office of Students with Disabilities. Any questions about this documentation should be referred to that office 763-3000. Faculty who have students whose documented accommodations require separate exam rooms should request such rooms from the Academic Service Assistant.

If the faculty member or GSI choose to return final exams and papers, please do not leave them exposed in hallways. They should be kept in the faculty or GSI office or set up a box in the department mailroom. Materials that are not picked up by students from the mailroom are stored for one year.

### **Faculty Exploratory**

A program as well as a facility, Faculty Exploratory was designed specifically for faculty at the University to enhance lecturing, research and publishing skills. Whether you already use technology and just need a few tips or are just starting out and need a whole new skill set, you can take hands-on workshops, setup an appointment, or just stop in. They are located on the 2<sup>nd</sup> floor of the Hatcher Graduate Library. You can reach them by phone at 647-7406 or go to their website at [exploratory@umich.edu](mailto:exploratory@umich.edu).

### **GSI Management Policy**

GSI sections need to be balanced within a course.

1. The Department (Academic Services Coordinator and the Associate Chair) will monitor the GSI section enrollments before each semester begins, beginning in May for Fall term courses and in December for Winter term courses. Under LSA policy, the Department must reimburse LSA for the cost of GSIs in undersubscribed sections.

2. Individual faculty scheduled to teach courses with GSI sections should participate actively in this process by checking enrollment regularly and alerting the Associate Chair and Academic Services Coordinator to any potential problems. Before the semester and/or during the first week of classes, individual faculty should make every effort to equalize enrollments across sections for pedagogical reasons, to insure equitable GSI workloads, and to maintain the minimum LSA enrollments. Under LSA regulations, individual faculty (and graduate students) will have to be prepared for the canceling/combining/rescheduling of sections and the possible last-minute reassignment of GSIs.

3. The Department is working under the assumption that no GSI section should contain fewer than 10 students and that no particular GSI allocation should average fewer than 15 students per section. Translated into policy, these interpretations mean that:

**A.** The Department will cancel or reschedule sections with pre-registration enrollments of 5 students or fewer. Rescheduling is the preferred option, since canceling a section likely means that the Department must fund the difference between a .3 and .5 GSI fraction. For example, if a section in a course with two or more GSIs is full at 25 students and another section has five or fewer, than the low-enrollment section could be moved to the same time as the full section and the affected students divided between the two. Or a low-enrollment section could be moved to a different time, and the instructor or staff could email enrolled students asking for volunteers to switch into the new section.

**B.** Enrollments in sections with between 5-9 pre-registered students should be raised above the minimum, first by contacting students enrolled in other sections and persuading them to switch into the low-enrollment section. If sufficient students cannot be found, then the Department will reschedule or cancel the low-enrollment section. Canceled sections mean either that the GSI fraction will change from .5 to .3, with the Department funding the difference, or that a GSI will be reassigned to another course.

**C.** Courses allocated one GSI must have a minimum enrollment of 45 before the semester begins to avoid the possibility that the Department will have to reclassify the course and reassign the GSI. In a course with an allocation of two GSIs, pre-registration enrollment must exceed 75 students, or the Department will reassign one of the GSIs, cancel half of the sections, and ask the affected students to switch into the remaining sections. In courses with multiple GSIs, section enrollments should be balanced to make sure that no GSI averages fewer than 15 students per section. The Department will monitor sections in lecture courses with three or more GSIs and will cancel/reschedule/combine sections and/or reassign GSIs when necessary.

### **Student Academic Affairs**

Overall administration of LSA Student Academic Affairs (1213 Angell Hall; 764-7297) is the responsibility of the Assistant Dean. Policy and procedural matters are handled in this office and personal assistance is provided to students in special circumstances. The Assistant Dean also oversees the Academic Judiciary for Student Academic Affairs and is responsible for the administration of the Community Standards of Academic Integrity. In addition, the Assistant Dean coordinates the communication and liaison efforts between Student Academic Affairs and the faculty and academic departments and programs of the College, as well as between Student Academic Affairs and non-LSA units of the University.

LS&A Student Academic Affairs provides the following services: Academic Advising, Academic Standards and Opportunities, Academic Auditing, Advising Technology, Central Files, and the Office of the Assistant Dean for Student Academic Affairs. Student Academic Affairs is responsible for helping undergraduates achieve the expectations and rewards of the liberal arts and science education afforded by the College. The Dean is particularly concerned about incidents of **plagiarism**; prior to admonishing a student and imposing a penalty or filing a formal complaint, all faculty and GSIs are encouraged to contact the Office of the Dean for consultation.

This office's website - <http://www.lsa.umich.edu/facstaff/saa> - has links to useful resources including:

- LSA Undergraduate Student Progress Reports (to alert students falling behind in your class)
- LSA Handbook for Faculty and Instructional Staff
- Academic Integrity Website

A second comprehensive website is [http://www.lsa.umich.edu/facstaff/ug\\_education/](http://www.lsa.umich.edu/facstaff/ug_education/) (Undergraduate Education). It covers a range of topics from Awards and Funding Opportunities, Teaching Resources and Practical Information, and Curriculum Policies, among many others.

### **Lab Fees**

Faculty may choose to take classes on trips to museums, theatres, or other places. When costs for additional materials such as tickets, transportation, etc., exceed \$25 per student, there should be a lab fee associated with the course. The University and College have specific guidelines on lab fees and the costs must be approved several months before the class starts. Please see the curriculum or financial staff in the department to discuss whether you should consider a lab fee for your course.

### **Low Enrollment Courses & Minimum Enrollment**

Undergraduate courses that have enrollments of ten students or less and graduate courses and undergraduate seminars that have enrollments of five students or less shall be offered every other year unless the Associate Chair is convinced that there are compelling reasons why such courses should be offered more frequently. In the event that the Associate Chair decides that such a course should be offered more frequently than every other year, the justification for this decision shall be reported to the Executive Committee.

In the event that as of the second day of classes of any term an undergraduate course has an enrollment of fewer than six students or a graduate studies course has an enrollment of fewer than five students, or a graduate seminar has fewer than three students, the Associate Chair may cancel the course and reassign the instructor who had been scheduled to teach the course to other duties. The Associate Chair shall report to the Executive Committee all courses which do not have these minimum enrollments and shall inform them of any action that has been taken.

### **Registration & Enrollment Reporting**

Students are assigned by the Registrar's Office certain times to register for classes. Registration is done during the previous semester for the next semester, using Wolverine Access.

The Academic Services Coordinator performs weekly class enrollment checks during pre-registration, twice a week during registration and for the first three weeks of the new term. Faculty may check with the Main Office for the latest enrollment figures on their classes. Faculty may also obtain this information in the Teaching Support section of Wolverine Access.

## **FINANCIAL SERVICES**

### **Business Office**

The Financial Coordinator is in the Business Office and is responsible for reimbursements to the faculty for research supplies and Travel/Hosting, processing temporary research/staff appointments, ordering new faculty computers and all faculty departmental and research/retention accounts.

### **Commitments**

Faculty members can apply to other units for various funding (for research trips, research projects and conferences). The web address to the funding is:

<http://www.al.lsa.umich.edu/egif/>. Once you have applied for and are approved for the funding you should make sure the Financial Coordinator has copies of all commitments so that they can be properly transferred into your History account.

### **Faculty Block Funding Initiative (BFI)**

The LSA Block Funding Initiative provides flexible support to faculty members for such activities as travel to conventions or conferences, small research projects, organizing workshops, conferences or speaker series at UM. We divide the money from LSA into two parts, an individual allocation and a collective one to be distributed by the ExCo based on applications. This means that each faculty member who is full-time in History will receive a presumptive allocation of \$1470 to be used for academic and scholarly purposes. This sum will have to be accounted for; it is subject to audit; and it is subject to LSA rules (no alcohol, maximum limits on meal expenses, etc.). But the ExCo does not need to know whether you want to spend it on a trip to the AHA Convention or hourly wages to a research assistant. We do expect that your personal allocation will be the main, or at least the first, source for going to academic meetings if you choose to go to such events, but if you don't, you can spend it in other ways without having to apply to the ExCo. Balances from the previous year will roll over and will be available to you. Carry-over balances will be limited to no more than three times the annual allocation. For someone with a 100% appointment in History, this would be \$2,910. Excess funds will remain in the individual's account, but no further allocation will be added until the account balance reaches \$2,000. These figures will be prorated by the appointment fraction. And if anyone applies for collective funds but still has more than one year's allocation in his or her kitty, then the first bite will come out of individual surplus rather than departmental funds. In short, we want you to spend your money and then come for more.

#### Joint Appointments

LSA allocations to the department are prorated by appointment fraction, so we only get half the amount for someone who is half time in another unit. If this other unit receives HBFI funds from the College, it will get the other half.

#### Applications to the Collective Funds

Our goal is to use the collective money to fund middle-range projects of research and academic interchange, as well as leaving open the opportunity that mid-range grants could be used as co-payments for still larger applications to OVPR. The ExCo believes that all members of the department, regardless of fraction, should be able to apply to the collective fund and that decisions should be based on the merits of the application. We will entertain applications in sums varying from \$500 to \$2,000. The lower limit will keep the ExCo from having to make decisions about small sums; the upper limit will

assure equitable distribution of funds and encourage seeking co-payments. We may insist in some circumstances on co-payments out of your personal allocation to insure that these sums are the first source and that collective resources are used where they will make the biggest difference. We expect if you have money in your research or individual HBFI accounts, you would use them first. The award may not be fully funded depending on available funds at the time of the request.

We intend to be flexible, but here are some priorities:

- Research, such as a trip to Washington for a week in the archives, copying, research assistance, purchase of expensive research material.
- Additional travel to conferences, either topping up or a second conference, when the first has been funded out of your own allocation.

These forms are available from either the Financial Coordinator or the Administrator. Providing a simple statement or a paragraph will facilitate the review process. Applications for amounts closer to the maximum should be more explicit in justifying and explaining expenses than applications for smaller sums. You should also indicate if you have previously received HBFI collective funds and what your plans are, in the case of large applications, for seeking co-payments. Applications are reviewed on an ongoing basis.

### **Gifts and Grants**

Any faculty member who is working on a Federal Research Grant should consult with the Financial Coordinator to ensure that all forms and deadlines are met when applying for federal funds. The College of LSA needs to receive the proposals in a timely fashion to review and approve them before they can be sent to the sponsor. Please leave at least three weeks before the deadline for the review process and the Financial Coordinator to organize the proposal package.

### **International Travel Registry**

Faculty, staff, and students traveling outside the United States on University-related activities should consult the International Travel Information and Registry website at: <http://www.umich.edu/~itoc/>

For international travel, please register your trip at the site above.

### **Reimbursements to Individuals**

*We cannot reimburse anyone for payments made directly to another individual.* This includes paying a person for a service, such as editing, musical entertainment, etc., even if they do this service as a business. Please see the “Hiring Students” section under Personnel Procedures.

### **Reimbursements for Research Supplies**

To be reimbursed for a research supply such as books, computer supplies and other miscellaneous research supplies, you should always check with the Financial Coordinator first before you purchase something for reimbursement. Some items such as furniture, bookshelves, lamps, chairs are not a reimbursable expense and you may end up personally paying for these items. Any item that is reimbursable you will need to have the original paid receipt in order to be reimbursed. The receipt must say paid on it, or show a zero balance. Packing slips and invoices are not acceptable receipts.

If you do have an invoice that you would like to have paid from your faculty account, you just need to bring the invoice to the Financial Coordinator and she can process a payment that can be made directly to the vendor (this way no money is out of the faculty member’s pocket).

## **Research Accounts**

Faculty members who receive Research Funds may spend on these funds according to the award letter. Please make sure the Financial Coordinator has a copy of the award letter so she will know what is allowable on those funds. Some awards have a time frame for the money to be spent, and some are very specific on what types of items can be paid for on those funds. You can always consult with the Financial Coordinator if you have any questions on your accounts.

## **Travel Reimbursements**

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### **Documentation**

The Department of History requires that you submit original, itemized receipts for all reimbursements, with the exception of a University approved per diem as described below. All receipts must list the items purchased. Restaurant check stubs and/or charge card slips are not accepted by the University; food and drink need to be itemized. Alcoholic beverages are not reimbursable from most funds. Please translate receipts that are not in English.

### **Per Diem**

If you are traveling on a long-term basis – particularly internationally – please check with our Financial Coordinator before you leave about getting an approved per diem rate for each of the areas that you plan to visit. Current UM policies, and some sponsored funds, may allow you to use a per diem rate instead of getting receipts for your meals and incidentals (Ground Transportation). Receipts would still be required for reimbursement of lodging and airfare. Use of a per diem rate needs advance UM approval which is requested by way of a brief email to the Financial Coordinator with the dates of travel, the cities you will be in and the purpose of the trip.

### **Travel Advance or Lump Sum Advance**

Please note: The University is currently (2006) reviewing all policies and procedures related to advances. At this time, travel and lump sum advances are allowed if you have appropriate University funds sufficient to cover the amount of the advance and if you have not been placed on the University's "no advance" list.

A travel advance (minimum amount \$500) is for travel expenses only (e.g., airfare, hotel, meals, taxi). Please see our Financial Coordinator at least one week before you need a travel advance. As soon as the travel advance has been signed, you would take this form to the Cashier's Office to get the advance.

A lump sum advance is more complex. A lump sum advance can include travel but also includes non-travel items, such as supplies or payments to non-US workers outside of the US. Please allow a minimum of 5 weeks to process a lump sum advance throughout the system before you expect to receive the payment. (Do not pay workers in the US from an advance, out of pocket, or in any way other than through regular UM hiring processes. Paying a person directly is not a reimbursable expense.)

### **Travel to Professional Meetings**

All University faculty and staff members are covered for accidental death under a non-contributory travel accident policy while traveling on University business. Travel covered under this policy includes travel performed in attending professional conferences and travel in furtherance of approved research. There are exceptions to this policy: travel of a personal nature that would not be part of usual duties and travel between the staff member's residence and usual place of business, for example, are not covered. To avoid any questions about coverage, faculty should inform their department about travel plans prior to departure. An email to the Chair's secretary will suffice as notification.

## **UNDERGRADUATE PROGRAM**

### **Undergraduate Concentration Advising**

Advising undergraduate concentrators and minors is handled by a committee of faculty members with training by and the support of the Undergraduate Program Coordinator. Each advisor schedules between 2-3 hours of appointments per week when classes are in session.

The tasks of these faculty counselors include assisting students in understanding Department requirements for History concentration and minor, advising on specific courses, and certifying to the LSA Senior Auditors, in the name of the Department, that each graduating concentrator has satisfied all departmental regulations. Use of computer technology to access student files plays an essential role. An advising room has been set up in 1029C Tisch with a computer, printer, and printed materials and forms.

Advisors' most rewarding responsibility, however, is to engage students in conversation about the patterns of their course selections and their plans for postgraduate education or future careers. Advising is an excellent way for senior faculty to allow undergraduates the benefit of their experience at the University and for new faculty to learn about curricula and procedures.

Advising appointments are made through the Department's website and advisors receive their schedule by email the afternoon before appointments.

Questions, problems, and complaints about undergraduate advising should be referred to the Chair of the concentration advisors or the Undergraduate Program Coordinator.

### **Honors Program**

The Junior-Senior History Honors Program is open to juniors concentrating in History who have maintained at least a 3.4 GPA overall and a 3.5 average in History courses. The Honors Committee reviews and accepts a maximum of 30-35 students into the program; about 10% of each year's graduating class completes an honors thesis.

Applications for the program are accepted annually by a set date at the end of October by the Undergraduate Program Coordinator, the support staff for the Honors Program. The usual applicant is a first term junior. Admission decisions are based on a student's academic performance, background in History, demonstrated ability to write, and recommendations by History faculty. High grade-point average alone does not guarantee admission. Accepted students will be notified in November and will begin their participation in the program the following January in History 398, the Junior Honors Colloquium and continue with History 399 throughout the senior year.

The annual History Honors Symposium is held at the end of April each year giving graduating honors students the opportunity to present their thesis research to advisors and family.

The support of faculty is crucial to the program in the following ways:

- announce the application deadline to their classes in September
- encourage outstanding students to apply to the program
- serve as thesis advisors to individual students
- serve as instructors of History 398 and 399
- serve as second readers of completed theses during the first two weeks of April

The Department expects faculty to normally be willing to supervise honors theses in their own fields. No individual faculty member should be expected to supervise more than two per year.

### **Phi Alpha Theta**

Phi Alpha Theta is the national honor society for undergraduate History concentrators. The University of Michigan's chapter, Alpha Alpha Zeta, was founded in 1982 on the initiative of our students. Membership is open to any junior or senior History major with at least twelve hours of History credit, an average of 3.5 or better in History courses, and an overall average of 3.0 or better.

The chapter elects its officers, as well as the two undergraduate members of the Department Curriculum Committee.

The chapter's faculty advisor arranges the monthly programs and handles applications. Speakers are usually members of the Department faculty who discuss their latest research projects, but occasionally graduate students or faculty from other disciplines speak. Faculty members who are invited to speak find the experience an enjoyable opportunity to have undergraduates respond to their ideas in an informal setting.

Meetings are announced to the History student email group and those wishing to join can get applications at the meetings or from the faculty advisor.

### **Michigan Journal of History**

The Michigan Journal of History began publication in 2001 on the initiative of History undergraduates. It is a student-run organization that publishes undergraduate History papers in an online journal. Papers and essays come entirely from the University of Michigan student body. Online editions of the journal are published after fall and winter semesters. Print editions of the journal are issued once a year and include the best submissions from the past academic year. The *Journal* is on-line at <http://www.umich.edu/~historyj/>.

## **GRADUATE PROGRAM**

### **Admissions**

Each year, approximately 350 students apply to the History graduate program and we admit 35-40 for a final enrollment of 17-20. The deadline for submittal of admissions applications to the graduate program is December 1, for the following fall incoming class. During December and early January the graduate office staff enter data to the departmental admissions database, and prepare files for review by faculty. Files in small fields are generally available late in December for faculty to read and evaluate; the balance of the files are available in the second week of January for a two-week period. Faculty readers are identified by staff and caucus leaders. Readers are asked to evaluate their files within 24 hours and record their evaluations. Files are available online via a C-Tools History admissions site and detailed instructions are provided to faculty at the beginning of the reading period. Caucuses meet to discuss their top choices in the last week of January and admit letters are sent to prospective students in mid-February.

### **Advising**

After conferring with faculty, the DGS assigns temporary advisors to incoming students. Advisors are provided contact information and basic details about their student in early June. Immediately following, students are notified with their advisor's name and contact information. Advisors are encouraged to contact their advisees in the summer before the first term of enrollment. Incoming students are required to communicate with their temporary advisors at least once before fall semester starts and to meet in person either before or during the first week of classes. The DGS provides an important role in overall advising of students. Other advising resources include the DGS and graduate office staff for records and financial information, and the Rackham Office of Student Success. Immediately following their first year in the program, students are asked to select a pre-candidate advisor who usually becomes their prelims chair and later their dissertation chair. Students are able to change advisors by making arrangements with alternative faculty members and confirming the name with the graduate office. Students receive written feedback on their progress in the program on an annual basis.

### **Financial Aid**

Students are admitted to the History PhD program with financial support for the five years of study conditional upon satisfactory progress toward degree.

### **Graduate Organization of Students in History (GOSH)**

This graduate association is formed for the social, educational, and career interests of graduate students in History at the University of Michigan. This organization serves several needs. First, GOSH seeks to enhance the social environment among History graduate students and between graduate students and faculty members within the Department of History. Second, GOSH provides opportunities for graduate students to have influence on several committees within the Department of History at the University of Michigan. Third, GOSH provides opportunities for History graduate students to learn about hiring practices and criteria within the discipline, and provides opportunities to affect these practices and criteria at the University of Michigan. All students who have accepted admission to the graduate program in History and who are currently enrolled are considered members of GOSH.

### **Gray Book**

The policies, procedures and traditions of the History graduate program are contained in the departmental Gray Book. Every year the current edition of the Gray Book is distributed to students, faculty and staff. Please address questions and concerns to the DGS. The Gray Book is also available on the Department website with hyperlinks to all online resources.

## **Language Exam**

Each year the Department offers a language translation exam in the fall and on an as-needed basis in the winter. To satisfy the Department's language requirement, Americanists must demonstrate basic competency in one language and all others must pass two languages. Faculty members share the responsibility of language examiner on a rotating basis. In the fall exam, four major languages are tested: Spanish, French, German and Russian. Other languages are tested on an ad hoc basis; if no member of the History faculty is qualified to test a particular language, faculty from outside the Department are recruited. The Associate Chair provides oversight of the language requirement and the graduate office arranges the examinations.

Faculty examiners do not need to be present for the exam. In the week preceding the exam, examiners provide the graduate office with excerpts from a few scholarly articles. The staff arrange for a proctor, reserve a room, and prepare all examination materials. The students have two hours in which to translate the text and may use a dictionary but no other aids. The selections are generally longer than a person could usually translate in that length of time. Students are expected to demonstrate a level of competency sufficient for occasional use of secondary literature in the language; they are not expected to have the fluency needed for primary research or consistent daily use of secondary work. Within two weeks following the exam, the examiners grade the exams on a pass/fail basis. Passes are posted on the student's transcript; we do not keep records of failures and the students may elect to take the exam at another time.

## **Preliminary Examinations**

Prelim exams to qualify for PhD candidacy are under the jurisdiction of the Department. The DGS oversees the process, including approval of the students' proposed fields and committee members. The committee for the prelim exam consists of three—or in exceptional cases, four—faculty members, each representing a field in which the student chooses to be examined. All regular members of the History Department are eligible to serve on prelim committees. A faculty member examining a cognate field may hold no more than a zero percent appointment in History unless approved by the DGS and must normally hold either a full or joint appointment in another UM department, program or tenure-administering unit. In some cases, it may be appropriate to ask a member of another department to serve in a non-cognate role. Any such request would need to be endorsed by the chair of the committee and approved by the DGS well in advance of the actual exam.

Students should work closely with prelim committee members in preparation for the exam. Please consult the Gray Book for information specific to the makeup of the exam and direct any questions to the DGS.

Many committees are conducting the written exam through email. In this case the chair should provide a copy of the questions to the graduate office 48 hours in advance of the exam. If the questions are handled by email, send them to the Graduate Student Services Assistant, with the Graduate Coordinator copied on the email. The exam is generally 4-1/2 hours: four hours for writing and one-half hour for breaks. Additional time may be granted if approved by the committee chair and DGS. At the arranged time, the student contacts the office and the exam is transmitted via email. Upon finishing, the student sends the exam to the office and the committee. The committee chair contacts the student with the results and also informs the office so the orals can proceed.

The two-hour oral examination is usually held within two weeks of the written portion. Members who are away from campus may participate by speakerphone. Prior to the exam, the chair picks up the student file from the office. Committee members vote via a secret ballot and the results are recorded by the chair on the prelim form and returned to the graduate office.

The Department expects graduate students to pass prelims before the end of the third year, and requires them to achieve candidacy before the beginning of the fourth year, in order to maintain satisfactory progress toward the degree and remain eligible for guaranteed funding. According to Department policy, faculty members serving on committees have a responsibility not to allow leaves/sabbaticals to have a negative effect on a student's timetable for taking preliminary exams and achieving candidacy. Faculty going on leave should establish a clear plan enabling students to complete their work in a timely manner. Once a student has begun to work with a faculty member, that faculty member has a responsibility to continue the supervision of work while on leave, to help the student stay on course for the completion of seminars and preliminary exams. Where such "remote" supervision might be very difficult, faculty should work with students (and with faculty colleagues) to devise alternative arrangements during the period of leave. In scheduling preliminary examinations, a delay of up to several weeks might be necessary to accommodate the schedules of committee members, but delays approaching several months or more are not appropriate.

### **Satisfactory Progress to Degree/Graduate Funding**

The full-funding model means that faculty members serving as advisors should play an active role in making sure that students maintain satisfactory progress to degree, especially regarding the milestones of screening, prelims, and the dissertation defense. When necessary, advisors should communicate concerns about at-risk students to the DGS and request a three-way meeting to address the situation before, rather than after, the relevant deadline.

Before the screening process begins, faculty should alert the DGS to any possible obstacles in a student file and should recommend a "trouble-shooting" meeting for any student deemed at risk of a negative screening decision.

In the case of prelims, a student request for postponement of the candidacy deadline must be made in a formal letter to the Graduate Committee, accompanied by the written support of the faculty advisor/prelims chair. Both student and advisor/chair should state the specific agreed-upon date for the prelims exam.

During the dissertation process, faculty advisors should assist the Department in ensuring that students defend the dissertation prospectus no later than the end of the first term after achieving candidacy.

Regarding the dissertation defense, Rackham policy requires a letter of endorsement from the dissertation chair for each graduate student petition for a one-year extension of the seven-year deadline to achieve the degree.

For the annual student progress reports, faculty writing recommendations should provide the Fellowships Committee with accurate and clear information about progress-to-degree issues, in addition to any other comments about the student's work.

## Screening

Second year students are screened in winter term following their third term in the program. Students who entered the program with a relevant master's degree have the option of early screening in the fall.

For each student being screened, the graduate office sends a screening form to faculty who have worked with the student and to those who have been identified as members of the student's prelims committee, requesting an evaluation of the student's work and potential. Evaluation categories include "recommend without reservations," "recommend with reservations," "do not recommend," and "no basis for judgment." It is normally expected that at least two professors with whom the student has done work will select "recommend without reservations." In addition, faculty are asked if they have agreed to serve on the student's prelims committee and in what capacity, if they would be willing to serve on the student's dissertation committee, and if they would be willing to chair the dissertation committee. General comments are also solicited.

As part of screening, students must submit a graded research paper. Although students may have the second seminar waived if they successfully petition the DGS with a copy of their master's thesis and a note of support from their advisor, the seminar paper for screening must have been produced in a U-M History seminar course. Therefore it is important that faculty teaching seminar courses encourage their students to provide a completed paper for grading before the end of January when those graded papers must be submitted to the Graduate Committee. The Graduate Committee reviews the screening files and submits a recommendation to the faculty for consideration at the November faculty meeting for students being screened in the fall, or the March meeting for students being screened in the winter. Please consult the Gray Book for additional details.

## Doctoral Committee

The doctoral committee oversees the preparation of the dissertation prospectus and the doctoral defense. The composition of the student's dissertation committee is addressed in Rackham's student handbook: *Rackham Graduate School Academic Policies*. The committee must consist of no fewer than four members: three regular members and a cognate member. Rackham determines eligibility of faculty to perform the various roles on the committee and this information is summarized on Rackham's website and in the Gray Book. Cognate members may generally have no more than 0% appointment in the department—a departure from the Rackham policy which permits up to 50% appointment in the home department. Students may petition the DGS for approval of a cognate member who holds up to a 50% appointment in history.

## Prospectus Presentation and Doctoral Defense

PhD candidates are required to present a prospectus for their dissertation to their committee. This is an important stage in the development of the dissertation, and faculty are expected to engage in constructive brainstorming before the student begins their major archival research. For further details see section 5 of the Gray Book.

The doctoral defense of the dissertation and details of the manuscript requirements are overseen by the Rackham Office of Academic Records and Dissertations. Students and committees must pay close attention to Rackham degree deadlines for defending and completing the dissertation. The student should communicate directly with Rackham and their dissertation committee to schedule a date and time for the defense. In response to the student's request, the graduate office reserves a room and emails a confirmation. Committee members may participate by telephone if unable to be present. Committee members are provided evaluations by the student and may fax completed forms to Rackham (734-936-1809) or email them to [evaluations@umich.edu](mailto:evaluations@umich.edu). Evaluations should be received at least three working days in advance of the defense date.

### **Travel for Dissertation Defenses**

The Department's budget has been severely diminished for this purpose since the College discontinued its matching of donations made by faculty for this purpose. Therefore, for extraordinary cases only, the Chair may provide some support for dissertation committee chairs. Please submit these requests to the Department Chair before making plans to travel.

We encourage faculty to use conference calls (or still better Skype if possible) rather than ask for funding to return to campus.

## **PERSONNEL GUIDELINES, PROCEDURES & POLICIES**

### **Activities Report & Updated CV**

At the close of each Winter Term the Executive Committee customarily reviews the activities of members of the Department over the past year in order to recommend salary increases for the coming year to the Dean's office. The Department must provide a rationale, with supporting evidence, for each increase recommended, and therefore rely on faculty to assist in gathering that evidence. Included in this report should be a brief narrative (no more than one page), a list of publications, other scholarly activities, teaching (including INDI and research courses), summer courses or other teaching activities, a list of graduate students and graduate student committee service, a three-year teaching plan, administrative/professional service, and any other information a faculty member may deem relevant. This report, along with teaching evaluations and an updated CV, is due to the Executive Secretary, Connie Hamlin, in mid-April. Connie will send an email message with appropriate attachments well before the deadline.

### **Graduate Student Instructors (GSIs)**

The Fellowships Committee for the Department of History reviews all applications for financial support. Decisions are based on the following information: date student entered program, last evaluation taken and result, GPA, number of incompletes, letters of recommendation from faculty members, teaching evaluations on file from previous terms of teaching, and the student's own personal statement. Faculty should feel free to indicate special training or background appropriate to a given GSI position, but the final responsibility for selection will rest with the Fellowships Committee. Faculty petitions to change assignments should be directed to the Fellowships Committee chair and not to the staff in the graduate office. If time permits, faculty will be notified of the GSI's selected prior to the formal announcement. The Fellowships Committee works diligently to establish a fair system of awards based on a thorough evaluation of all the information available to them.

Offices for graduate student instructors are located in Haven Hall; some GSIs have chosen to meet their section students in café settings. The Graduate Program Office assigns GSI offices, distributes the Graduate Student Instructor Directory at the beginning of the fall and winter terms, processes the appointments of the GSIs, and issues identification cards.

Faculty instructors are expected to know and abide by the GEO contract. Faculty instructors experiencing any trouble with GSIs (missing lectures or sections, underperforming) should communicate promptly with the Associate Chair.

### **Graders**

The Department offers gradership positions for a number of our undergraduate courses. The professor in charge of the course makes the selection; these are not assigned by the Department of History Fellowships Committee. The Associate Chair determines which courses are eligible, and at what salary, on the basis of enrollment and availability of funding from the College.

Before the third week of each term, a memo is sent to all faculty whose class and enrollments meet the criteria for a grader. The memo will contain the course's enrollment and the maximum pay and hours and hourly rate for a potential grader. Those faculty will need to find someone willing to do the work (see Graduate Student Services Assistant in charge of student appointments). The faculty supervisor will be responsible for making sure that the work demands made on the grader fall appropriately within the maximum compensation and that the hours are not exceeded. The grader will be appointed on an hourly basis and will need to submit hours for bi-weekly time sheets. Over the term, he or she will be paid for the hours worked up to the maximum pay. Graders should be informed that these appointments will not include tuition and other benefits. The financial coordinator will process the temporary employment paperwork for the grader.

### **Hiring Students**

The financial coordinator handles the hiring paperwork for temporary employees (including students). Paperwork first, then they can start working. This is mandated by Federal regulations. If a faculty member has someone working for them before they've completed the paperwork, that means they are working for the faculty member personally – not for the University, and that faculty member would then have to pay them personally, and we couldn't reimburse that payment.

It is VERY IMPORTANT to note that we cannot pay anyone for hours that they work before they complete the official hiring process.

### **Hudson Professorship**

The History Department has an endowment which provides support for one term of research at full salary for a tenured faculty member. The following rules govern the awarding of the Hudson Professorship:

- With approval of the College Executive Committee, it may be taken in combination with a sabbatical or Duty Off Campus leave.
- Applicants will be asked how the term off fits in a multi-year plan of teaching and research.
- It may be awarded to a previous incumbent only if seven academic years have elapsed since the termination of the previous incumbency and the beginning of a new incumbency.
- Preference will normally be given to an applicant who has not held the Hudson Professorship before.
- It will be awarded, within the conditions above, on the basis of the merits of the proposed research project.

The Hudson Professorship review committee will make a recommendation to the Executive Committee, which will decide the award.

Anyone interested in applying is encouraged to submit a letter describing the research project on which he/she is engaged and the use to which the professorship will be put. Please also include an up-to-date CV. There will be a reminder solicitation sent to faculty each year. The deadline for application is usually the first week in October.

## **Leaves (Duty off Campus [DOC], Sabbaticals)**

Faculty are encouraged to seek external funding for research leaves from the various national and international fellowship programs. In many cases, the College will contribute some additional funding if you receive a grant that is less than your salary would otherwise have been. When you are asked in the fall to let the Associate Chair know of your future teaching plans, please be sure to indicate if you hope instead to be on leave.

A major complaint from graduate students in recent years has concerned the absence of critical faculty at a time when the Department and the Graduate School are insisting on rapid completion of the Ph.D. In order to maintain a coherent program for both our graduates and undergraduates, therefore, the Department policy is that faculty may be away from campus no more than one year out of three. Faculty planning to apply for grants and sabbaticals must bear this policy in mind. Exceptions from this policy may be granted by the Chair and Executive Committee if warranted by special circumstances but not unless appropriate arrangements have been made to assure curricular responsibility.

The administration of both externally funded leaves and those supported by the College, such as sabbaticals, needs to be done well in advance in order to assure continuity in paychecks (if applicable) and faculty benefits. This is a perennial problem, and sometimes results in lost benefits and delayed paychecks. Please see LSA's policy and forms at: [http://www.lsa.umich.edu/lsa/facultystaff/leaves\\_sabbaticals/](http://www.lsa.umich.edu/lsa/facultystaff/leaves_sabbaticals/). The administrator can assist you in these matters.

### **Duty Off Campus (DOC)**

Faculty members who are granted a paid research leave by the College or University are generally assigned to "Duty Off Campus" to distinguish this form of leave from sabbaticals and leaves funded by external agencies. More information on DOC is found at <http://www.lsa.umich.edu/lsa/printversion/0,2062,60%252Aarticle%252A10645%252AUOM%255FArticle,00.html>

### **Sabbaticals**

Members of the regular instructional staff who have completed six years of service in regular professorial ranks at the University are eligible for a sabbatical leave.

A sabbatical leave may be granted for an entire annual appointment period or for one-half of the annual appointment period. The annual appointment period is defined as either a twelve-month or a University-year (nine-month) period.

The staff member granted a sabbatical leave for the entire appointment period shall receive one-half of the staff member's regular salary. A sabbatical leave granted for one-half of the annual appointment period provides regular salary.

Applications for sabbatical leave shall be made in writing and submitted to the Department Chair who submits them to the Dean of the College no later than January 12 preceding the University Year within which the leave is desired. The application must be accompanied by a statement of a well-considered plan for the sabbatical which includes its significance as a contribution to the professional effectiveness of the applicant and the best interest of the University.

Requests for Sabbatical Leave (Form J) may be obtained from the department administrator.

A faculty member granted a sabbatical leave is required to return to the University for a period of at least one year following the completion of the sabbatical leave. Upon completion of the sabbatical

leave the recipient shall submit a report of the results of the leave within 90 days following return from leave. The report must be submitted to the Chair.

Health and Life insurance, subject to, and consistent with the Group Health Insurance Plans, will be continued during a sabbatical leave of absence, unless specifically canceled by the staff member through visiting or writing the Staff Benefits Office. The Retirement plan contributions will continue during a sabbatical leave. The University will continue to contribute its share of the premiums under the plan at the full salary rate, and will deduct the staff member's contributions from paychecks on the same basis. Disability plan protection will continue. Sick leave plan benefits will continue.

### **Outside Employment**

Section 5.12 of the Regents Bylaws states in part that "A full-time member of the faculty shall not during the academic year be employed for remuneration by other agencies than the University except with the approval of the proper University authorities." The Section then states the conditions under which approval may be given.

The LSA Faculty Code sets forth additional College regulations. The attention of the faculty is called particularly to the following two:

(1) "Any member of the faculty wishing to enter into an engagement involving remuneration from an agency other than the University shall request the Chair and the Executive Committee of his Department for permission to do so."

(2) "At the close of the academic year, the Chair of each Department shall make a report to the Dean and the Executive Committee of the College itemizing the outside work which has been done, or is being done, by members of his Department which shall have been authorized . . . ."

For further information concerning the circumstances under which outside employment may be authorized, faculty members may refer to the Regents Bylaws (<http://www.regents.umich.edu/bylaws/>) and the LSA Faculty Code.

Questions about these and other similar matters should also, of course, be discussed with the Chair.

### **PostDocs, Visiting Researchers, & Visiting Scholars**

See the department administrator to discuss the process of hiring people in these categories.

### **Promotion Process**

Assistant professors are normally appointed in History on three-year renewable contracts. While renewal is not automatic, no faculty will be invited to join the Department for whom renewal is not assumed to be likely. The decision to renew is made by the Chair and Executive Committee in a new faculty member's fifth semester in the Department. Faculty are encouraged and expected to meet with the Chair often enough before this time to become familiar with this process, and to discuss as well the research and teaching materials that are appropriate to submit for review. The Department and the College regard this third-year or "mid-term" review as one essentially of monitoring and mentoring, not full-fledged evaluation.

Promotion to tenure at Michigan is earned by outstanding scholarship and teaching, and conscientious service. Normally, the tenure review is conducted early in an Assistant Professor's

sixth year, but a leave due to childbirth or dependent care entitles faculty to an extra "probationary" year if it has been formally requested and granted by the College prior to the initiation of the tenure review. In this case, the review occurs during the seventh year. If tenure is not earned, a seventh and final year (eighth in the case of deferments) is provided.

The decision to recommend promotion to tenure is made by the Chair and Augmented Executive Committee (consisting of two additional tenured faculty--to meet the College-mandated policy that there must be at least 8 members of the voting body--elected by the tenured faculty in a special election during the first fall term faculty meeting). The recommendation is made after receiving a report from the tenure review panel (or joint tenure panel for dual appointments) and after consultation with the tenured faculty for discussion at a special faculty meeting. The tenured faculty do not, however, vote formally on promotions in History, unlike the procedures followed by some other departments. Joint appointments require recommendations from both units.

Recommendations to promote are forwarded to the College Executive Committee. This body, in turn, makes its decision after all promotion materials have been reviewed by a specially designated inter-departmental faculty committee, the Divisional Evaluation Committee (DEC). Decisions are normally made sometime in February.

Criteria for promotion from Associate Professor to Professor are the same as those for promotion to tenure, i.e. excellence and productivity in research and teaching, and conscientious service to the Department, College, and University. To show that a candidate has continued to mature as a scholar, external evaluations must be solicited and submitted to the College. The review procedures within the Department are the same as for assistant professors with the exception that the Augmented Executive Committee is made up of eight full professors. If the tenured faculty elected at the first fall faculty meeting are not full professors, there is another election to replace any faculty who are associate professors with full professors. Also, a special meeting is held where full professors consult with the Chair and Augmented Executive Committee.

According to the College, "the normal interval between the promotions to Associate Professor and Professor is six years. A shorter interval (such as five years) is possible in the cases of candidates with outstanding qualifications. Intervals of seven and eight years are often appropriate. Most faculty do not remain in the associate professor rank for more than ten years, but there is no assurance of eventual promotion merely as a result of the passage of time."

College promotion procedures are available at: <http://www.lsa.umich.edu/lsa/facultystaff/promotions/>. Formal Departmental promotion guidelines are available at: [TenureProc.04.doc](#) or [PromProcAssocProftoFullo4.doc](#).

### **Summer Teaching**

Some teaching for supplemental salary is available during each of the University's two spring-summer terms, May-June (IIIA) and July-August (IIIB). Primary consideration in making these assignments is given to ensure that the courses offered are appropriate and that there is an adequate distribution among the different subfields of History. The assignments are the responsibility of the Associate Chair.

Faculty will be asked if they wish to teach during one (or both) of these terms; they should reply by the announced deadline and should include specific course information .

In the event that there are more faculty members who wish than can be accommodated within the budget, the Associate Chair will be guided by developing College policy and the following:

- Regular faculty members shall have preference over visiting faculty members.
- Those with professorial rank shall have preference over instructors and lecturers.
- Within the professorial ranks, assistant professors shall be given first preference, associate professors second preference, and professors last preference.
- Those who have not had summer support in the past shall have preference over those who have had summer support, regardless of the source of the support.

### **Teaching Load**

The normal full-time teaching load for faculty members fully appointed in the Department of History is four courses during the University year. These should normally be one lecture course and one smaller course – a colloquium, studies course, or seminar—per semester. Only one of the four courses offered each year may be at the graduate level, except in the case of faculty teaching 615, 812, or 891, who may teach a second graduate course (but should consult with the Associate Chair).

Faculty members who have fractional appointments in the Department have their teaching loads adjusted accordingly. However, it is expected that faculty with 50% appointments in History will normally teach both lecture courses and seminars in History, although in a specific year, the course assignments may need to be with the Associate Chair negotiated because of specific responsibilities to other units.

**"Double-credit" courses:** the Department recognizes that very large courses--those which have more than five sections--place particular demands on faculty. Therefore, faculty teaching these courses are entitled to "count" these courses as their full, two-course load for the semester in recognition of the time spent supervising and mentoring a cohort of GSIs. However, if a faculty member claims "double credit" for a course which does not end up enrolling at least 125 students, he/she may not claim double credit the next time he/she teaches the course. Ideally, of course, such a course would grow sufficiently that it will again be eligible for double –credit in a subsequent offering.

IN ADDITION, certain survey courses also carry "double-credit" because they are especially demanding to teach. Faculty teaching one semester of History 110/111, 204/205,207, 246/247, 260/261, and 347/348, normally along with an Honors section , may also earn "double-credit."

Please note however: faculty should not plan on teaching double-credit courses both semesters of a given academic year (that is, the normal teaching load for faculty full-time in History is at least 3 courses/year), although in special circumstances the Associate Chair may allow this in order to ensure coverage of needed survey courses.

Faculty who teach a course earning double-credit may **choose** to teach a second course, e.g. a graduate course, but this is wholly voluntary and there is **NO BANKING** of the "unused" half of the double-credit course.

**Team-teaching:** The Department recognizes the value and the labor involved in team-teaching and encourages faculty to consider it. In general, although sometimes options will be limited by Department needs, the following opportunities and constraints apply:

On the first time team-teaching any course, both faculty members involved may count it fully (as one or two courses, depending on class size) for themselves for the semester, as we recognize the time involved in consultation and development.

After the first offering of a team-taught course, the following applies:

For large lecture courses that would qualify for "double-credit" (see above), the teaching partners may not both claim double-credit for the course. Instead, they should meet with the Associate Chair to discuss options, which would normally be: alternating allocating full double-credit to one partner whilst the other teaches a second small course, or each partner also teaches one section of the shared course. (The latter option may be more appropriate when it is uncertain if the course will be repeated soon or at all.) As usual, particular circumstances, including the structure of joint appointments, make it important to consult the Associate Chair to ensure that the arrangement is suitable, keeping especially in mind that banking is prohibited, or if other special arrangements are required.

For smaller courses, in which the predominant classroom format is discussion jointly led by both partners, both teaching partners would normally be able to continue to claim full one-course credit on the assumption that they are continuing to devote extra time to consultation, coordination, and evaluation.

The Chair and the Executive Committee may authorize lighter teaching loads to compensate for administrative responsibilities within the Department or the University.

#### **Lecturer Teaching Load**

In the College of Literature, Science and the Arts, the normal 100% teaching load for a Lecturer I is six (6) courses per University Year, three (3) each during the fall and winter terms.

## **SERVICES, FUNCTIONS & FACILITIES**

### **Business Cards**

Faculty and staff should see the Financial Coordinator to order business cards.

### **Computers/Printers**

Every faculty member is entitled to the use of a University computer. This equipment will be tagged as University property and, according to University regulations, cannot be removed from campus unless formally authorized by the Chair (see Financial Coordinator for form).

The Department is given an allocation from the College for computer upgrades for instructional faculty. Because the budget is so limited, the Department cannot afford to buy computers for both the office and the home. If a second computer is needed for home or office use, faculty are free to use their applicable research funds. In deciding whether to upgrade a computer, priority has gone to faculty who have not had a computer upgrade in the last four years or have had their one computer regarded as unfixable by LSA IT. Please see <http://www.lsa.umich.edu/lisait/help/FacUpHdw07-08.asp> for the list of LSA recommended systems. Since the budget is limited, the Department is only able to cover up to \$1,200. Of course, if the faculty member wants something more expensive, they may contribute the amount above \$1,200 from other sources such as their research money.

The Department also has a room equipped with a computer and a printer/copier/scanner in 2669 Haven. Faculty may have access to this room during or after normal office hours. Due to budget constraints, the Department does not provide individual printers for offices.

If faculty want to purchase other equipment for personal use, discounts are available from the Computer Showcase, located on the Ground Floor of the Michigan Union. See their website at <http://showcase.itcs.umich.edu/>. For computer repair please contact LSA Desktop Services at 936-3279 or email [LSA-CSG@umich.edu](mailto:LSA-CSG@umich.edu). Their website is [www.lsa.umich.edu/LSAIT](http://www.lsa.umich.edu/LSAIT).

## **Copying/Scanning/Faxing**

### **Copying**

The Department has 2 photocopier machines for use by Faculty and Graduate students. Our main photocopier is in the front office and there is also a second copier in room 1023 Tisch for use during and after hours. We have a 3<sup>rd</sup> copier that makes color copies and scans which is for staff use only but faculty can request scanning or jobs to be done in color. Below are the Department's policies for use of these photocopiers.

Below are the codes you should use when making photocopies at either the main office copier or the copier in room 1023.

#### **Faculty**

- For instructional purposes use 12345.
- For personal use, use 99999 and pay Financial Coordinator 6 cents per copy.
- For research related copies, use 99999, count the number of pages copied, tell Financial Coordinator and she will charge your research account.

#### **GSI's**

- Use 54321 for instructional purposes only.
- Use 99999 and pay Financial Coordinator 6 cents per copy for anything not instructional related.

#### **Grad Students**

- Use 99999 and pay Financial Coordinator six cents per copy for **all** copies made.  
(This includes any copies for courses being taken.)

### **Book Copy Policy**

Book copies may be made on the copier in the Main Office ONLY. If **over 20** copies need to be made, please go to the Grad. Library and make them there. Get a "venda" card from the Academic Services Assistant in order to do this. Because the copier is in such high demand during the school year, we must enforce this rule in order to be fair to all.

**PLEASE NOTE: BECAUSE OF COPYRIGHT RESTRICTIONS, ENTIRE BOOKS CANNOT BE COPIED!**

### **Course Pack Copy Policy**

Due to copyright laws and our potential liability, **NO COURSE PACK MATERIAL IS TO BE COPIED ON A HISTORY DEPT. OWNED MACHINE.** All course pack material should be taken to one of the several outside vendors.

### **Copier in Dept. Mailroom (next to the kitchen)**

If the copier in the main office is busy, remember that there is a "spare" copier in the Dept. Mailroom. Faculty should also have a key to this room in order to make copies after hours. This copier does everything that the other one does with the exception of book copies. *Please, do not make any book copies on this machine.*

### **Student Copy Policy**

Please do not instruct students (*undergrad or grad*) to come into the main office to make photocopies of materials for courses. If YOU do not provide additional copies of the material for

students during class or to pick-up in the mailroom, then the student will need to go elsewhere to make copies.

### **Scanning**

Our Department has a color scanner/copier that only the staff and student employees are authorized to use. We will have a student employee scan material for faculty as long as we are given a 48-hour turnaround time. These scans will come to the requester as a PDF by email. There will be no charge for the scans as long as no copies are requested. Of course, copyright laws do apply, so entire books cannot be scanned nor can we scan materials for course packs. Request forms for scanning jobs can be found behind the Information Desk in the Department office. Just complete the request form, attach it to your material, and then place it in the student employee's errand/job basket.

### **Faxing**

The fax machine is located in the Main Office of the Department. The fax phone number is (734) 647-4881. Outgoing faxes should be left with a student employee or the Academic Services Assistant to send during regular office hours. For any long distance faxes, please record on the sheet alongside the fax machine information relating to your fax. Faxes should be sent for business uses only. Incoming faxes will be placed in the receiver's mailbox in 1026 Tisch Hall. The fax machine runs continuously, so incoming messages may be received at any time of the day or night, including weekends.

### **SPECIAL ROOM REQUESTS (non event related)**

Requests for special rooms should be sent via email to the Academic Services Assistant. Please indicate the purpose, # of people, type of seating, any audio/visual needs. Requests may include needing a room for a lecture, meeting, class related etc.

### **FOOD AND BEVERAGE POLICIES**

*As custodial service is limited, we ask that all parties serving food/beverages take care to clean up after their events and classes where food and beverages are consumed.*

#### **-Room and Social Hour Cleanup**

- Discard ALL garbage and recycle bottles. Please check the floors and clear table tops.
- Wash table tops to remove all evidence of food and drink.
- To keep food trash from stagnating in rooms over the weekends, please take out trash to the hall on Fridays.
- Please label and date any leftover food and drink left in the refrigerator or kitchen. Also indicate if it is available to anyone for consumption.
- Please leave classrooms ready for instruction.

#### **-Food Leftover from Meetings and Events**

The food is moved to the kitchen after faculty meetings and events and is intended for faculty, staff, and grad students to enjoy for a day. Feel free to eat food left on counter. Do not take the food/beverages from meetings to classes or other events.

#### **-Kitchen**

- Food and beverages in the refrigerator are not common property unless they are labeled for sharing.
- Please label and date personal items and do not consume anything that is not yours.
- Leftovers from meetings and events that are not to be shared should be labeled as such.

- Wash and put away dishes or utensils used and wipe up spills. Wipe microwave after use.
- Items, including wine, left in kitchen over 30 days will be discarded. Please discard any personal items before it spoils.

### **Alcohol Policy**

The University and LSA have guidelines to help departments avoid problems. In summary, it states that any units planning to serve alcohol at an event held inside an LSA building must contact the LSA Facilities Office for approval. Criteria for approval include:

- The event is department or unit-sponsored
- There is no sale of alcohol
- There is no charge for attending the event
- Advertising for the event does not mention alcohol
- Non-alcoholic beverages are also being served
- If alcohol is to be served at an event, a certified server must be used. Most caterers will be able to help you arrange to have one.
- The event is by invitation only (not open to the public) -- this includes email invitations, but excludes events for which there are posted notices or advertisements on doors or in hallways.
- The public may not freely enter the space where the event is held (no hallways or atriums).

More information on this policy is found at

<http://www.lsa.umich.edu/lsa/detail/0,2034,1847%255Farticle%255F9119,00.html>.

Please see the History Department staff for questions on the policy or need assistance with getting approval from the LSA Facilities Office.

### **LIBRARIES**

The University Library offers comprehensive services in support of faculty research and teaching, including the services of area specialists. For further details, please consult <http://www.lib.umich.edu/services/faculty.html>. In addition the campus hosts several specialty libraries including the William L. Clements Library (specializing in American History), the Bentley Historical Library (specializing in UM history and the history of Michigan), the Gerald R. Ford Presidential Library, and assorted other special collections which are referenced on the UM homepage (<http://www.umich.edu/libraries.php#libraries>).

#### **-Library Instruction:**

All libraries provide workshops and classes for faculty, staff and students in a variety of areas, including the use of many sophisticated databases; MIRLYN (Michigan Research Library Network), the library's own automated library system; and specific classroom or research assignments. Workshop schedules are available at all libraries at the beginning of each term.

#### **-Photocopying:**

Self-service machines are available in all campus libraries. Most machines operate by VendaCards, which are available in dispensers throughout the library. A limited number of coin copiers are also available, at a slightly higher price per copy. If a number of chapters or images from books need to be copied that are course related, please get a venda card from the Academic Services Assistant and make copies at no charge.

**-Requesting Electronic Resources:**

Request electronic resources for course support (articles, book chapters, etc.) via the library's 7-FAST service ([www.lib.umich.edu/7fast](http://www.lib.umich.edu/7fast)). This service is free for faculty, graduate students, and proxies. In many cases, requests will be filled more quickly. Articles and/or book chapters will be posted to you as a PDF to a secure website; you'll be able to download that file and post it immediately to your CTools course site for direct student access.

**-Requesting Print Resources:**

Request print resources for course support via the reserves services at Shapiro (University Reserves), <http://www.lib.umich.edu/reserves/ures/>. This service is free for faculty, graduate students, and proxies. Books and other physical materials will be placed on reserve for student use. A link will be available to your CTools site that will list the available print items and their locations. This is the same method we currently use for handling print reserves.

**-Consultation Services:**

Looking for research consultation or help identifying materials to include in your course? Contact your subject specialists/ librarian liaison who can assist with finding additional resources for your course, help you identify new online materials, and provide course-specific instruction for your students: [www.lib.umich.edu/collections/specialists.html](http://www.lib.umich.edu/collections/specialists.html)

**MAIL/MAILBOXES**

The Dept. Mail Room is located in 1026 Tisch Hall. Faculty and graduate students are all provided with a mailbox. For those with joint appointments with another department who choose to have a mailbox there instead of in History, please let the Academic Services Assistant know.

The Mail Room is locked at 5:00 p.m. each day. Each History faculty member may purchase a Mail Room key for \$5.00. A refund for the key will be provided by the Main Office if a faculty member leaves campus or opts to receive mail elsewhere.

**Incoming mail:**

U.S. and campus mail is received once a day, and every effort is made to sort and put it in the mailboxes before 5:00 p.m. daily. Oversized packages are placed in a cabinet in the Mail Room and a note is placed in the faculty mailbox letting them know they have a package in the cabinet.

Please make every effort to collect mail in a timely manner. If boxes get too full it causes considerable effort and confusion to have to begin placing overflowing mail in the mail cabinet or to place it in individual offices.

**Also, note that you should not have personal mail sent or forwarded to the Department when on leave or otherwise.**

**Outgoing mail:**

Trays for outgoing mail are located in the Main Office and are emptied at approximately 3:30 each day. Please be aware that for personal or other pre-stamped mail, there may be a 1-2 day delay in U.S. mail reaching its destination. For this reason, it is recommended that faculty personally mail these items at a U.S. postage box or post office.

**Postage:**

The Department prefers not to sell postage stamps. We can do so as an accommodation, only if necessary, but if the staff is busy we ask that faculty come back when it is less so.

**UPS:**

United Parcel Service is the Department's and University's express shipping program. If faculty has a package that needs to be sent expeditiously, please come to the Main Office. Packaging along with a green shipping form can be found in the cabinet directly below the fax machine. Please package, weigh if necessary, and complete the shipping form and give it to the Academic Services Assistant by 3:00 p.m. so that she may request a pick up. All charges will be deducted from the faculty member's BFI account unless it is noted otherwise on the shipping form.

**Packages:**

It is important that packages be labeled properly so they can be mailed at the appropriate rate. If help is needed in determining how a package should be sent, please ask the personnel in the Main Office. If packages are not labeled, the staff will assume that the sender wants the cheapest rate.

**Forwarding mail:**

Before leaving campus for extended periods, faculty should inform the Academic Services Assistant how their mail is to be handled during their absence. If requested, 1<sup>st</sup> class or important mail can be forwarded to an off campus location. All other mail including books, magazines, journals, etc. will be left in the faculty member's office.

**OFFICES, FURNITURE, AND KEYS****Office Assignments**

Since faculty offices on the diag side of Haven Hall are in high demand, as those offices become available there is a waiting list for faculty wishing to exchange their office.

The Department appreciates faculty who are on leave allowing the use of their offices for visitors. Please let the administrator know if you are able to allow others to use yours.

Due to the lack of office space, and the College's policy of one office per faculty member, individual offices are not available for all jointly appointed faculty. The faculty lounge is used as shared space for this purpose. Please see the departmental staff for the availability of other spaces in the department to work.

**Office Furniture**

Desks, chairs, tables and, insofar as possible, an adequate number of bookcases and filing cabinets are provided for each office. Since the Department is not able to purchase additional bookcases and filing cabinets, it is necessary to play "musical chairs" with the existing inventory. Faculty members are urged, therefore, to let the Administrator know not only when more are needed but also when they have any of these items that can be made available to others. Safety regulations prohibit installation of personal air conditioning and heating units in offices.

**Keys**

Faculty/staff/GSIs will be provided with a key to their assigned office upon their arrival at the Department (a deposit of \$5.00 is required). The Main Office will also provide faculty with a key to the Mail Room at a charge of \$5.00 per key. Additional keys are obtained from the Key Office in exchange for the requisition and a \$5.00 deposit for each key. The Key office is located in the Church Street parking structure. Their office hours are M, W, Th, and F, 7:30-12, 12:30-3:45.

The deposit is refunded upon return of the key to the Key Office. For safety reasons, please remember to lock offices when leaving.

The Main Office has keys that provide access to all Departmental offices. If one must borrow a master key to open an office, it must be returned immediately after unlocking the office. If a faculty member authorizes access be given to another person to use an office, it must be indicated whether it is to be on a one-time or continuing basis. Keys to faculty offices are not issued to students.

### **PARKING PERMITS**

Faculty/Staff parking permits authorize parking in University structures and posted lots may be obtained from the University Parking Services (508 Thompson Street, 764-8291). Rates for faculty/staff paid parking are prescribed by the Regents. More information on parking rates, eligibility, locations, and policies are found at <http://pts.umich.edu/>. Please note that riding University and city (AATA) buses is free (show your UMID on AATA buses) including the “Park and Ride” locations.

### **SAFETY PROCEDURES**

All personnel should become acquainted with the following emergency and safety procedures:

1. **AMBULANCE SERVICE:** Emergency requests for medical treatment and ambulance service should be directed to the Department of Public Safety and Security Communications Center using the emergency number 911.
2. **FIRES:** All fires, regardless of size, must be reported to the Department of Public Safety and Security using the emergency number 911.
3. **CRIMES IN PROGRESS:** When it is learned that a crime is in progress or is about to occur, the person affected or observing must call the Department of Public Safety and Security emergency number 911 to report the incident.
4. **THEFTS:** When a theft has occurred but is not in progress, the Department of Public Safety and Security must be contacted as soon as the theft is discovered. To report these incidents, the non-emergency number is 763-1131.
5. **DAMAGE TO PROPERTY:** When damage has occurred to University or personal property (whether by accident or by vandalism) it also must be reported to the Department of Public Safety and Security at the non-emergency number 763-1131.
6. **WORK-RELATED INJURY:** All work-related illnesses and injuries in all departments at the University must be reported to Work-Connections (734-615-0643) immediately (within 24 hours).

If one becomes ill or are injured at work, the University of Michigan will refer that person to one of the designated treatment facilities listed below. Please note that by using one of these instead of Health Services for a work-related injury, there will not be a co-pay.

U-M Occupational Health Services  
Mon-Fri 7:30 am-3:40 pm;  
After hours: Emergency Dept.-Urgent Care Clinic  
University of Michigan Hospital  
Third Floor, Med Inn Building  
Ann Arbor, MI 48109-0019  
(734) 764-8021

UMHS Emergency Department  
(after clinic hours or on weekends)  
1500 East Medical Center Drive  
Ann Arbor, MI 48109-0303  
(734) 936-6666

## **Security**

The University of Michigan Department of Public Safety is available by calling 3-1131 and they do not patrol the building regularly during the daytime. You may dial 911 in an emergency situation. The Department of Public Safety also provides a Campus Safety Handbook. Copies may be obtained by calling 763-3434 or by referring to the Department of Public Safety Web site at <http://www.umich.edu/~safety>.

Officers are responsible for checking persons in University facilities who are not known to them. After normal closing hours, all persons are required to have University identification cards or written permission from appropriate department heads.

Loss of University and personal property can be reduced by locking all desk drawers, lockers, filing cabinets, supply closets, windows and office doors at the end of each day. Personal valuables should be left in locked drawers or cabinets during the day and should never be left in work areas overnight or on weekends. Many individuals have access to the buildings, and it is not wise to keep personal valuables in offices. Always lock doors when leaving an office, even if leaving for a short period of time. University buildings are potential locations for theft and other crimes.

## **Sirens**

Ann Arbor outdoor warning siren testing is performed from March through November on the second Tuesday of the month.

During emergencies, these sirens may be activated for various reasons, including tornado warnings, nuclear attack and hazardous materials spills. In the event that the sirens are activated for an emergency, they will sound for three minutes with steady wailing, TAKE COVER IMMEDIATELY!!

Tune battery-operated radios to WAAM 1600 AM, WEMU 89.1 FM, or 107.1 FM for more information. If access is still available to television and you are a subscriber to the local cable company, tune to channel 16 for updates on the current emergency situation. There is no "all clear" alert from the sirens. An "all clear" notification will be broadcast on the radio.

During siren activation, unless the police, fire or paramedics are needed, do not call emergency phones. Police and 911 telephone lines should be kept clear for people who really have an emergency.

For more information, please visit the City of Ann Arbor Siren Web Page:  
<http://www.a2gov.org/SafetyServices/EmergencyManagement/EMD/siren.html>  
<<http://www.a2gov.org/SafetyServices/EmergencyManagement/EMD/siren.html>>

## **TELEPHONE USAGE**

Personal long distance phone calls from University paid phones are strongly discouraged. Please use cell phones and/or paid phone cards for personal calls.

## **VISITOR INFORMATION**

Information concerning community programs, services and events, as well as University-wide informational materials, is available from the Campus Information Center (763-INFO; first floor, Michigan Union, <http://www.umich.edu/~info/>.) The Housing website also has helpful information and maps: <http://www.housing.umich.edu/general/visit.html>.

## **WEBSITE**

The Department of History website is at <http://www.lsa.umich.edu/history/>. Each faculty member has an individual page with contact information, optional photograph, and information about publications and research. The site also features a “News & Awards” and “New Faculty” page. Faculty wishing to update material on their individual page and the “News & Awards” page should contact the Administrator to get the name of the staff member who can make the changes.

## **EISENBERG INSTITUTE FOR HISTORICAL STUDIES (EIH)**

By email: [eisenberginstitute@umich.edu](mailto:eisenberginstitute@umich.edu)

On the web: <http://www.lsa.umich.edu/eih>

**Director:** Ronald Suny / [rgsuny@umich.edu](mailto:rgsuny@umich.edu)

**Program Coordinator:** Shannon Rolston / [srolston@umich.edu](mailto:srolston@umich.edu)

**Program Assistant:** Shelley Rettelle / [rretelle@umich.edu](mailto:rretelle@umich.edu)

The Eisenberg Institute for Historical Studies advances historical research and teaching with powerful new tools for supporting visiting scholars, enriching the intellectual climate for faculty and graduate students, and extending knowledge across campus. Through lectures, workshops and other programs designed to foster scholarly exchange, the Eisenberg Institute promises to transform the teaching and study of history at Michigan.

### **Mission Statement**

The Eisenberg Institute for Historical Studies aims to stimulate imaginative new scholarship and innovative teaching. It hopes to contribute to the study of history nationally as well as transmit new modes of historical understanding to successive generations of students. In so doing, the Institute seeks to enrich the department and university community generally and to help bridge the divide that tends to open between graduate student and faculty academic life.

### **EIHS Programming**

EIHS programming consists of the Thursday Series and Friday Workshops.

The Thursday series is the core of the Institute's scholarly program. We meet bi-weekly with distinguished guests to examine methodological, analytical, and theoretical issues in the field of history. Thursday series lectures and symposiums are typically held in Tisch 1014 from 4:00-6:00pm.

The Friday workshop is an informal workshop or round-table that brings together EIHS visitors with UM faculty and graduate students. These discussions focus on current work or historical topics of broad interest and are typically held in 1014 Tisch Hall from 12:00-2:00pm.

All events are open and we welcome faculty, students and visitors. Please visit the EIHS Website for more information on the current academic year theme, as well as a calendar of events.

## **EIHS Fellowships**

### **Residency Research Grants**

Scholars may apply for residency research grants for all or part of the academic year. Grants carry travel and research allowance of up to \$8,000, library privileges, office space, and the expectation of regular participation in Institute seminars and colloquia. Recent post-doctorate and established scholars who have other means of support may apply.

### **Faculty Fellowships**

Faculty holding an appointment in history may apply for an EIHS Faculty Fellowship position for one academic year. These positions carry one course relief from teaching and a \$5,000 research grant. The Faculty Fellows positions are designed to facilitate faculty research while also engaging recipients more directly in EIHS seminars, colloquia, and workshops.

### **Post-Doctoral Fellowships**

Recent Michigan Ph.D.s may apply for an EIHS Post-Doctoral Fellowship position for one academic year. These positions carry an annual salary and benefits. The Post-Doctoral Fellows positions are designed to provide undergraduate teaching experience while also moving the dissertation toward publication. Post-Doctoral Fellows will be expected to teach two courses, and take an active role in all EIHS activities, especially the Friday Workshop series.

### **Janey and Melvin Lack Graduate Research Fellowships**

History Department Graduate Students can become Institute fellows through the Jane and Melvin Lack Graduate Research Fellowships, funded by a generous gift by Janey and Melvin Lack. These awards of \$5,000 are designed to assist outstanding graduate students in pursuing their dissertation research. Fellows participate regularly in the EIHS workshop series and meet informally with EIHS visitors.

## **Event Funding**

The Eisenberg Institute for Historical Studies (EIHS) has some funds available to support initiatives of faculty and graduate students, such as workshops, conferences or speakers. Smaller amounts can be requested for field-specific events or speakers. For larger amounts, the Eisenberg Institute encourages applicants to include or appeal to faculty and students beyond singular geographical or chronological fields if at all possible. The Steering Committee also values innovative events that do not fit the existing rubrics.

The Committee looks favorable upon budgets that involve cost sharing and reasonable expenditures. Applicants seeking funding from the Eisenberg Institute should indicate other sources of funding. The Eisenberg Institute is unable to co-sponsor events that conflict with its Thursday series and Friday workshop calendar. Finally, the EIHS requests that it be listed as a co-sponsor in all publicity for events receiving EIHS funding.

Please complete the application form found at [www.lsa.umich.edu/eihs/events](http://www.lsa.umich.edu/eihs/events) and append both your proposal and your budget.

**\*\*** Please note that, because of travel schedules, the EIHS Steering Committee will not meet during the summer months. Submissions for funding submitted between June 1st and the beginning of September will be held and reviewed when the committee reconvenes in early September.