DEPARTMENT OF PHILOSOPHY

Department Handbook 2013-14

DEPARTMENT OF PHILOSOPHY
Humanities and Social Sciences (H&SS) Building
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http://philosophy.ucsd.edu/ http://philosophy/resources/faculty

Offices are open Monday to Friday, 8:00a-12:00p and 1:00p-4:30p

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FACULTY HANDBOOK

Welcome to Philosophy! This guide is meant to provide you with a general, rather than comprehensive, overview of the department's office procedures, administrative services, and some functional information on how to conduct departmental business.

For policies, university procedures, forms/examples and other detailed information, please also see the departmental Faculty Resources and Academic Affairs websites.

I.   ADMINISTRATIVE STAFF
In addition to the following brief descriptions of the administrative staff's roles and responsibilities, also see Appendix A for a chart listing staff by various functions. Refer to Appendix B for a Faculty and Staff roster.

Debra Ambrose dambrose@ucsd.edu

Chief Administrative Officer
Phone: (858) 534-3074
Office Location:
   H&SS 7042 - Monday/Thursday
   H&SS 5062 - Tuesday/Wednesday/Friday

Provides leadership and management for History and Philosophy Department operations including strategic planning, finance/budget, academic personnel, information technology, human resources, facilities/space, staff supervision and student affairs.

Catherine Asmann casmann@ucsd.edu

Graduate Program Coordinator
Phone: (858) 534-3076
H&SS 7024; Hours: M-F, 8:00am-4:30pm

Advises students and manages all aspects of the Philosophy Department Ph.D. program including admissions, advancements, placement; graduate support and fiscal administration; graduate student and temporary instructional employment and payroll.

Joan Bahrini jbahrini@ucsd.edu

Academic Personnel/Human Resources Assistant
Phone: (858) 822-1534
H&SS 5040; Hours: M-F, 7:30am-4:00pm

Provides academic personnel and human resource assistance for Departments of History and Philosophy; oversight for visiting scholar processing, visas and immigration, and temporary lecturers. Provides staff human resources administrative assistance.

Susanne Degher sdegher@ucsd.edu

Department/Fiscal Assistant
Phone: (858) 534-3070
Alternate Email: philoffice@ucsd.edu
H&SS 7002; Hours: M-F, 8:00am-4:30pm

Provides fiscal assistance and is responsible for Philosophy Department fiscal transactions including travel, entertainment,

purchasing and miscellaneous expenditures. Ownership for events management, main office administration including support to the Department Chair and CAO, supplies and equipment oversight.

Nancy E. Guerrero neguerrero@ucsd.edu

Undergraduate Program Coordinator
Phone: (858) 534-3077
H&SS 7030; Hours: M-F, 7:30am-4:00pm

Advises students and manages all aspects of the Philosophy Department Undergraduate program including curriculum planning, degree audits, petitions and academic progress; catalog copy, course scheduling, and miscellaneous course matters.

Andy Liedholm philtech@ucsd.edu

Computer Resource Specialist/Facilities Assistant
Phone: (858) 534-7748
Alternate Email: aliedholm@ucsd.edu
Hours: M-F, 8:00am-4:30pm
Office Location:
   H&SS 7017 - Tuesday/Friday
   H&SS 5071 - Monday/Wednesday/Thursday

Primary contact for all History and Philosophy Department computing and desktop support issues; provides technical support, network administration, website development and maintenance, hardware/software installation, purchase recommendations and equipment disposal. Is main contact for all H&SS building maintenance issues.

Leah Tamayo-Brion ltamayo@ucsd.edu

Academic Personnel/Human Resource Manager
Phone: (858) 534-1997
H&SS 5040; Hours: M-F, 10:00am-6:30pm (Friday telecommute)

Responsible for History and Philosophy Department academic personnel and human resource management. Oversight for all academic personnel issues including reviews, recruitments, leaves, awards, and conflict of commitment. Lead for staff human resource issues; payroll and benefits administration. Supervises AP/HR Assistant and Computer Resource Specialist/Facilities Assistant.

Susan Winchester swinchester@ucsd.edu

Fiscal Manager
Phone: (858)534-3071
H&SS 7066; Hours: M-F, 7:30am-4:00pm

Manages fiscal and budgetary reporting and analysis for History and Philosophy Departments. Responsible for faculty research fund management including contract and grant administration; back-up to CAO. Supervises Fiscal/Department Assistants.

II. ACADEMIC AFFAIRS

Leah Tamayo-Brion is your contact in the department for all academic personnel issues and payroll/benefits administration questions; **Joan Bahrini** is the contact for academic recruitments, visa and immigration, conflict of interest, leaves and sabbatical requests, and visiting scholars. You may also refer to the Faculty Resources webpage under "Academic Affairs" for additional information.

For a general listing of services and resources available to faculty, go to Blink's More Resources for Faculty site.

The Academic Personnel Manual (*APM*) and UCSD Policy & Procedure Manual (*PPM*) are your definitive guides for all academic personnel policies and procedures.

A. **Academic Reviews**

Faculty are reviewed on regular cycles related to their rank/step (e.g. every 2 years for Associate Professors, etc.). For forms, examples, policies and procedures, refer to Resources for Faculty under the "Academic Affairs" section.

B. **Colloquium Series**

During the academic year, departmental colloquia are held on **Fridays, 4:00-6:00pm in the Seminar Room (H&SS 7077) followed by a reception**. Faculty are therefore asked to reserve those times/days on their calendars for attending these colloquia. Efforts will be made to not schedule you to teach during these hours and it is requested that you not schedule office hours or other appointments during these times.

C. **Committees**

Academic Senate

Each year 1 representative and 1 alternate is selected for Academic Senate general assembly service. Service is usually for a 2-year term. Representatives are expected to report back to the faculty on issues of relevance. Other Academic Senate commitments are voluntary and at the discretion of the faculty member.

Colloquium Committee

Each year 2 faculty members are asked to coordinate the colloquium series for the department.

Graduate Admissions Committee

A panel of 4-5 faculty are assembled annually to review graduate student applications and make recommendations. See **Catherine Asmann** or the **Director of Graduate Studies (Rick Grush)** for information.

Graduate Placement Director(s)

Each year 1-2 faculty members are asked to work with graduate students on placement activities. Service may require travel to the annual APA Conference ~~in New York City~~on the East Coast in December.

Undergraduate Honors Review

This committee, chaired by the Undergraduate Faculty Advisor, consists of 2-3 faculty members. The committee is formed as needed, typically during the early part of spring quarter. Committee members review theses of undergraduate honors students in the philosophy department. The committee assigns a level of honors to each student.

D. **Conflict of Interest**

Every fall **Joan Bahrini** will ask you to report on any potential conflicts of commitments. Go here for policy and forms.

E. **Faculty Award and Development Programs**

See the following links for more information on programs available to faculty:
- Faculty awards
- Faculty Career Development Program (FCDP)
- UC Humanities Research Institute

F. **Faculty Leaves of Absences/Sabbaticals**

Sabbatical and other leave requests are solicited every winter for actions taken the following academic year. Official approval needs to be requested for any/all leaves during the quarter. This includes absences to attend conferences, present papers or conduct research.

For departmental practices and the approval process, see the Philosophy Department Leave Policy. For university policy, see *PPM* 230-10.

Leave of Absence Request forms:
1. for absences of **less than 10** service days: Complete the departmental leave request form.

2. for absences for **10 or more** service days: Complete the TOP and RIGHT-HAND SECTION ONLY of the Academic Leave of Absence/Sabbatical (ALAS) form.

3. for **sabbatical** leaves:
   a. Follow these guidelines and complete the memo template and submit request to the Department Chair.
   b. Complete the TOP and LEFT-HAND SECTION ONLY of the Academic Leave of Absence/Sabbatical (ALAS) form.

4. for absences of **any duration** during **Final Exams Week**, special approval is required. Complete the appropriate leave form (see above, > or < 10 days) and a *Faculty Request for Leave of Absence During Finals Week* form found here along with Academic Senate policy.

G. Faculty Meetings
Faculty meetings are held **Mondays** from **2:00-3:30pm** in the **Seminar Room (H&SS 7077)** during the academic year. Faculty are therefore asked to reserve those times/days on their calendars for the department's faculty meetings. Agendas will be issued in advance of each meeting. You will not be scheduled to teach during these hours and it is requested that you not schedule office hours or other appointments during these times.

H. Payroll/Benefits
Faculty are paid monthly for 9 months on a 12 month basis (9 over 12). For this reason, faculty are eligible to receive summer researcher salaries up to a maximum of 3 months (3/9ths) not including Summer Session.

Payday is the 1st of the month, unless the 1st falls on a Saturday or Sunday in which case payday will then be on the Friday preceding the 1st.

Some useful links:
- At Your Service (via Single Sign On): review your pay, tax, benefits, retirement and investment information here.
- Academic Salary Scale
- Benefits, family accommodations, and assistance
  o Housing assistance programs for faculty
  o Benefits
  o Family Accommodation Policies and Programs for Ladder-Rank Faculty
  o Partner Opportunities Program
  o Southern California Higher Education Recruitment Consortium
  o Faculty and Staff Assistance Program

~~Faculties~~ Faculty do not accrue sick or vacation leave. However, there are policies in effect which govern your benefits while absent. See *PPM* 710 for more information.

I. Visiting Scholars and Other Academics

Joan Bahrini is the staff contact for all inquiries for Visiting Scholars; **Catherine Asmann** is the staff contact for all inquiries for Graduate Students, Fellows and Postdoctoral Scholars are subject to review and approval by the Department Chair. The following parameters will be taken into consideration when considering requests from visitors and/or Postdoctoral Scholars:

1.   One of our faculty must be willing to serve as the faculty sponsor (which involves signing documents and a commitment to work with the scholar while they are here).

2.   The visitor's research interests engage with research of members of our faculty so interaction can occur.

For information and to assist potential visitors including visiting Graduate Students and Postdoctoral Scholars with their inquiries, refer them to the Resources for Visiting & Postdoctoral Scholars website. Departmental policy on establishing Visiting Scholar status can be found at Visiting Scholar Policy.

J. Voting
It is departmental practice for faculty to vote on all merit and appointment files. To see eligibility and department guidelines, refer to the department's Voting Eligibility document. For university guidelines, see PPM 230-28 VIII.

III. FISCAL ADMINISTRATION
Susan Winchester is your contact for budget and general fiscal affairs, and **Susanne Degher** is your contact for purchases, receipts, travel and entertainment. You may also refer to the Faculty Resources webpage under "Financial Information & Tools" for additional information.

A. Entertainment
For allowable expenditures, consult the Entertainment and Colloquia Program Policy and Guidelines document.

B. Expense Reimbursements
Original receipts are required (per UCSD policy) for all reimbursements. Receipt must show proof of purchase (i.e. paid by credit card), amount of purchase, and item(s) purchased. A packing slip or proof that the item was delivered is also required. Many online orders show all of this information and can be forwarded electronically to **Susanne Degher**.

Any questions regarding allowable expense reimbursements should also be directed to **Susanne Degher** preferably prior to the purchase.

D. Purchasing
If you need a purchase order issued for a low or high value item, please contact **Susanne Degher** prior to the purchase to figure out the best way to purchase your item.

E. Travel
All travel reimbursements (per UCSD policy) are reimbursed AFTER the trip is complete. However, if you will be flying and want to have your flight charged directly to your research or other funds prior to your trip, contact **Susanne Degher** for an Event # and be ready to provide the dates of travel, location and approximate cost of the travel. In some instances, hotel and registration may also be prepaid with your funds (although not for foreign locations).

> **Comment [d1]:** SW: still accurate, given CONNEXXUS?

Please note the following for reconciling your trip upon your return:
- Original receipts are required.
- Per Diem can be used for foreign travel for lodging and meals in lieu of actual receipts. Per Diem rates are published by the U.S. Government and vary by location.

IV. GENERAL OFFICE ADMINISTRATION

A. Copying

Departmental:
Your UCSD ID card acts as an access card once it's initialized. See **Susanne Degher** for information about initializing your copy card and for your index number to use the copy machine. Note: Graduate Student ID cards may not work properly for copying if the student is not registered.

We have ~~two~~ one copy ~~machines~~machine in H&SS 7009. The photocopy machine access is controlled by swiping your ID card through the device next to the machine. Enter your departmental index (PHI4XXX for instruction-related copying or your PHIXXXX for research-related copying), press "enter" and begin copying. Press "clear" when finished.

~~The other Philosophy Department duplicating machine is a mimeograph called "RISO." This machine is very cost effective when used for 20 copies or more. **Please do not use this machine if you have any page with a border or if you have less than 20 copies per page of your master to duplicate. Susanne** can demonstrate how to use the RISO machine.~~

Campus:
Imprints, the UCSD graphics and duplication service, has a service center on the third floor of AP&M (Applied Physics & Math building). You may take large (unbound) orders to Imprints and charge them to your departmental index (for course related duplication) if you submit your request 3 or more days before the deadline. Print Connection is an Imprints online order service for copy jobs and more; an account is required. AS Soft Reserves is a resource for course readers.

B. Emergency Procedures
Review and be familiar with the department's emergency and 911 plans at UCSD Philosophy 911 Action Plan which includes an evacuation map along with procedures for responding to fire, earthquake and other 911 emergencies.

Building Evacuation
• Quickly move to the outside of the building using the nearest door marked with an EXIT sign (see MAPS on the back).
• Close and secure all doors as you leave. Take your keys with you.
• DO NOT USE ELEVATORS. Proceed to the nearest safe stairway.
• Be certain all persons in the area are evacuated immediately.
• Help those who need special assistance - disabled, small children, etc.
• Report immediately to the designated assembly area (Region 6-Muir Field) to do a headcount.
• Wait for instructions from emergency response personnel.

Emergency Phone Numbers
Campus Police.................................... (858) 534-4357
UCSD Medical Center..6111
Poison Control Center........................ (800) 222-1222
UCSD Emergency Status Phone No.... (888) 308-8273

C. Equipment

Fax Machine
The department fax number is (858) 534-8566. The fax machine, located in H&SS 7009, is for use by faculty, staff and graduate students. If you want to send a fax and need assistance, see **Susanne Degher**. If you receive a fax, it will be placed in your mailbox.

Instructions for sending a fax are located above the fax machine. Please note, if you wish to send a long distance fax you will need to dial in your long distance access code.

Scanner/Color Printer
There is a combined scanner/color printer located in Room 7009. The scanner is available for use which can be used by faculty, staff and graduate students. However, the printer is only available for faculty and staff. Instructions for its use are directly above the machine.

D. Facilities
To request non-urgent building alterations, repairs, maintenance, cleaning, or sign fabrication services, contact **Andy Liedholm** to complete an Online Work Request.

For urgent requests during business hours, (7 a.m. to 9:30 p.m. weekdays), call the Customer Relations help desk, (858) 534-2930.

For urgent requests after business hours, call (858) 534-2930, and your call will be forwarded to a voice-messaging system. (For emergencies, you will be instructed to dial "03" to forward your call to the Central Utilities Plant for immediate response. Be prepared to provide detailed information so the Central Plant operator can assess the situation.)

Report all major facilities related issues to **Andy Liedholm**.

E. Mailing Lists - Electronic
The department uses several e-mail listserves including philfac@ucsd.edu [faculty only], philgrad@ucsd.edu [graduate students only], philstaff@ucsd.edu [staff only], and philall@ucsd.edu [faculty, grads, staff and affiliates]. You should be subscribed to philfac and philall, but can use the other lists to contact graduate students, staff, etc. UCSD has campus-wide lists that you might be interested in joining such as UCSD Notices, General Campus Fliers, and Academic Fliers. For more information, go to "How to Subscribe to UCSD Notices and Fliers".

F. Mail
Mail codes are used to send intercampus mail; the Philosophy Department's mail code is 0119. Index numbers can be used to send mail off campus. Write your index number where a postage stamp would be placed and leave the parcel in the "Off Campus" mail basket in the copy room. A U.S. post office is located in Price Center East.

Address to use for receiving mail from off-campus:
        University of California, San Diego
        [Your Name], Philosophy Department
        9500 Gilman Drive, #0119
        La Jolla, CA 92093-0119

To mail packages: Either use Desktop Shipping Services or consult **Susanne Degher** for assistance. See here for options for sending domestic packages via Federal Express, UPS and Express Mail.

G. Office Space
Offices are assigned to faculty, staff, and graduate students depending on availability. Lecturers may be assigned a shared office. Office space is not available for visiting scholars. **Debbie Ambrose** is responsible for assigning department space in the Philosophy Department which includes office space for faculty and graduate students. Find departmental policy at Space Assignment Policies. Also refer to the department's Floor Plan for office assignments and locations.

Keys

Susanne Degher distributes keys for assigned space. A $10 replacement fee is collected per lost key.

Non-office Space

H&SS 7001:	Faculty & Staff Lounge
H&SS 7009:	Office Equipment Room
H&SS 7076:	Philosophy Department Lounge
H&SS 7086:	Office for Students with Disabilities (OSD) Exam Room
H&SS 7077:	Seminar Room
H&SS 7096:	Graduate and Visiting Scholar Mail Room
H&SS 8025:	Departmental Library
H&SS 8033:	Undergraduate Lounger and Journal Archive

Room Reservations
Susanne Degher keeps the schedules for the department seminar room and library; you may view room availability here: http://philosophy.ucsd.edu/resources/reservations.html.

H. Security
It is recommended that faculty members lock their offices whenever they leave, even if only for a brief time, and keep personal possessions safe-guarded.

I. Supplies

Standard Office Supplies
The department provides you with standard office supplies such as pens, pencils, paper clips, staples, etc. E-mail **Susanne Degher** if you need standard office supplies.

Non-standard Office Supplies
Non-standard office supplies (i.e. specific colored file folders, special order desktop items, etc.) may be purchased with your faculty allowance or research funding: please consult **Susanne Degher** for purchasing procedures and if you need assistance placing an order.

Paper
The department provides you with **up to** one case (10 reams) of copy paper per year. If you need more than one case in one year, you may purchase additional reams using your faculty allowance or research funding.

Printer Toner/Cartridges
The department will provide toner cartridges for your primary workstation. You are responsible for supplying your secondary workstation if you have one. Let **Susanne Degher** know when you need a new toner cartridge. She will most likely have to order the cartridge which may take up to 3 days to receive. When your toner cartridge comes in, exchange the old, empty cartridge for the new one and return old cartridges to **Andy Liedholm** for recycling.

J. Telephone
Campus telephones are reached by dialing the last five digits of the phone number. For example, the number 858-53**4-3070** can be reached from a campus phone by dialing **4-3070**. For local off-campus calls (area codes 858 or 619), dial "8" followed by the 7-digit number. Long distance calls require a code which **Susanne Degher** can provide for you. To enter additional phone digits via automated phone triages, press "9" to allow for digit entry.

V. INFORMATION TECHNOLOGY
The first point of contact for all department technical issues is **Andy Liedholm**, our "PhilTech", at 858-534-7748. If he cannot handle the problem, he will refer the issue to the most appropriate resource.

Susan Winchester is your Departmental Security Administrator (DSA) who you can contact to set up and maintain departmental access to UCSD's computing, networking, and information resources.

A. Computer Replacement Policy

Currently the department has a commitment to replace outdated equipment not less than 5 years old and on an as needed basis. For policy, go here. Before purchasing replacement equipment, please consult **Susan Winchester**.

B. Computing Use Policy

The university has strict guidelines on the use of university computing resources and privacy. For policy highlights, see the department's Computing Use Policy.

C. Other Contact Information

If Andy is unavailable due to the part-time nature of his position and your issue is urgent, please contact one of the following other resources:

Desktop/Storage Support
Jacobs School of Engineering
E-mail: dehelp@soe.ucsd.edu
Phone: 858-534-8938

E-Mail, including usernames/passwords
ACT Help Desk
E-mail: acthelp@ucsd.edu
Website: http://blink.ucsd.edu/technology/e-mail/index.html
Phone: 858-534-1853 weekdays 7 a.m. - 7 p.m.
Visit: combined ACMS/ACT Help Desk in AP&M 1313, weekdays 8 a.m. - 4:30 p.m.

Hardware/Computer Repairs
Academic Computing & Media Services (ACMS)
E-mail: operations@ucsd.edu
Website: http://acms.ucsd.edu/contact.shtml

Website
Campus Web Office
E-mail: campusweboffice@ucsd.edu
Phone: 858-822-3308
Website: http://cwo.ucsd.edu/

VI. INSTRUCTIONAL SUPPORT

You may also refer to the Faculty Resources webpage under "Instructional Support" for additional information.

A. Course Approvals

When a faculty member wishes to propose a new course, a course description (about 40 words) needs to be submitted to **Nancy Guerrero** who will generate a course approval form. The course must be approved first by the Department Chair then by CEP (Committee on Educational Policy). It is recommended that new course approvals be **submitted at least two quarters prior** to the quarter when the course will be taught.

B. Course Evaluations

Campus: All courses are now automatically CAPED. Each quarter, CAPE (Course and Professor Evaluations) will remind students to complete the CAPE online. Please see their website for more information or e-mail them at cape@ucsd.edu.

Departmental: The department has evaluations which faculty are required to circulate to the students in at least one undergraduate course each year although faculty are strongly encouraged to issue department evaluations for every undergraduate course. These questionnaires will be placed on file in the department office. See **Nancy Guerrero** ~~Nancy~~ for more information.

A separate call for graduate student evaluations will be issued by **Nancy Guerrero** at the end of each quarter. Those evaluations will be solicited directly to the students.

The department as well as CAPE reviews, along with graduate student evaluations, will be submitted to the various university review committees with review and advancement files.

C. <u>Course Materials</u>

Desk Copies
Well in advance of the new quarter, professors should check to see if they have any extra/existing copies of textbooks to be used for that quarter. Please provide any copies to your TA(s). If you do not have any extra desk copies available, e-mail the UCSD Bookstore order confirmation to **Nancy Guerrero** and allow 3 weeks for delivery. The department highly encourages you to recycle any desk copies and to take advantage of free desk copies from the publisher as often as possible.

Textbook Adoption
Books can be ordered from UCSD Bookstore or Groundwork Books. Click here for the UCSD Bookstore online adoption form.

Textbook Reserves
Faculty may reserve books for their classes by filling out a Reserve Booklist form. The form is submitted electronically or it can be sent to Geisel Library, mail code 0175-L.

D. <u>Course Planning and Scheduling</u>
Courses are deleted by CEP if they are not taught in 3-5 years. It is possible to reinstate a course when circumstances have changed.

Absences
If you are sick or will be missing a class, please e-mail your students through *Blink* and inform **Nancy Guerrero** as soon as possible so that we can post a note on the classroom door. If you need to be absent during Final Exams Week, special approvals from the Dean, Senior Vice Chancellor-Academic Affairs, and CEP are required. Please see procedures and forms for making this request in section II above, Academic Affairs, "Faculty Leaves/Absences".

Room Changes
Once the Registrar's deadline for the "Last Look" is past and the Schedule of Classes is posted online, scheduled class times cannot be changed except when there is a serious conflict or when the assigned classroom will not accommodate the class. Instructors should see **Nancy Guerrero** if clarification is needed.

Scheduling
The fall schedule of classes is due at the Registrar's Office in February, the winter schedule is due in mid-July, and the spring schedule is due mid-November. **Nancy Guerrero** will request preferred teaching times and days from faculty; however, preference must be adjusted to accommodate space availability as determined by the Registrar's Office.

Undergraduate courses are taught in either three (3) 50 minute blocks (MWF) or two (2) 80 minute blocks (TuTH). MW or WF classes must be scheduled after 5:00 pm. Discussion sections are scheduled by the Registrar's Office. Once a course has been scheduled and students have enrolled, the schedule cannot be changed.

Syllabi
According to University policy, the department must have a syllabus on file for each undergraduate course taught. Each quarter **Nancy Guerrero** ~~Nancy~~ will request an electronic copy of the syllabus to post on the philosophy website.

Teaching Load Requirement
Faculty members in the Philosophy Department are currently required to teach 4 courses per year barring exceptions or adjustments. See the Philosophy Department Faculty Workload Policy for details. Courses that are deleted due to low enrollment will be owed to the department at a later date. Courses are subject to cancellation based on the following enrollments:

> **Lower Division - fewer than 12 students**
> **Upper Division - fewer than 8 students**
> **Graduate Level - fewer than 4 students**

Nancy Guerrero will ask for information each November to begin curriculum planning for the following academic year. Please complete the teaching preferences questionnaire and return it by the requested deadline, and keep in mind that although it is a priority to honor all requests, sometimes it is not possible.

E. **Media Services**
   All general use lecture halls and classrooms are equipped with a media station (microphones, video projectors, overhead projectors, DVD, CD, VHS, etc.). Please see the Media Services website for more information; they offer classes on the use of the equipment. For other A/V requests, e-mail **Nancy Guerrero**~~Nancy~~.

   Projectors
   The department has two projectors available for check-out. The projectors are located in the Fax Room's (H&SS 7009) supply cabinet. The projectors are available on a "self serve" basis; please use the clipboard attached to the supply cabinet to sign in/out equipment.

F. **Office Hours**
   University rules stipulate that faculty post office hours and be available for consultation with students. These hours should be staggered in order to accommodate students. Please make an effort to establish your office hours by the end of the first week of the quarter and provide **Nancy Guerrero** with the information. They will give you a door card on which you can write in the information to post on your door.

G. **Summer Session**
   Summer Session will send out information about summer teaching and how to propose a course online. **Nancy Guerrero** is the department course coordinator for Summer Session.

   Summer Session is a self-supporting organization which operates outside of the normal academic year. The department receives no enrollment credit or financial support for these courses. A special index number is used for all summer session purchases including supplies and photocopies. See **Susanne Degher** for the summer session index number.

   Summer Session Payroll: **Catherine Asmann** handles TA and temporary instructional staff; **Leah Tamayo-Brion** handles faculty.

H. **Teaching Assistants (TAs)**
   Questions concerning TAs should be directed to **Catherine Asmann**.

Teaching Assistants are almost always appointed at 50% time, though occasionally are appointed at 25% time. No graduate student can work more than 50% time without an exception approved by the Dean of Graduate Studies with 75% time being the maximum appointment possible. Non U.S. students are not permitted to work more than 50% time.

A Teaching Assistant (TA) assists in the instruction of an upper or lower division course at the University under the supervision of a faculty member. The TA primarily assists the faculty member in charge of the course by conducting discussion or laboratory sections that supplement faculty lectures and by grading assignments and examinations. A TA may also assist with the development of assignments or exams, hold office hours and proctor examinations. The general instructional content of the course, as well as the official assignment of student grades and decisions on grade appeals, are the responsibility of the faculty member in charge of the course. In no instance shall a Teaching Assistant be assigned responsibility for the entire instruction of a course.

TAs are represented by a union. Please refer to the Academic Student Employees Unit union contract for details of appointments, work rules and other important data.

Each instructor must complete a Description of Duties form for each TA s/he will supervise. This form must be mutually approved and a copy given to **Catherine Asmann not later than 3 days prior to the start of instruction**. In the event that there is disagreement, Catherine must be informed and steps will be taken to solve the problem.

VII. STUDENT AFFAIRS

A. Graduate Program
Catherine Asmann is the person responsible for answering any questions related to the department's Graduate Program and is available for advising students. **Rick Grush** is the faculty contact in his role as Director of Graduate Studies (DGS).

The department employs a service for placement, Interfolio. You are eligible for an Interfolio allowance while on the job market: contact **Catherine Asmann** for details.

B. Undergraduate Program
The Philosophy Undergraduate Program offers a Bachelor of Arts and a minor in Philosophy. **Nancy Guerrero** is your contact for Undergraduate Program issues. **Clinton Tolley** is the faculty contact in her role as Director of Undergraduate Studies.

1. **Academic Integrity**
Suspected cases of academic dishonesty should be reported to the Academic Integrity Coordinator. If a grade must be reported before the case is resolved, the grade should be "IP." Click here for the full Academic Integrity Policy.

Turnitin.com has been used for courses in the Philosophy Department. If you're interested in using turnitin.com for your course, please contact the Academic Integrity office at (858) 822-2163.

2. **Advising**
Nancy Guerrero is available to advise students on major and minor requirements, double major planning and petitions. The Faculty Advisor, **Clinton Tolley**, reviews and signs most petitions, including petitions for transfer and EAP/OAP courses.

3. **Class Rosters/Waitlists**
Class rosters can be downloaded from Blink under the "Instruction Tools" tab and printed at the beginning of each quarter. They will be useful during the first two weeks (the enrollment period) of each quarter.

Directions for downloading class rosters:
1. Go to Blink Tabs.
2. Click on the student/class info tab.
3. Click on class list.
4. Enter your user name and password.
5. Enter the **course ID number** (you can enter more than one at a time), or search for the course.
6. Click the circle next to **print course roster** and submit. You will then have a printable version of your course list. For waitlists, follow steps 1-5 and click on the circle next to **print course roster** under the **waitlist** column.

4. **Commencement Ceremony Representatives**
   Each faculty member is assigned to one of the six colleges at UCSD. The Philosophy department must be represented at each of the college commencement ceremonies, so a rotation by last name has been put in place to determine who will represent the department regardless of one's specific college affiliation. An e-mail is sent out early in the year notifying the six faculty members who must attend. If you cannot attend, it is your duty to find someone (preferably due up the following year) who will swap with you. Then you need to inform both **Nancy Guerrero** and the Chair of the swap. If for some reason you cannot find someone to swap with you, then it is your duty to inform the appropriate college that there will be no representative from our department because you cannot attend. Moreover, you will also automatically become first in line for commencement duty the following year.

5. **Concurrent Enrollment through UCSD Extension**
   Names of concurrently-enrolled students do not appear on regular class rosters, but on separate listings forwarded by UCSD Extension. When space is a problem in a class, regularly-enrolled students take priority over concurrently-enrolled students since the department does not get enrollment credit for the latter.

6. **Department Awards**
   The department gives out one award each year, the **Eric Paul Allison (EPA) Award**, which is given to an outstanding graduating senior who plans to attend graduate school the following year. There is a monetary prize given with the award. The award is not publicized to students and is not given out if a student is not identified who meets the qualifications.

7. **Education Abroad and Opportunities Abroad Programs**
   Faculty may direct students to **Nancy Guerrero** for information on the study abroad programs.

8. **Enrollment Procedures**
   The following courses require department authorization: PHIL 191A and PHIL 191B (Honors Seminar), PHIL 192 (Senior Seminar), PHIL 199 (Independent Study).

   Undergraduates who wish to enroll in graduate seminars need the instructor's signature on an add card and must take the add card to the Registrar's Office.

   Students may contact you asking for permission to enroll in a class for which they have not met the prerequisites or when the class is full. In most cases, a student can be excused from the prerequisites or exceed the enrollment limit at the instructor's discretion by obtaining the permission of the instructor. An e-mail to **Nancy Guerrero** granting the exception is sufficient to process the preauthorization in most cases.

   When a class is full, students can waitlist for the class. As space becomes available, students are automatically added to the class. In fairness to all students, the department does not override a waitlist; however, Instructors can override the enrollment limit as long as the class does not exceed the classroom capacity. E-mail your request to **Nancy Guerrero** and include the student's PID #. Once cleared, the student will be able to enroll.

After the first two-week add/drop period, if the student was unable to enroll in the course due to circumstances beyond their control, "adds" are required to submit a Student Petition with instructor signature and department approval. Students dropping a course after the last day of week four will receive a "W" (withdraw) on their transcripts. The final day to withdraw from a course is the last day of week nine.

9. **Exams (Midterms, Finals, Final Papers and Make-Up Exams)**
Instructors must give midterm exams during regularly scheduled class hours unless an alternate time is published in the syllabus at the beginning of the quarter.

Final exams are scheduled by the Registrar's Office and are required in all undergraduate classes, except laboratory classes. The Final Exam Schedule is on the Registrar's website. Prior to finals week exam, room assignments are posted on the Schedule of Classes. Faculty members (including visiting faculty) must be available to students during final examination week up to the time when the final examinations of their courses are given and be physically present in the examination room for the entire final examination. In the event you need to be absent for any portion of final exams week, a request must be submitted to CEP 6-8 weeks in advance. See section on "Absences" above for more information.

University policy states that students may not be given a final exam nor have final papers due prior to the date of the final exam as scheduled by the Registrar's Office.

Make-up exams can be given and should be scheduled by the instructor and the student needing to take the exam. The instructor of the course is responsible for proctoring make-up exams.

Please see **Nancy Guerrero** if you need a room for a review session or make-up exam.

Student papers can be left under the mail boxes for pick up only if they have signed the Buckley Waiver on the back of the blue book. All other papers must be returned by the instructor or TA(s). Papers left under the mail boxes will be held for one quarter then recycled.

10. **Forms**
Enrollment and Academic forms are now available on *Blink* under "Faculty and Staff Resources". These forms are also available in the undergraduate office. Faculty and students may consult the undergraduate office regarding rules and procedures for the following forms:

- Correction of Grade/Clerical Error: These forms are used to change a submitted grade because of a clerical or procedural error. The instructor fills out the form and submits it to the undergraduate office for processing. These forms may not be given to students.

- Undergraduate Student Petition: This is a multi-purpose form used to transfer courses from other colleges and universities (including study abroad) and apply them to the major, to correct enrollment errors, and to make exceptions to major and minor requirements. Student petitions are available in the undergraduate office and should be returned to **Nancy Guerrero** for processing.

- Independent Study application: This form is submitted when a student would like to enroll in an independent study course (Phil 199).

- Honors Nomination: This form is available in the undergraduate office for students interested in applying for the Philosophy Honors Program.

11. **Grades**

Students wishing to know grades should check *TritonLink*. The Department does not give out grades to students. It is also against University regulations to post grades due to privacy laws.

Grade sheets will be delivered to your mailbox during the 10th week of classes. All grade sheets should be returned to **Nancy Guerrero**. It is the responsibility of the instructor to personally hand-deliver to the Registrar any grades turned in after the deadline, as well as to provide Nancy with a copy.

University policies regarding grades and grading can be found on *Blink* at: About Grading Processes, Grading System and the Academic Senate Regulations.

Grading policies for graduate courses differ slightly from undergraduate courses. Please see **Catherine Asmann** if you have questions about graduate student grading.

12. **Honors Program**
In addition to college honors, students in the Philosophy Department can apply for the departmental honors program. During the fall and winter quarters, honors students engage in thesis research (PHIL 191A and 191B) supervised by a faculty sponsor. In addition to the usual major requirements for graduation, an honors student is required to present a senior honors thesis at the end of winter quarter. The award of "Philosophy Honors" is based upon the successful completion of PHIL 191A and 191B in addition to the senior honors thesis. Honors students are expected to maintain an average of 3.7 GPA in Philosophy and 3.25 overall. A faculty committee is formed to review the thesis and determine the level of honors awarded to the student.

13. **Office for Students with Disabilities**
Students who need special exam accommodations should visit the Office for Student with Disabilities before each quarter to register. OSD will assist you with making arrangements for students and can provide an exam space and proctor with 5 working days' notice if such arrangements are noted in the student's "Letter for Accommodation"; otherwise, please contact **Nancy Guerrero** to reserve department space for the exam. You will need to make arrangements for a proctor.

14. **Philosophy Club**
Nancy Guerrero is the staff contact for the Philosophy Club which runs a website - http://ucsdphilclub.wordpress.com/ - and also meets regularly during the academic year.

15. **Undergraduate Seminars**
The Philosophy Department teaches at least one freshman seminar each quarter. Freshman Seminars are currently taught on a voluntary basis, but it is expected that each faculty member will teach a seminar every few years. They do not count toward your regular course load, but faculty members are compensated for teaching a seminar.

16. **Web Resources**
To access these resources, you need your single sign on (SSO) username/password. If you have not already set up an account, go here to self-register.

- *Blink*: One of the many online resources for faculty at UCSD is the *Blink* website. The website has a variety of information including information about students and classes. Under the student/class info tab you will be able to look up information on students, class lists, exam policies, etc.

- *TritonLink*: *TritonLink* is used by students to get information about grades, their class schedule, registering for classes, etc. Faculty and staff can sign on through *Blink* and see the same information that students see.

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Appendix A.   STAFF by FUNCTION

Phone Extensions: 858-53**4**-XXXX or 858-82**2**-XXXX

ACADEMIC AFFAIRS	Staff Member	Phone Ext.
Academic Personnel	D. Ambrose	4-3074
Academic Compensation	D. Ambrose	4-3074
Academic Reviews	D. Ambrose	4-3074
Academic Leaves/Sabbaticals	D. Ambrose	4-3074
Appointments – Faculty	D. Ambrose	4-3074
Appointments –Temp Instructional Staff	C. Asmann	4-3076
Payroll/Benefits – Faculty	S. Winchester	4-3071
Payroll/Benefits – Temp Instructional Staff	C. Asmann	4-3076
Recruitment - Faculty	S. Winchester	4-3071
Summer Session – Faculty Appointments	N. E. Guerrero	4-3077
Summer Session – Temp Instructional Staff	C. Asmann	4-3076
Visiting Scholar Program	S. Winchester	4-3071

FISCAL AFFAIRS	Staff Member	Phone Ext.
Audit Support & Compliance	D. Ambrose	4-3074
Block Grant	C. Asmann	4-3076
Budgets	D. Ambrose	4-3074
Faculty Research: Contracts & Grants (Post-Award)	S. Winchester	4-3071
Faculty Research: Pre-Award Proposals	S. Winchester	4-3071
Entertainment	S. Winchester	4-3071
Expense Reimbursements	S. Winchester	4-3071
Financial Reporting	S. Winchester	4-3071
Fund Management	S. Winchester	4-3071
Purchasing	S. Winchester	4-3071
Strategic Planning	D. Ambrose	4-3074
TA/Temp FTE Budgets	C. Asmann	4-3076
Travel	S. Winchester	4-3071

GENERAL ADMINISTRATION	Staff Member	Phone Ext.
Conference/Speaker Program Coordination	~~S. Winchester~~S. Degher	4-307~~1~~0
Equipment Inventory	S. Winchester	4-3071
Facilities Issues	D. Ambrose	4-3074
ID Cards	S. Winchester	4-3071
Keys	~~S. Winchester~~S. Degher	4-307~~1~~0
Office Set-Up (new Faculty)	S. Winchester	4-3071
Photocopying~~/RISOgraph~~ (Staff/Office of Chair)	S. Degher	4-3070
Room Scheduling	S. Degher	4-3070
Space Assignment/Allocation	D. Ambrose	4-3074
Supplies	S. Degher	4-3070

HUMAN RESOURCES	Staff Member	Phone Ext.
Compensation - Staff	D. Ambrose	4-3074
Employee/Labor Relations	D. Ambrose	4-3074
Payroll/Benefits – Staff, Student Employees	S. Winchester	4-3071
Performance Management/Appraisals	D. Ambrose	4-3074
Recruitment – Staff, Student Employees	S. Winchester	4-3071
Staff Supervision	D. Ambrose	4-3074

Timekeeping	S. Winchester	4-3071

INFORMATION TECHNOLOGY	Staff Member	Phone Ext.
Departmental Security Administration (DSA)	D. Ambrose	4-3074
Desktop Computing Support	PhilTech	4-7748
E-mail: Accounts, Usernames & Passwords	ACT Help Desk	4-1853
Hardware/Software Service and Maintenance	PhilTech	4-7748
Network Administration	PhilTech	4-7748
Purchasing (Computing)	S. Winchester	4-3071
Server/Storage (Departmental) Management	PhilTech	4-7748
Server/Storage (Jacobs School) Management	JSOE Help Desk	4-7748
Technical Troubleshooting	PhilTech	4-7748
Website Development/Maintenance	PhilTech	4-7748
Website – Content Managed Site (CMS)	CWO	4-7748

STUDENT AFFAIRS	Staff Member	Phone Ext.
Catalog Copy	N. E. Guerrero	4-3077
Course Evaluations (Departmental & CAPE)	N. E. GuerreroS. Degher	4-30707
Course Scheduling	N. E. Guerrero	4-3077
Curriculum Planning	N. E. Guerrero	4-3077
Degree Checks - Undergraduates	N. E. Guerrero	4-3077
Grade Changes/Reports	N. E. Guerrero	4-3077
Graduate Admissions & Advancements	C. Asmann	4-3076
Graduate Advising	C. Asmann	4-3076
Graduate Appointments: GSRs, TAs, Readers, Assoc Ins, Postdocs	C. Asmann	4-3076
Graduate Payroll/Benefits: GSRs, TAs, Readers, Assoc Ins, Postdocs	C. Asmann	4-3076
Graduate Placement	C. Asmann	4-3076
Graduate Policies & Procedures	C. Asmann	4-3076
Graduate Support	C. Asmann	4-3076
TA/Reader Assignments	C. Asmann	4-3076
Desk Copy Ordering	N. E. Guerrero	4-3077
Summer Session – Graduate Students, TAs, Temp Instructional Staff	C. Asmann	4-3076
Undergraduate Advising	N. E. Guerrero	4-3077
Undergraduate Intake Services	S. Degher	4-3070
Undergraduate Outreach/Events	N. E. Guerrero	4-3077
Undergraduate Policies & Procedures	N. E. Guerrero	4-3077

DEPARTMENT OF PHILOSOPHY
Faculty and Staff Roster - September 2011

Name	Title	E-Mail Address	Phone Ext.*	Room**
Ambrose, Debbie	*ABO*	dambrose@ucsd.edu	4-3074	7042
Anagnostopoulos, Georgios	Professor	ganagnostopoulos@ucsd.edu	4-3072	8034
Arneson, Richard	Professor	rarneson@ucsd.edu	4-6810	8057
Asmann, Catherine	*Graduate Coordinator*	casmann@ucsd.edu	4-3076	7024
Bazargan, Saba	Asst Professor	sbazarga@ucsd.edu	2-2685	8061
Bechtel, William	Professor	bill@mechanism.ucsd.edu	2-4461	8076
Brink, David	Professor	dbrink@ucsd.edu	4-4881	8016
Callender, Craig	Professor	ccallender@ucsd.edu	2-4911	8077
Cartwright, Nancy	Professor	ncartwright@ucsd.edu	4-3073	7023
Churchland, Patricia	Professor Emerita	pschurchland@ucsd.edu	4-6811	8012
Churchland, Paul	Professor Emeritus	pchurchland@ucsd.edu	4-6811	8012
Cohen, Jonathan	Professor	joncohen@aardvark.ucsd.edu	4-6812	8072
Degher, Susanne	*Intake Advisor/Admin Asst.*	sdegher@ucsd.edu	4-3070	7002
Doppelt, Gerald	Professor	gdoppelt@ucsd.edu	4-2933	7013
Grush, Rick	Professor	rgrush@ucsd.edu	2-4440	7038
Guerrero, Nancy	*Undergraduate Coordinator*	neguerrero@ucsd.edu	4-3077	7030
Hardimon, Michael	Assoc Professor	mhardimon@ucsd.edu	2-0473	8084
Johnson, Monte	Assoc Professor	monte@ucsd.edu	2-4515	7058
Nelkin, Dana	Assoc Professor	dnelkin@ucsd.edu	2-0472	8004
Rickless, Samuel	Professor	srickless@ucsd.edu	2-4910	8009
Rutherford, Donald	Professor and Chair	drutherford@ucsd.edu	2-1655	7010
Sher, Gila	Professor	gsher@ucsd.edu	4-8504	8042
Tolley, Clinton	Asst Professor	ctolley@ucsd.edu	2-2686	8018
Watkins, Eric	Professor	ewatkins@ucsd.edu	2-0082	8062
Winchester, Susan	*Fiscal/HR Specialist*	swinchester@ucsd.edu	4-3071	7066
Wuthrich, Christian	Asst Professor	wuthrich@ucsd.edu	4-6548	8047
MAIN OFFICE		philoffice@ucsd.edu	4-3070	7002
DEPARTMENT FAX Machine			4-8566	7009
Journal Office			2-2697	2064
PHIL TECH: Liedholm, Andy		philtech@ucsd.edu	4-7748	7017
Seminar Room			4-2853	7077

*Phone Extensions: 858-53<u>4</u>-XXXX or 858-82<u>2</u>-XXXX
**Humanities & Social Sciences (H&SS) Building, 7th and 8th Floors