UNIVERSITY OF ILLINOIS

SCHOOL OF LITERATURES, CULTURES AND LINGUISTICS

FOREIGN LANGUAGES BUILDING

FACULTY/TA/STAFF GUIDE
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**SLCL GUIDE BOOK**

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WELCOME and INTRODUCTION

Welcome to a new academic year at the University of Illinois, School of Literatures, Cultures and Linguistics (SLCL), located in the Foreign Languages Building (FLB).

The School of Literatures, Cultures, and Linguistics (SLCL) studies and teaches languages, literatures, religions, cinemas, and other cultural productions from across the globe, making new and significant contributions to the understanding of a diverse human experience. Bringing 14 departments and programs together under one administrative umbrella, SLCL was created in 2007 to foster interdisciplinary and interdepartmental initiatives. The School's collaborative environment promotes world-class research agendas, innovative teaching, opportunities for outreach and community service, and enhanced learning experiences for students.

SLCL provides instruction in more than 35 languages to students from across campus, and we offer study abroad residential programs that have served more than 500 participants since 2009. These programs immerse Illinois students in the languages and cultures of Austria, France, Japan and Spain, providing participants with excellent career opportunities in an ever-expanding global environment.

ORGANIZATION

The School of Literatures, Cultures and Linguistics consists of the Department of the Classics; the Program in Comparative and World Literature; the Department of East Asian Languages and Cultures; the Program in Foreign Language Teacher Education; the Department of French and Italian; the Department of Germanic Languages and Literatures; the Department of Linguistics; the Program in Medieval Studies; the Program in Modern Greek Studies; the Department of Religion; the Program in Second Language Acquisition and Teacher Education (SLATE); the Department of Slavic Languages and Literatures; the Department of Spanish and Portuguese; the Center for Translation Studies.

The Director is responsible for the coordination of interdisciplinary and interdepartmental programs in the School and serve as liaison between the School and the College of Liberal Arts and Sciences and with other administrative units of the University.

The Executive Committee works with the Director to develop and execute policy and transact such business as may be delegated to it by the faculty or by the Director. It shall advise the Director on all significant space proposals, on significant financial commitments of the School, including the use of the building fund, and on the appointment of all standing and ad hoc committees. The Committee of six members rotates through units. The current SLCL Executive Committee members are:

Karl Niekerk, Germanic Languages and Lit  Jon Ebel, Religion
Brett Kaplan, Comparative and World Literature  Ryan Shosted, Linguistics
Jon Solomon, Classics  Dan Shao, East Asian Languages and Cultures
The standing committees of the School are **Faculty Appeals Committee**. Ad Hoc Committees may be initiated, such as the “ATLAS/SLCL Technology Committee.” For additional information, please see the By-Laws posted on the SLCL website.

**SLCL SPACE ALLOCATION POLICY**

The allocation of space is an administrative function is assigned to the School of Literatures, Cultures, and Linguistics, and administered by the Director. The Director's Office oversees and determines the allocation of space for instructional, research, and administrative functions. The School has space available in the Foreign Language Building and the Annex at 1207 West Oregon. Space is loaned to the School by the Office of the Provost and is temporarily allotted to departments on yearly need based metrics.

For additional information, please see the SLCL Space Allocation Policy on the SLCL website.

**AWARDS, SCHOLARSHIPS AND FUNDS IN SLCL**

for additional information [http://www.slcl.illinois.edu/internal/](http://www.slcl.illinois.edu/internal/)

**Marita Romine Distinguished Staff Service Award**-annual honors a selected staff member for outstanding contributions to the School.

**Douglas A. Kibbee Prize**-awarded annually to the recipient of an SLCL Dissertation Completion Fellowship whose dissertation project is judged by the School’s Executive Committee to be the most outstanding.

**The Frances E. Smith Scheidel Scholarship Fund**-awarded to undergraduate students majoring in one of the departments within SLCL who have overcome significant hurdles to achieve academic success.

**Allison Livesay McDougall Global Languages Scholarship Fund**-awarded to meritorious students with a demonstrated financial need majoring in a foreign language

**SLCL Small Colloquia, Workshops, Roundtables, Etc. (5-15 speakers)**-up to $2,500

**SLCL Major Conferences** (More than 15 speakers)-up to $5,000

**SLCL Humanities Fellowships**-three years

**SLCL Dissertation Completion Fellowship**-one year

**SLCL Initiative on Undergraduate Research**- faculty-initiated research projects that will allow for the involvement of undergraduate students who have not yet decided on their own research topic
Ground (G) level (Basement) – designated as classroom space.

ATLAS (Applied Technology for Learning in the Arts & Science) manages the computer lab in G8 and other computer classrooms. They provide video, teleconferencing, computer assistance, and a host of other services. Please visit their web site for more information: http://www.atlas.illinois.edu.

Research labs:

- Electrophysiology & Language Processing Laboratory
- Discourse, Social Interaction & Translation Laboratory
- Illinois Phonetics & Phonology Laboratory
- Second Language Acquisition & Bilingualism Laboratory
- Computational Linguistics Laboratory

1st Floor – designated classroom space. Lucy Ellis Lounge (1080) is available for receptions, lectures, workshops and other events. It is equipped with a computer, LCD projector, microphone, and small kitchen (see Conference Rooms page 12).

2nd Floor

Reception area, and administrative support staff for Slavic Studies, East Asian Languages and Cultures, French and Italian, Germanic Languages and Literatures, Comparative and World Literatures, and Religion departments.

3rd Floor

Student Services, Human Resources, Business Office, Facilities Services, and Outreach and External Relations.

4th Floor

SLCL Director’s Office, administrative support staff for Spanish and Portuguese, Classics, and Linguistics Departments, Program in Second Language Acquisition and Teacher Education, Medieval Studies and Center for Translation Studies.
GENERAL SLCL INFORMATION

SLCL Administrative Offices hours:  
M-F 8:30am-Noon  
1:00-4:30pm.

The Foreign Languages Building’s open hours:  
M-F - 7AM-10PM (6PM F)  
Saturday - 7AM-6PM  
Sunday – 12PM-10PM

Campus Building Opening/Closing schedule can be found at https://registrar.illinois.edu/specifications.

If there is a problem (ex: plumbing, heating/cooling, electrical, etc.), within the building please report it to slcl-facilities@illinois.edu.

Office Assignment  
Departments are allocated office space in the FLB based on their number of FTE (Full-Time Equivalent) positions. The Department Support will inform you of your office assignment.

Keys  
The Department Support for your department will be issued by SLCL Facilities. You will be required to sign a key authorization card. If lost, there may be a fee for key replacement.

Telephone/Fax  
Telephone arrangements vary by department; the Department will request a campus Lync phone number for you if appropriate. When making a call on campus you need only dial the last five digits of the telephone number (ex: 4-3250). If you need a headset for use with your phone, please ask the Departmental Support.

Fax machine is located in the 3rd floor offices and are to be used for business purposes only. Please ask the Department Support for your department’s procedures.

Office Supplies  
General-use office supplies are dispensed by the receptionist on the 2nd floor. A sign-out sheet should be completed with your name and department affiliation. Special supply orders should be discussed with your Department Support.

Mail  
You will be assigned a mailbox to be used for University business purposes.

Campus mail comes in daily (Mon.-Fri.) after 10 a.m.

Outgoing U.S. mailboxes are located in the 2nd and 4th floor offices. Mail should be dropped off before 9:00 a.m. to go out the same day. Outgoing mailboxes are for business purposes only.

University Mailing Services does not pick up personal mail. There is a U.S. (blue) mailbox at the corner of Oregon and Goodwin (1 block to the east of FLB). A U.S. Post Office is located in Altgeld Hall (northwest corner of the Quad on the Wright St. entry — the west side of the building)
UI Identity Card (I-card)
The I-card is the official University of Illinois identification, your card contains your University Identification Number, known as UIN. The campus ID Center is located in the Illini Union Bookstore, at 809 S. Wright Street in Champaign. It is open 9 a.m.– 5 p.m., Monday–Friday.

Technology Services
Technology Services (formerly CITES) is the provider of campus-wide computing, networking, telephone, and instructional technology services. http://techservices.illinois.edu/about-us

ATLAS: Applied Technologies for Learning in the Arts and Sciences
ATLAS manages support for the College of Liberal Arts and Sciences (LAS). Computer Specialist Keith Frazier is our resident computer technology support representative. For assistance with computer issues submit a request on the webpage https://www.atlas.illinois.edu/

LISTSERVS
SLCL and departments maintain LISTSERVS for internal communications, announcements, etc. You will be added to your departments’ LISTSERVS automatically. You will have the option to sign up for others.

Campus Security
Please lock your office door when you leave, to secure your possessions.
Please visit the campus web page for more information about security across the UIUC campus. http://www.dps.uiuc.edu/.

ACADEMICS AND RESEARCH

Teaching Assignments
The department Head/Chair or designee will work with you to establish your teaching assignments. Classes are taught on Monday, Wednesday, Friday (MWF) for 50-minute periods or Tuesday-Thursday (TR) for 75- to 80-minute periods (for more information, see your Department Support).

For Course Catalog and Class Schedule information, see https://courses.illinois.edu/

Academic Office Hour(s)
Every person who is teaching is required to hold a minimum of 1 hour of office time per course.

Classrooms
Class scheduling is planned a year in advance, e.g. October 20XX for Fall 20XX. The Department Support schedules classes in accordance with the information provided by the department Head/Chair or designee. There are a limited number of classrooms equipped with Integrated Teaching Systems (ITS), so please let your department Head/Chair or designee know about your particular classroom needs as soon as possible. If there is a problem with the classroom(s) please let the receptionist know so the problem can be promptly reported and resolved.

ITS Cabinet Training and Access
Training by CCME Classroom Technologies staff is strongly encouraged. Training sessions are approximately 20 to 30 minutes long and take place in your assigned classroom at your request. Training
requests need to be submitted **no later than five business days** before the intended use of the equipment. Arrangements for training are made through the training request form. For information on the specific equipment available, instructions for use, and images associated with your assigned classroom, visit the ITS Classroom Buildings list.

**Department Equipment Checkout**
Each department has a projector and laptop that can be checked out for classes or departmental events. Equipment reservations must be made at least 24 hours in advance, see the receptionist or the Department Support. Please keep all power cords, power strips, microphones, remote controls, cables, etc., with the equipment at all times, and return the equipment promptly.

Faculty may also check out SLCL equipment for lectures, conferences, symposiums, and workshops. Contact Rick Partin at partin@illinois.edu.

**SLCL Books and Desk Copies**
SLCL faculty members submit book orders and desk copy requests on line. Book orders can be requested on the School’s Intranet site. To log in to the Book Ordering system, use your net ID and your Active Directory (AD) password.

Faculty members are responsible for ordering desk copies for the teaching assistants they supervise. To request desk copies, fill out a desk copy request form, for each title needed, then forward it to Debbie Kraybill, debrice@illinois.edu.

**Copiers**
Copiers are to be used for business purposes only. All copiers require a copy code; the Department Support will provide you with a number. For assistance, see the receptionist.

**Research Labs**
In coordination with its departments and programs, SLCL has facilitated the implementation of new research laboratories and upgraded old ones to provide the necessary environment for research and teaching beyond the traditional classroom, and also to enable our programs to be competitive as they seek external funding.

Check with the receptionist for lab availability and key checkout policies.

**Libraries**
You will have access to the libraries with your I-card. Contact the information desk if you have questions: 333-2290 (or 3-2290 if you are on campus).

**SLCL ELECTRONIC FORMS, APPLICATIONS, ETC. ON THE SLCL WEBSITE INTRANET**

Found on the SLCL homepage. Log in lower right “Department Log in.” Log in with Net ID & AD password.
Purchases
Work with your Department Support well in advance of the need to purchase equipment, merchandise or services.

Reimbursements
Reimbursement forms are found on the SLCL Website Intranet. Complete all required fields, tape original receipts to an 8 ½” x 11” piece of paper, and attach to the form you have completed. Present all paperwork to your Department Support for review before submitting it to the SLCL Business Office. Note that all travel must be pre-approved by supervisor.

Research and Specialty Accounts
Periodically the Business Office will provide you with a statement of your account(s). Please keep track of balances before incurring additional expenses.

Faculty Travel
Travel must be pre-approved by the department Head/Chair. The pre-approval form can be found on the SLCL Intranet under forms. Turn in the completed form to your Department Support.

Scholars Travel Fund awards are available through the Office of the Vice Chancellor for Research. Submit completed application materials and travel pre-approval form to the Department Support for processing.

SLCL and Graduate College Forms
Various graduate forms are located on the wall in room 3070 FLB. You are welcome to pick up the forms that you need and process them accordingly. You can also find electronic versions of the forms on the SLCL Website/Intranet under forms.

Masters and PhD Exams
Graduate Student Services staff works with the students and faculty members to schedule these exams.

Travel for Graduate Students
Graduate College Conference Travel Grants
Graduate students may compete for travel grants twice a year (Fall and Spring semesters) to assist with expenses associated with presenting a paper at a conference. To apply, complete the application found on the Graduate College web page and submit it to your Department Support. Please watch your email for information regarding the application process and deadlines.

Dissertation Travel Grants
Please watch for email from the Graduate Student Services Office with detailed information or visit the Graduate College webpage.

Conference and Dissertation Travel Awards are processed as outlined above under travel reimbursements.
GENERAL UNIVERSITY INFORMATION

UI Campus Calendars can be found at: http://illinois.edu/resources/calendars.html

LAS Dates & Deadlines can be found on the LAS website: http://www.las.illinois.edu/faculty/dates/

SLCL Calendar can be found on the SLCL website: http://www.slcl.illinois.edu/

Office of the Dean of LAS
Feng Sheng Hu is the Dean of the College of Liberal Arts and Sciences and Martin Camargo is the Associate Dean for the Humanities. The College office is in 2090 Lincoln Hall, MC448, 702 S. Wright Street, Urbana, IL 61801.

Grades
Visit the Office of the Registrar http://registrar.illinois.edu/ for the University of Illinois Grading Policies.

Midterm and Final Exams
Mid-term exams must be completed before the grade submission deadline for first-year students. For the final exams the schedule will be posted on the Registrar’s website. For more information, consult the Student Code Pertaining to Final Examinations.

Emergency Dean and McKinley Heath Center
The Emergency Dean in the Office of the Dean of Students can be reached 24-hours a day, 7 days a week by calling (217) 333-0050.

The McKinley Health Center provides medical services and health education to University of Illinois students.

Instructor and Course Evaluation System (ICES)
ICES is used across campus as the official instructor and course evaluation for faculty and teaching assistants. Forms for ordering questionnaires for your students will be delivered to your mailbox.

University Human Resources Employee Website (NESSIE)
NESSIE is a Net-driven Employee Self-Service and Information Environment that enables University employees to view employment related information, on such topics as benefits, policies, and training and development. Employees may also conduct personnel transactions online via secured self-service applications.

Faculty/Staff Assistance Program (FSAP)
The Faculty/Staff Assistance Program provides personal, professional, confidential assistance to University employees and their household members as needed. The office is located at 1011 West University Avenue, Urbana, phone: 217-244-5312, 24-Hour Crisis Line: 217-244-7739.
**UNIVERSITY AND STATE - MANDATED TRAINING**

**Family Educational Rights and Privacy Act (FERPA)**
Both FERPA and the UIUC Student and Course Data Access Policy require that anyone accessing private student records have a "legitimate educational interest" in the information. Employees who need access to student records will be required to take FERPA tutorial.

**Annual Ethics Training**
The University of Illinois Ethics Office administers the Annual Online Ethics Training program in the Fall semester. All employees are required to train annually and will be expected to do so online during the designated training window.

**DEPARTMENTAL AND SCHOOL EVENTS**

**SLCL Events Calendar**
The SLCL Events Calendar lists the School and departmental academic and social events:
http://www.slcl.illinois.edu/

To subscribe to the Email list of events, please contact Rick Partin, Events Coordinator, partin@illinois.edu, 3080, 244-2341.

For major events, Rick also can assist with meeting rooms, travel, lodging, catering, and audio-visual reservations, and event publicity.

**Conference/Meeting Rooms**
SLCL conference rooms (2090B, 3092C, 4080A), Lucy Ellis Lounge (1080), and the Atrium and resource rooms at 1207 W Oregon can be reserved.
https://apps.atlas.illinois.edu/SLCLrooms/Calendars/Calendars.aspx. The conference rooms may not be used for teaching classes. Departmental Libraries are maintained by the Department Support; usage varies across departments.

**SLCL Atrium Screen**
Help publicize SLCL Departments and individual’s achievements. Announce upcoming events. See Rick Part for more information.