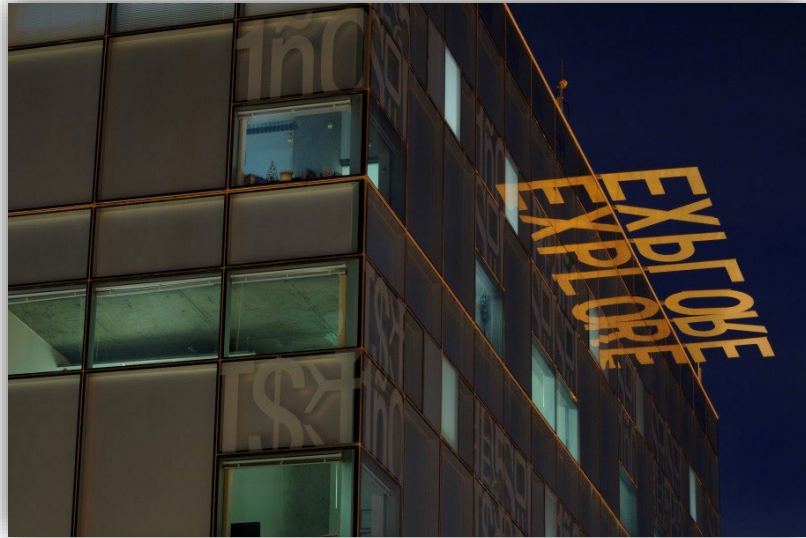




School of Historical, Philosophical & Religious Studies

HANDBOOK

Updated August 2024



Coor Hall

The School of Historical, Philosophical & Religious Studies handbook provides information on general operations, business processes, events, research funds, academic/teaching resources and student services.

Hyperlinks are embedded in the document, click on the link or press control and click on the text to be directed to the respective webpage.

Please contact the SHPRS Front Desk Business Operations Specialist for any updates, questions, or concerns.

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OUR MISSION

One of the nation's largest transdisciplinary humanities institutions, ASU's School of Historical, Philosophical and Religious Studies (SHPRS) is an intellectual community drawing upon the disciplines that have traditionally occupied the center of liberal education to address questions of intellectual and public importance. Supported by a vibrant culture of inquiry and public scholarship, our faculty and students cross borders and advance the frontiers of human knowledge in service to society.



SCHOOL INFORMATION

The School of Historical, Philosophical and Religious Studies (SHPRS) is located in Coor Hall.

Named after Lattie F. Coor, ASU's fifteenth president, Coor Hall was opened in 2004. The writings on the windows are part of Chicago artist BJ Krivanek public art project. They represent the universal potential of language.

SHPRS occupies space on the third and fourth floor:

Third Floor: Philosophy and Religious Studies faculty, Graduate TAs

Fourth Floor: Administrative offices, Student services (undergraduate/graduate), History and Religious Studies faculty, Graduate TAs, and Instructional Design Studio

The mailing address is:

**School of Historical, Philosophical and Religious Studies
Coor Hall, 4th floor
PO Box 874302
Arizona State University
Tempe, AZ 85287-4302**

The physical address is:

**School of Historical, Philosophical and Religious Studies
975 S. Myrtle Avenue
Tempe, AZ 85281**

Telephone: 480-965-5778

Advising phone: 480-965-8364

FAX: 480-965-0310

Front desk email: ShprsFrontDesk@asu.edu

Website: <https://shprs.asu.edu/>

Advising email: SHPRSadvising@asu.edu

SHPRS Resource Page: [Faculty and Staff Resources | School of Historical, Philosophical and Religious Studies \(asu.edu\)](#)

Administration

Richard Amesbury
Director

Andrew Barnes
Faculty Head – History

N. Angel Pinillos
Faculty Head – Philosophy

Evan Berry
Faculty Head - Religious studies

Christopher Jones
Associate Director & Associate Head, Graduate Studies – History

Douglas Portmore
Associate Head, Graduate Studies – Philosophy

Shahla Talebi
Associate Head, Graduate Studies – Religious Studies

Michelle Saint
Associate Director, Undergraduate Studies

Laurie Manchester
Associate Head, Undergraduate Studies – History

Peter Kung
Associate Head, Undergraduate Studies – Philosophy

Huaiyu Chen
Associate Head, Undergraduate Studies – Religious Studies

Peter Van Cleave
Associate Director-Online Programs

Chouki El Hamel
Personnel Committee Chair

Administrative and Academic Staff

Becky Tsang, Associate Director, Academic Operations/Advancement Initiatives (Coor 4486)

- Manage academic logistics to ensure/support school revenue
- Staff supervision
- Oversees SHPRS Budgets and Accounts
- Scholarship/Fellowship/Award Administration
- Space and Technology
- Supports Director

Academic Affairs

Marissa Timmerman, Manager, Academic Support (Coor 4488)

- All course scheduling processes
- Instructor Course Funding verification
- Undergraduate/Graduate degree programs administration (online and immersion)
- Scheduling and curriculum management
- Course and instructor evaluations
- Supports ADUS, ADGS, AHUS, AHGS

Academic Advising - Undergraduate

Manisha Master, Manager, Academic Advising (Coor 4518)

- Advising supervision
- Major maps, undergraduate catalog copy, and DARS coding interface
- Advising liaison to The College and ASU Online (including success coaches)
- Advises students in all SHPRS majors, minors, and certificates, both on-campus and online
- Advises students on academic probation
- Manages individually arranged courses
- Academic Record Changes and Roster Contact
- Processes overrides
- Authorized approver/signer for the following: enrollment change requests (late adds and backdated drops), certificates, and complete session withdrawals.

Michael Currey, Academic Success Coordinator (Coor 4587)

- Advises students in all SHPRS majors, minors, and certificates, both on- campus and online, including students on academic probation
- Supervises and trains fourth floor advising student workers, including front desk Office Assistants and the SHPRS Writing Tutor
- Coordinates creation of SHPRS Class Blocks
- Coordinates SHPRS first-time freshman initiatives (including More to Explore event and Humanities Early Start)
- Assists with major maps, undergraduate catalog copy, and DARS coding interface

- Processes overrides
- Authorized approver/signer for the following: enrollment change requests (late adds and backdated drops, certificates, and complete session withdrawals)

Katarina Schenkel, Academic Success Advisor (Coor 4514)

- Advises students in all SHPRS majors, minors, and certificates, both on- campus and online, including students on academic probation
- Processes overrides
- Coordinates SHPRS internship program (helps students identify internship opportunities, facilitates enrollment into SHPRS 484 internship courses, and serves as instructor/mentor for the 484 courses)
- Liaison with Career Services in support of career resources for SHRS students

Academic Advising – Graduate Programs

Kathy O’Malley, Program Manager Sr., Graduate Advising (Coor 4474)

- Advising supervision for Graduate Program Coordinators
- Advises students, Coordinates Admissions, and assists with interactive Plans of Study (iPOS) for:
 - World War II Studies MA
 - Philosophy & Religious Studies MA students
 - Philosophy & Religious Studies PhD students
 - Holocaust & Genocide Studies Grad Certificate
 - Asian Studies Graduate Certificate
- Assists with applications to graduate college for student funding for Philosophy & Religious Studies Tempe students
- Academic Record Changes and Roster Contact
- Initiates probations and dismissals

Jacklyn Collens, Program Manager, History (Coor 4477)

- Advises students, Coordinates Admissions, and assists with interactive Plans of Study (iPOS) for History PhD, History MA (Tempe), History MA (online) and Public History Grad Certificate
- Assists with applications to graduate college for student funding for History Tempe students
- Academic Record Changes and Roster Contact
- Initiates probations and dismissals

Business Office

Yvonne Delgado, Business Operations Manager (Coor 4479)

- Supervises Business Office staff and processes
- Assists in managing accounts and budgets
- Manages SHPRS account balances
- PCard Manager
- Foundation Accounts
- Honorariums, Purchasing (Services, e.g. Independent Contractors/Consultants), Student Support payments

Teri Houston, HR Specialist Sr. (Coor 4475)

- HR and Payroll
- Academic Personnel Actions
- Faculty and Staff searches
- Student Worker hires
- Leave of Absence Representative (Fellowship/Business, Medical)

Klarisa Montana, Business Operations Specialist (BOS), (Coor 4589)

- Manages front desk (with the assistance of the student workers) conference room reservations (shprsfrontdesk@asu.edu), facilities requests, copy/scanning requests, office moves, surplus requests, and make up exams.
- Computer and office supply purchasing
- Travel Request and Expense Report Approval
- Reimbursements, Purchasing (Goods/Equipment)
- Keys/ISAAC access, equipment/computer inventory

Martha Canto, Business Operations Specialist (BOS) until 8/23/24

- Manages front desk (with the assistance of the student workers) conference room reservations (shprsfrontdesk@asu.edu), facilities requests, copy/scanning requests, office moves, surplus requests, and make up exams.
- Computer and office supply purchasing
- Travel Request and Expense Report Approval
- Reimbursements, Purchasing (Goods/Equipment)
- Keys/ISAAC access, equipment/computer inventory

Communications and Events

Kalani Pickhart, Events Manager (Coor 4499A)

- SHPRS events and partnerships
- Liaison to The College Events Team and ASU Meeting, Event Coordinators and Associates (MECA)
- Oversees SHPRS@asu.edu general email
- SHPRS website updates

Julia Taylor, Communications Specialist (Coor 4499C)

- ASU News articles
- Liaison to The College Communications Team and College marketing initiatives
- Marketing emails, newsletters, social media
- Public relations
- Digital and print collateral

Instructional Design

Dannielle Jensen, Instructional Designer (Coor 4424)

- Consults with instructors about pedagogical strategies, technologies, and design of course materials for online and on-ground courses
- Supports the Director and Assistant Director of Online Programs with strategies for and implementation of online course development.

- Provides faculty-facing training and seminars about topics related to teaching and technology
- Manages SHPRS' in-house video recording studio for online course lecture videos.
- Supervises Instructional Design Associate and studio student workers

Coordinators

Erin Craft, Program Coordinator Sr, Public History (Coor 4575)

GENERAL OPERATIONS

Bylaws/Policies & Procedures: SHPRS Resources site houses all SHPRS bylaws, procedures, and announcements. To access log on to my.asu.edu, and go to [Faculty and Staff Resources | School of Historical, Philosophical and Religious Studies \(asu.edu\)](#).

Business Cards: Contact SHPRSEFrontdesk@asu.edu for the business card template. Please provide the required information and the SHPRS Front desk/Business Office will complete the order from ASU print. <https://asuprintonline.asu.edu/> The cards will be placed in your SHPRS mailbox when delivered.

Computer Assistance: Report computer/printer problems to Enterprise Technology Office (ET) staff by submitting a service ticket in service now at [Service Catalog](#), this is the best way to ensure prompt service. Provide concise and specific information (including your office room number, preferred method of contact) regarding the issue(s) in the “Details” of the tickets

Computer Security: Acceptable use of ASU computing and communication is outlined in policy [ACD125](#) of the Academic Affairs Manual. Faculty, staff and student workers are to complete the ASU Information Security Training [annually](#). For more information on virus protection, security training, security basics, etc., visit [GetProtected](#).

Copiers/Scanning/Fax: SHPRS provides shared Canon copiers which are located on the 3rd and 4th floor. Faculty, staff, funded graduate students and faculty associates are assigned copy codes—the last four digits of your ASU ID number. This code is the department ID, a password is not required. Copy codes can be used on any of SHPRS copiers. Copying logs are reviewed quarterly for excessive copying which may result in billing the user—do not share your copy code. For copies more than 20 pages, print double sided to be more efficient and compliant with the ASU sustainability program.

If your copy code is not activated, please ask the BOS or the Front Desk Student Workers.

Desktop printers: SHPRS does not support desktop printers. (See Printer Resources)

Emergencies/Fire Drills: In the event of a campus emergency, this plan is designed to assist in the safe evacuation of students, faculty, staff, and visitors. This plan establishes the protocols for a safe and orderly evacuation of people due to a hazard that threatens the university such as but not limited to severe weather event, fire, hazardous material spill, terrorist act, building maintenance issue, etc.

Being prepared to handle unexpected emergencies is both an organizational and individual responsibility. When an emergency happens, the safety of ASU’s Campus Community is dependent upon the level of preparedness.

This plan outlines the process for a safe evacuation, assigns responsibilities and communicates the behavioral expectations of the building’s occupants. This plan’s success is dependent on building tenants collaborating to create the overall evacuation plan. Associated tasks assigned to the committee include:

- Assembly of appropriate human and physical resources
- Distribution of plan
- Training of the plan

- The purchase and maintenance of the emergency evacuation supplies (vests, flashlights, megaphone, etc.)
- The annual revision of the plan

It is important to understand that at any time, Arizona State University could be subjected to an unexpected emergency. Therefore, there is a need to not only have an Emergency Evacuation Plan but to train on the plan for better preparedness. An Emergency Evacuation Plan makes provisions for the orderly evacuation of all building occupants, to include those with limited mobility or functional needs, by placing life as the highest priority.

Emergency Evacuation Plans are in addition to and support *the Emergency Response Guide (ERG)* <https://cfo.asu.edu/emergency-guide> and your department’s *Continuity of Operation Plan (COOP)*. The intent of this plan is to provide a useful tool for emergency evacuation training, assurance of a safe evacuation, certain responsibilities, and specific actions to help conduct an evacuation.

- Create an Emergency Evacuation Plan development team that includes a representative from each unit/department in your building
- Develop the Emergency Evacuation Plan for your building
 - Assign Floor/Fire Wardens
 - Identify Primary and Secondary Assembly areas away from the building
 - Include occupants of your building with disabilities
- Distribute the plan to all building occupants
- Train all building occupants on your plan
- Test the plan – Evacuation Drills
- Include distribution and training of your Emergency Evacuation Plan to all new employees in your unit/department
- Annually review and update your plan accordingly

Contacts for additional assistance if needed:

Accident and Injury Claim Forms	https://cfo.asu.edu/ehs-incident-reporting
ASU Employee Assistance	480-965-2271
ASU Fire Marshal and Advanced Training	asufire@asu.edu
ASU Police (non-emergencies)	480-965-3456
Continuity of Operation Planning (COOP)	ASUReady@asu.edu
EHS Safety Trainings	https://cfo.asu.edu/ehs-training
Emergency Response Guide (ERG)	480-965-1823
Evacuation Drills	asufire@asu.edu
Occupational Health and Safety	https://cfo.asu.edu/ehs-occupational-safety
ADA Disability Related questions or concerns	480-727-4501; 480-965-3288; 480-965-0705

EMERGENCY CONTACTS

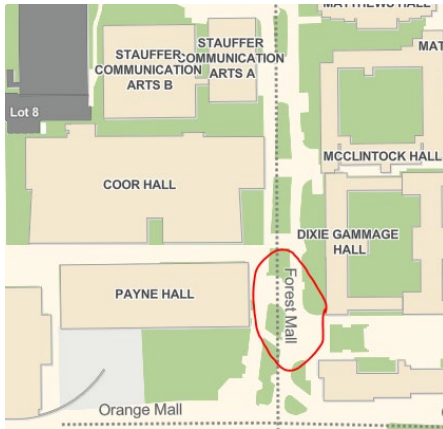
On Campus Emergencies ----- 911
ASU PD Non-Emergency

Tempe Campus-----	480-965-3456
Polytechnic Campus-----	480-727-3456
West Campus-----	602-543-3456
Downtown Campus-----	602-496-3456

Primary and alternate Assembly Points:

Primary Assembly Point: Forest Mall between Coor and Dixie Gammage Hall.

Alternate Assembly Point: Outside Myrtle Avenue Garage facing Myrtle Ave.



Re-entry procedure

Never re-enter a building after evacuating unless cleared by emergency personnel. Once it is determined that re-entry can be made, emergency personnel will give an “All Clear”. Note: Emergency personnel are the police, fire department, and Environmental Health & Safety (EH&S). The building may require evaluation or monitoring to confirm no exposures remain before returning to the building, this is usually performed by EH&S or their contracted services.

Environmental Control/Misc Building Requests: To request temperature control, squeaking doors, leaky faucets, etc., email SHPRSfrontdesk@asu.edu to submit a service ticket to Facilities Management at <https://webtma-support.asu.edu/FDMServiceRequest/Default.aspx>. Urgent requests should be addressed via phone to 480-965-3644. (NOTE: As of August 2015, buildings are set to 78 degrees.)

Faculty Meetings: SHPRS holds three school-wide faculty meetings each semester. Reminders are sent a week prior to the meetings. In addition, each faculty holds its own disciplinary meeting lead by the disciplinary faculty heads.

Faculty Webpages: Ensure that no direct reproductions of copyrighted material are posted or to obtain the required permission to post those materials as needed. In most cases, simply linking to the journal or publisher website will be sufficient to direct the reader to an approved means of accessing the materials and will not invoke the ire of the publisher.

Laptops and Zoom Video Conferencing: Laptops for use in SHPRS seminar/conference rooms are available to borrow through the SHPRS front desk. An ASU ID is required for

checkout.

ASU uses Zoom for video conferencing. For instructions on how to set up your account and log in visit <https://uto.asu.edu/zoom-resources>

General Supplies*: A supply cabinet with general office supplies is located in the 3rd floor work room and 4th floor mailroom. (Please note that blue books are not provided.) Please help yourself to items as needed. We stock/provide only essential office supplies.

Lounge*: The lounges in room Coor 4577 and Coor 3313 offer amenities such as a refrigerator, microwave, toaster, sink, coffee pot, purified water, and couches and chairs. These are common areas which are best maintained when users clean up after themselves, and follow refrigerator etiquette. Please throw out any leftovers by 5pm Friday.

Mail*: The mailroom is located on the fourth floor, #4495. Faculty, staff, funded graduate students and faculty associates are assigned mailboxes in the mailroom. Mail is received and distributed daily by 10:00 a.m. There is only one pick up for outgoing mail. When large packages are received, a notice will be put in the recipient's mailbox and the item(s) stored in the lower cabinets labeled History, Philosophy or Religious Studies. All USPS mail sent from ASU must go through ASU Mail Services. When you have packages to send out, please place them in or near the outgoing mail bucket in the mailroom, and mail services will pick them up. Be sure the following are on the packages:

1. Your ASU return address
2. The recipient address
3. Your nine-digit postal billing barcode (if it pertains to ASU business, otherwise please provide your own postage)

Note: Put your name above the School address in case mail is returned.

The mailroom is kept locked during business hours. A code is needed to open the mailroom. You can ask assistance to the Front desk student workers or BOS if you do not have or remember the door code.

Manage your ASU Thrive Magazine Subscription

If you prefer to receive the ASU Thrive Magazine print or digital edition, please login at new.asu.edu/content/subscribe and select your option. If you prefer to unsubscribe, log in news.asu.edu/subscribe.

Office/Building Keys/Keyless Door Access (ISAAC): The process to request building/office keys is now an online process. To begin, please contact the BOS via email for the key information you will need to complete your request. Once you have the necessary information, the key action request can be found at: [Key Action Request Form](#). Keys must be picked up by the key holder at the Lock Shop which is located in University Services Building, 1551 N. Rural. Please take a copy of your confirmation email.

Lost keys must be reported to Front Desk staff as soon as possible. The key holder will be notified of any charges for replacement keys, the key holder is responsible for paying charges for lost/stolen keys. Loaner keys are available for check out thru the front desk in case of emergencies. If the loaner key is lost/stolen, the key holder is responsible for the \$9 replacement fee, payable by check to Arizona State University.

Door Access to Conference rooms and Mail room:

- Please see the SHPRS 4th floor front desk or email SHPRSFrontDesk@asu.edu for access to conference room doors and mailroom code.

If the door is an ISAAC access door, you will need your ASURITE ID and Sun Card information to authenticate when requesting. **Processing a new request can take up to five working days**, especially at the beginning of a semester.



Student access expires and must be renewed three times per year. The procedure for renewal is the same as a first-time request. The expiration dates are always the same for each year:

SUMMER: Aug 15

FALL: December 31

SPRING: May 15

Office Supplies: Please ask the BOS or Front Desk with your office supplies request. Specialty items must be approved. For speciality requests, please complete the SHPRS Purchase Request form found in the SHPRS resource page, [Faculty and Staff Resources | School of Historical, Philosophical and Religious Studies \(asu.edu\)](#) and send to SHPRSfrontdesk@asu.edu.

Personal Safety and Security:

Sign up for [ASU Alert and Advisory System](#) to receive updates and instructions. The campus offers safety escort services after 7pm. They can be reached at (480) 965-1515. The [ASU hotline](#) for Ethics and Compliance is an anonymous reporting tool. Campus police can be reached by dialing 911 from any office phone, or dialing (480) 965-3456.

Printer Resources: Through the **ASUPRINT1** resource alliance, SHPRS can meet printing and copying needs while aligning with ASU's sustainability goals and initiatives. Faculty, staff and funded graduate students use the School printers located on the Third and Fourth floors of Coor Hall. The Canon machine in the mailroom will require a Dept ID number to print and you will use the last 4 digits of your ASU ID# (no pin required).

When print jobs are more than **200** pages, please utilize the services of [Print Anywhere](#) at the Memorial Union so that our school resources are preserved for normal copy and scanning requests. *This initiative replaces the purchasing of replacement toner and ink for office/desktop printers.* Users choosing to continue using existing desktop printers are responsible for providing their **own ink cartridges**. As old desktop printers break down, they will not be replaced as users have access to several printers throughout **SHPRS**.

For service on SHPRS copiers, call the Canon Help Desk at 480-965-2679, select option #2, provide device serial number.

Recycling: The blue bin program aims to increase recycling participation and to reduce contamination of [recyclable materials](#). There is an open bin on the fourth floor north landing. The bin is for **flattened boxes only**; it is not for **paper/books/magazines**, etc., as these items require a closed bin. If you need a closed roll-away bin for paper/books/magazines, please email Recycle-Q@asu.edu. Putting items other than flattened boxes in the bin delays the return of the bin to its location.

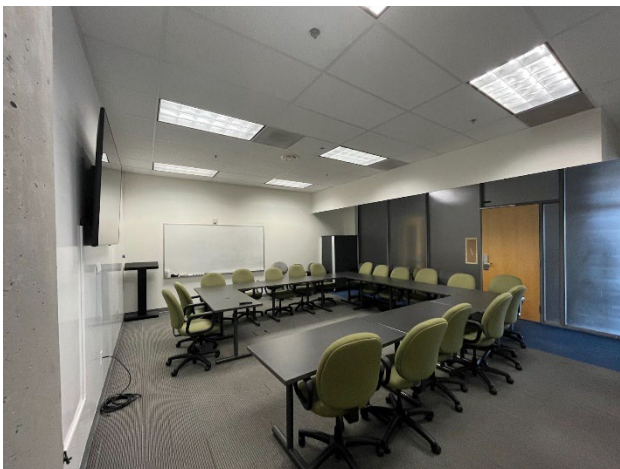
Room Reservations Seminar/Conference Rooms: Each floor of SHPRS has at least one School owned seminar room and/or multiple shared conference rooms. Seminar rooms are first used to schedule undergraduate/graduate seminars after which the rooms become available for general ASU classroom scheduling. If you would like to reserve a room/equipment, please email SHPRSFrontDesk@asu.edu as soon as you know your date(s), also include time, approximate number of people, short description, contact person, & equipment needs. SHPRS staff will confirm room availability and confirm your reservation and send an Outlook invite. Scheduling priority is given to SHPRS internal events such as class breakout sessions, study groups, faculty/staff meetings, etc.

After the event, please ensure the conference room is clean, all lights and equipment are switched off, and trash and recycling containers are taken out of the room.

For questions about reserving rooms, contact the front desk at SHPRSFrontDesk@asu.edu.

Room	Capacity	# Total Chairs	# Chairs at Table	Media
3301	25	26	18	HDMI/USB
3323	25	18	18	Zoom Share – TV/Projector
4401	40	28	15	Zoom Share - TV
4403	60	57	24	Projector
4411	30	12	12	
4481	08	05	05	Zoom Share
4581	20	27	15	N/a (External Projector available)

Room 3301



Room 3323



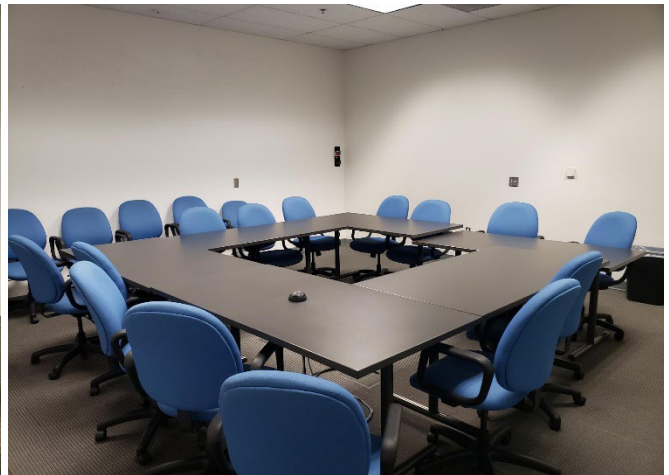
Room 4401



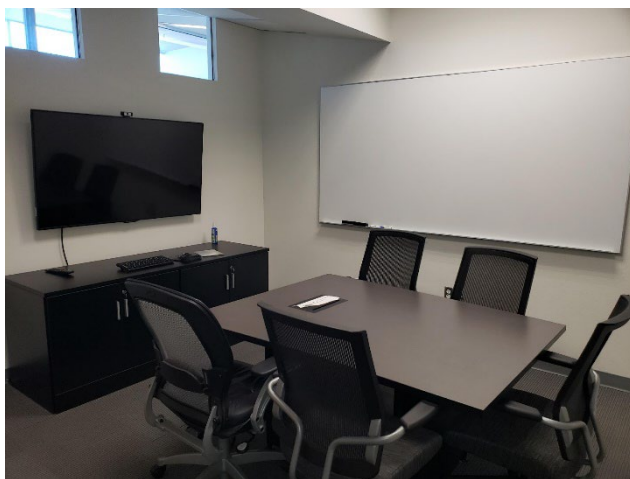
Room 4403



Room 4411



Room 4481



Room 4581



School e-mail Distribution lists: Below are the various distribution lists for SHPRS. Please notify Erica May if you have difficulties with any of the lists.

dl.org.la.shprs.fac (all SHPRS tenured/tenure track faculty, all career track faculty, instructors)

dl.org.la.shprs.tenured (all SHPRS tenured/tenure track faculty)

dl.org.la.shprs.staff (SHPRS staff)

dl.org.la.shprs.fa (all SHPRS faculty associates)

DL.ORG.LA.SHPRS.INSTRUCTIONALFAC (all SHPRS career track faculty)

dl.org.la.shprs.instructors (all SHPRS instructors)

dl.org.la.shprs.grads (all SHPRS graduate students)

dl.org.la.his.fac (History only tenured/tenure track faculty, lecturers, instructors)

dl.org.la.shprs.hsttenured (History only tenured/tenure track faculty)

dl.org.la.his.gs (History only grad students)

dl.org.la.phil.fac (Philosophy only tenured/tenure track faculty)

dl.org.la.shprs.phitenured (Philosophy only tenured/tenure track faculty)

dl.org.la.phil.gs (Philosophy only graduate students)

dl.org.la.rel.fac (Religious Studies only tenured/tenure track faculty, lecturers)

dl.org.la.shprs.relttenured (Religious Studies only tenured/tenure track faculty)

dl.org.la.rel.phdgrads (Religious Studies only graduate students)

Staff and Faculty Parking:

Personnel are responsible for arranging their own parking accommodations. New employees are offered a temporary parking pass through New Hire Orientation. You can contact the [parking & transit](#) services at 480-965-6124. A [map of the tempe parking structures](#) identifies the lot numbers. For more information on public transit, ride sharing, cross parking, shuttles, and to purchase parking permits, visit <https://cfo.asu.edu/pts>.

Sun Cards <https://cfo.asu.edu/cardservices>:

Mobile ID issuance:

- New students, faculty and staff to ASU for the fall 2024 semester will receive a Mobile ID accessible via the ASU Mobile App on compatible mobile devices.

- They will provide a physical card to individuals without a mobile-compatible device.
- Current ID cardholders:
- Existing ASU ID cardholders will continue to use their card.
 - They will offer existing cardholders the option to transition to Mobile ID later in the fall 2024 semester.

Please refer to the updated ASU ID Policy for more details. Review the list of acceptable identification on the [Sun Devil Card Services page](#).

Telephone Service Report: Telephone service requests are submitted through [MyASU>Service>Service Catalog>Communication and Collaboration>Telephony>Phone Services](#).

Trash Pickup: As of August 2019, office trash is picked up once a week. If pick up is needed prior to the scheduled weekly pick up, please place your trash and recycling bin outside to your office.

Updating Directory Information/Personal Information: Remember to keep your ASU Directory profile and personal information current. To update information, log on to your MyASU and select “Profile.” Make changes needed to Biography, Research Interests, pictures, or CV. Links to personal pages should be provided through ASU Directory pages. To update personal information, scroll down to Contact Details under Profile and click on the area you want to update (Work Address, Home Address, Emergency Contact, etc.).

iSearch: All ASU faculty and staff members are required to have an iSearch profile in order to provide a more cohesive, easily navigable directory. The updated iSearch format is more flexible, with discrete sections for much of the information that was previously bundled together.

Requirements:

Photo

Email

Campus address

Phone number

Expertise areas (at least 3)

Biography (100-300 words, 3rd person)

Short biography (40-word limit, 3rd person. Use last name only in this text, if used.)

Education (required for faculty only)

CV (required for faculty only)

For more information on ASU brand standards and instructions, visit the [brand guide site](#).

Work Orders: If you have copying or other work requests for the front desk staff and/or student workers, please send your request to SHPRSFrontDesk@asu.edu. Be sure to include all information necessary to complete your work request. An acknowledgement email will be sent to you when your work request has been received and another sent when your job is complete. If you are unable to send your work request electronically, please complete a work order form and place in the “Work Orders” bin on the counter in the mailroom/workroom. ***Note that class handouts are to be made available to students online.*** Office staff can scan your original and email to you so that you can upload to Canvas/email to your students. Please allow at least two working days in which to complete all work requests.

Copyright Restrictions - (Including Chapters and Anthologies)

The ASU Library, in consultation with the University General Counsel, has adopted the following interpretation of the copyright laws as they relate to Reserve materials. This institution reserves the right to refuse to accept photocopies or media items if, in its judgment, they are in violation of Copyright Law.

The faculty member or instructor placing items on Reserve/ E-Reserve is responsible for ensuring that the material fulfills their pedagogical purpose. In addition, material required more than one semester must be reviewed by the faculty member/instructor each new semester and determined to be the most appropriate, relevant and still timely for the course.

In general, excerpts by type of source below do not require copyright permissions:

Source of Work	Restrictions
Single or Co-Authored Book	1 Chapter or 10%
Collected essays, book	1 Chapter or 10%
Print Journal	1 article at a time, On-off dates required
Media Materials	Original, legally acquired materials only. No copies.

University Holidays: Administrative offices are open during summer, fall, winter, and spring breaks. For a list of university holidays and closures visit <https://cfo.asu.edu/holiday-schedule>

ACADEMIC PERSONNEL ACTIONS

Acceptable signatures: The College Dean's office does NOT accept Adobe Sign signatures or typed font signatures. Please use pen-and-ink signatures or paste a jpeg signature. Some examples would be:

- Annual Reviews
- All Academic Personnel Action forms and documents that require signatures
- Leave of Absence forms
- Extensions of Probationary Period for Faculty and Academic Professionals forms
- Appointment letters
- Supp Pay forms
- Notification of Consulting

Academic Personnel Actions: Prior to the start of the academic year, notifications will be sent out to faculty regarding upcoming reviews, promotion & tenure, and career-track promotion. Visit the [Guide to Faculty Reviews at ASU](#) for an overview of the processes. You can also find more information in the Bylaws/Policy & Procedures on the [SHPRS Webpage](#) and the Process Guides on the [Provost Academic Personnel page](#).

Annual Faculty Reviews take place typically during the start of the spring semester. Notifications will be sent in December/early January detailing the required information and deadline.

Sabbaticals: [Sabbatical applications](#) and required documents are due at the beginning of the fall semester. Notifications are sent to eligible faculty. The following personnel are eligible to apply for sabbatical leave:

- Administrators with faculty rank who have completed six years of full-time service at ASU.
- Faculty members who have achieved tenure and completed six years of full-time continuous service with the rank of associate professor or higher at ASU.
- Academic professionals who have achieved continuing status and completed six years of full-time continuous service at ASU are eligible to apply for sabbatical leave.

The [Report on Sabbatical leave form](#) must be submitted to [Teri Houston](#) no later than the end of the first semester after completing the sabbatical leave.

SHPRS HR and PAYROLL

New Employees/Onboarding: New employees are required to:

Read, sign, date and submit a [domestic](#) or [international](#) new hire packet through AdobeSign on or before your first day of employment.

Complete the Form I-9, elect federal and state tax deductions via MyASU, and enroll in the electronic delivery of your W-2, [enroll in the electronic W-2](#).

To enroll in direct deposit, log into [My ASU](#) and locate My Employment > Payroll > Direct Deposit and follow the instructions.

For benefits eligible employees, review your [benefits and retirement enrollment options](#) and complete the enrollment process within 30 days of your hire date.

Mandatory Trainings:

All faculty, staff and student employees must complete the following training within 30 to 90 days from your hire date. Please see [Welcome to ASU e-brochure](#) for the list of required trainings and their links.

Payroll Dates: There are 10 pay periods per semester and 6 pay periods in summer. For a list of pay periods and pay dates visit <https://cfo.asu.edu/academic-pay-schedule>

Leaves Management: The Business Office will coordinate with OHR (Office of Human Resources) to submit all leaves of absence. Leaves may be categorized as one or more of the following: FMLA, ASU Leave, Military, Personal, and Parental Leave. Please contact Teri Houston to begin the leaves process. When needed, please contact Teri Houston to begin the Leave of Absence process.

For more information regarding the leaves available and updated policies visit the [Policy Manual](#):
Faculty - Academic Affairs Manual – ACD 700 section: Leaves and Absences
Staff – Staff Personnel Manual - SPP 700 section: Leaves and Absences

Recruitment and Hiring: Student workers are limited to working a rolling average of 25hrs per week during the academic year. International students are limited to working 20hrs during the academic year. Student workers can be hired using general operating, local, gift, and research funds (if allowable on grant).

To hire a student worker, complete the [SHPRS hire form](#) found on the SHPRS resource page and send to Teri Houston.

Staff hires require Dean and Provost approval. Contact Teri Houston, Teri.Houston@asu.edu to begin the approval and hiring process.

Faculty Searches – Faculty search chairs are designated by Dr. Amesbury, Director. Faculty searches are administered via Interfolio. Teri Houston manages Interfolio for SHPRS, the required paperwork, and posts the ads on the Chronicle of Higher Education job site and designated professional associations job listing sites. Visit [The College recruitment](#) site for more information.

Sick/Vacation time: Benefits eligible employees accrue sick leave. Benefits eligible faculty on fiscal year appointments as well as staff accumulate vacation time. To view leave balances, go to MyASU > My Employment > Time.

To report sick time or vacation time go MyASU > My Employment > Time > Time and Leave Reporting. Prior approval from the employee's immediate supervisor is required. Fiscal Faculty are to send approvals of time off via email to **Teri Houston** prior to the time taken. Full-time SHPRS staff also report hours in TAS. Contact Teri Houston for more information.

Staff Evaluations: ASU EDGE Conversations are meant to help employees and their supervisors focus on goals, areas of concern/problems, and achievements. At least one Edge Conversation should be submitted per calendar year. For more information, contact your supervisor and visit <https://cfo.asu.edu/performance-management>.

BUSINESS – EVENTS – RESEARCH FUNDING

Guest Parking: SHPRS will validate parking for classroom guests, lecturers, and other approved non-ASU guests. If you will have a guest/presenter, contact Kalani Pickhart, Becky Tsang or Yvonne Delgado for more information. SHPRS will not reserve/validate/reimburse parking fees for ASU employees.

Hosting/Coordinating Faculty Event: Each Discipline in SHPRS has a budget for its annual faculty-level events. Funds not used by the end of the current fiscal year revert to the School. Any events hosted by the School, regardless of funding, should follow discipline faculty guidelines for approvals. Faculty members serving as hosts and/or coordinating a faculty event should work with Kalani Pickhart (kalani.pickhart@asu.edu) to plan their event(s). Things to keep in mind as you plan your faculty event:

Reserve Conference Room: through SHPRS room reservation process
SHPRSEnterprise@asu.edu or more information on this process, see section on Room Reservations.

- **Food:**

- Option 1: Can be purchased by host and expense reimbursed. Complete [Business-meals-form.pdf \(asu.edu\)](#), attach receipts and submit to staff for reimbursement. The Food inspection report is required if you are catering prepared food for a meeting, event, etc. from an outside vendor. Please email [Yvonne Delgado](#), at least one week before you place the order so the most current report is pulled from the [Maricopa County food inspections website](#). If the vendor has a violation that was not resolved during the inspection, the transaction is not reimbursable nor can be purchased on a Pcard.
- Option 2: Host can work with ASU Catering to identify menu. Catering will prepare an invoice, which can be submitted to the SHPRS business office for payment. Catering website: [SunDevil Catering](#)

- **Honorarium:**

- The host is to complete the [SHPRS Event Support and Honorarium Request form](#). Please email Kalani Pickhart and/or Yvonne Delgado if you have any questions on how to complete the form. ****Forms should be completed and submitted at least 4 weeks before the visit to allow for timely processing. ****

- **Airfare:** It is preferred for guests make their own travel arrangements and submit for reimbursement. Contact Yvonne Delgado for reimbursement guidelines.
 - Do not use personal funds to make arrangements on behalf of guest, per ASU policy reimbursements for such transactions are not allowed.

Humanities Institute: From the HI website <https://humanitiesinstitute.asu.edu/> “The Humanities Institute (HI) supports research and creative engagement with what it means to be human in a constantly changing world. HI connects university and partner communities in celebrating the best of what the humanities can accomplish across cultures, time and space.” The HI research advancement staff assists faculty with sponsored projects in the following ways:

- Pre-Award: Search for funding, assist with budget preparation, narrative reviews and edits, prepare the necessary documents for sponsor

submission and serve as liaison to Office of Research and Sponsored Projects Administration (ORSPA).

- Post Award: Assist with communications with ORSPA, review expenses, manage cost share, answer post award questions, process budget revisions and no cost extensions, assist with sub-awards, process paperwork for ORSPA submissions and handle the close out of the award.
- Interact with faculty home unit business staff to resolve budget issues with expenses and payroll. Inform staff of new awards and provide budgets.

Any externally funded proposals need to be properly routed through the University system and approved by SHPRS, The College, and ORSPA before it can be submitted. ASU has the option to reject grants that were not submitted through the proper channels. Please contact Becky Tsang or Courtney Berg (IHR) when you are considering applying.

Independent Contractors: Independent contractors are used when a service or expertise is not available at ASU and is required to carry out university business. Please email Yvonne Delgado first to see if the contractor is already approved to work with ASU. Per policy, independent contractor services must be approved *prior to* the assignment. The approval process can take up to 12-15 business days so it is important to plan ahead. Policy prohibits paying for services out of pocket and then submitting for reimbursements. Such requests will not be accepted or processed. Send Yvonne Delgado the completed purchase request form, a quote from the supplier, and the supplier's contact information.

Purchases: Per PUR 201-01, all university procurements, *regardless of funding source* (e.g., local account, research funds, grant funds, IIA funds, Foundation funds, or startup funds) are to be made in accordance with applicable state statutes, federal regulations, Board of Regents' policies and university policies. The SHPRS Purchase/Expense Reimbursement form is required for purchases. Complete the form at least **2 weeks in advance** of purchases and submit to Martha Canto for supplies/equipment. Do not purchase equipment with personal funds and submit for a reimbursement. All purchases and payments are to be processed through the SHPRS business office to ensure compliance with policy and use of contracted vendors. If in doubt, consult with the business office staff when planning a purchase.

Reimbursements: Submit reimbursement requests to Martha Canto within 45 days. See FIN 420-01: Faculty and Staff Reimbursements: Accountable Plan Rules for the rules required so as to not have the reimbursement amount not included in taxable compensation. If rules are not met, the amount to be reimbursed is treated as taxable compensation.

Employees are the first approver in the Workday accounting system for expense reimbursements – accessed through My ASU - click on the “Employment” tab, scroll to the “Financial Tools” box in which there is a link to “Financial Management System”. You will see the items to approve in your Workday Inbox.

SHPRS Purchase/Reimbursement Form (see Appendix 2) is required for reimbursements along with itemized receipts.

The Business Meals and Related Expenses Form is required for business meals along with itemized

receipts. Provide the full name and affiliation of all attendees.

See [FIN 401-03: Prohibited Transactions](#) for a list of prohibited transactions that cannot be processed as reimbursements.

Payments for **services** (e.g., honorariums, independent contractor payments, reimbursements of expenses incurred by independent contractors) are not to be paid directly by faculty/staff. Such requests will not be reimbursed. Email the [Request for Honorarium](#) web form to pay honorariums to Yvonne Delgado. Contact Yvonne Delgado for documentation required for payment of other service providers or reimbursements for independent contractors.

KEEP IN MIND:

- Documents not properly submitted will be returned to the requester.
- **Reimbursements over \$1,000 are to be avoided**, they require additional approvals by the Dean and Provost and are limited to a few exceptions.
- Meals are not to exceed \$40/person, before tip. Tips are limited to 20% of bill. **Overages will not be reimbursed.**
- Alcohol expenses will not be reimbursed.
- ASU policy states itemized receipts are preferred and may be required in certain circumstances prior to issuing reimbursement. The best practice is to always submit itemized receipts. ([FIN 420-02](#))
- Below are examples of unacceptable and acceptable public purpose statements for consideration when submitting a SHPRS Purchase/Reimbursement/Payment form:
 - **Unacceptable public purpose statement:** Catering for staff meeting.
 - **Acceptable public purpose statement:** Catering for fall semester faculty meeting to promote unit morale and to discuss strategic planning for unit thru lunch.
 - **Unacceptable public purpose statement for purchase of a book:** Book purchased
 - **Acceptable public purpose statement:** Purchased book for Prof. James to reveal the latest trends and direction of research developments within the field of ... in order to assist with future recommendations for ASU to pursue.

Start-up Funds: Start-up funds are negotiated at the time the tenure-track faculty appointment is offered. If negotiated, new Tenure-Track faculty receive startup funds, typically, for their first three years of appointments. The funds are to be used to further their research. The faculty are sent a budget sheet to complete each year estimating the amount to be used for the fiscal year. The faculty will meet with Yvonne Delgado, Business Operations Manager Sr to finalize the budget. Any funds not used by the startup deadline will be taken back. Please work with Yvonne Delgado if you have any questions as you create your annual budgets and/or if unforeseen circumstances will prevent you from spending all of your annual startup funds. Should funds be allocated as local funds, any unspent funds will roll over into the following fiscal year, dependent on the startup deadline. Expenses on local funds are subject to the university 8.5% ASC fee.

Travel: SHPRS provides *all faculty* with a travel allowance every school year.

- Travel funds can be used for research trips, conference participation, professional meeting attendance, etc. and can be split into multiple trips.
- Travel funds must be used within the current academic year. Unused funds do not roll over from one year to the next
- Travel funds may not be transferred to another traveler
- Travel funds are to be used for travel only; they **cannot** be used for other



Personal Time with
Business Travel.pdf

- purchases (e.g. books, computers, etc)
- **Travel must be completed and expense claim submitted by the year end deadline of the current fiscal year, typically mid-June.**

Please use the [My ASU Trip Quick Reference Guide](#) for assistance. [My ASU TRIP](#) provides links to instructions on how to update a profile, create a trip request, book travel, and complete an expense report. You will also find the Trip Manual and Travel Policy for your review.



TRIP REQUEST - Before you leave, you must submit a Request in MyASU Trip/Concur

1. Check with SHPRS Business Office about your available funding for the fiscal year. Documentation is required when accessing travel funds awarded above and beyond the annual allotment per faculty member. ***Use account PGI2245 with your Academic Employee Worktag*** for standard SHPRS Travel allotment. If you have additional funds available and are unsure of your account, please check with Martha Canto. *Travel authorization cannot be approved without supporting documentation attached and/or comments entered on trip request*
2. Complete the online travel request at: <https://cfo.asu.edu/myasutrip> an approved travel request must be on file ***prior*** to departure
3. The Auditor General’s Office requires that the travel authorization state the public purpose being served (example, presenting at a conference, conducting research at archive, etc.). Please review <https://public.powerdms.com/ASU/documents/1557674>
4. Upload your conference brochure page with hotel rate and conf registration details only or important information from the event but do not upload more than 16 pages. Links are not allowed since links expire.
5. If renting a car instead of airfare, provide proof that car rental is less than airfare. You must also be Authorized to Drive. See page regarding [car rental](#) and [Authorized to Drive](#).
6. List Canto, Martha as Cost Center Manager and Tsang, Becky as ATO
7. In the comments box, include how your class(es) will be covered if travel occurs during class time
8. If you are combining business and personal travel please review [Personal Time with Business Travel](#) guide for best practices, see Appendix 5.

How do I handle a zero-dollar trip in MY ASU Trip? ASU employees who travel on official ASU business but are funded from another organization where no reimbursements are made **must submit a zero-dollar trip request prior to the start date.**

BOOKING TRAVEL – Arranging for travel after your trip request is approved.

Travel arrangements should utilize the most economical method of transportation in terms of expense to the university and the traveler's time away from the office. Utilizing the online booking tool within My [ASU TRIP](#) or calling the university's contracted travel agency are the preferred

methods of booking travel. If renting a car for business travel faculty and staff must use an approved [vehicle rental contract](#) and complete the [Authorized Driver Program](#). If My ASU TRIP or the contracted travel agency are not used, the traveler should load his or her flight itinerary in My ASU TRIP to support the university's duty of care (to help ASU contact the traveler in case of emergency).

If traveling to an international destination, [ASU Travel Policy Standard 3](#) should be reviewed prior to committing to a trip. The traveler is responsible for obtaining the proper passports or visas and following specific requirements for travel on Grant Accounts ([RSP 504-01: Sponsored Projects Travel for ASU Employees](#)). If a passport is required for authorized university business travel and the traveler does not already have a passport, the expense is an authorized reimbursable travel expense. The cost of a visa and associated fees are authorized reimbursable university business travel expenses. If these purchases are not on an ASU Travel Card, receipts are required for reimbursement.

Car Rental -faculty and staff are required to rent through the approved purchasing vehicle rental contracts. If a traveler rents off the contract they may be held liable for any cost incurred if there is an accident. Car rental information can be found at https://cfo.asu.edu/sunmart#accordion-embed_1-2.

The traveler is responsible for obtaining any required immunizations or international medical insurance, and the fees for these are reimbursable business travel expenses with a receipt.

When faced with conflicting federal, sponsoring agency, or ASU travel policies, the more restrictive policy is followed. However, to ensure the consistent and equitable treatment of all ASU travelers, if the restriction results in a lesser reimbursement from a sponsored account, the department should consider covering the difference from a non-sponsored account, per [ASU Travel Policy Standard 4: Arranging for Travel](#).

EXPENSE REPORT - When you return, process an Expense in MyASU Trip/Concur for reimbursements

Within one week of travel completion, you must do the following:

1. Log into your trip online and open your trip request to complete the actual expense portion of the online travel claim. Actual expenses should not total more than the amount of funding authorized. Upload award letters of any funds awarded for travel.
2. All receipts must be uploaded at time the actual expenses are entered.

Per ASU travel policy, travelers are allowed **30** calendar days following their trip-end date to submit all supporting documentation and receipts to Travel Reimbursements for processing. *However, to allow time for SHPRS staff to perform the first level audit, receipts and trip summary should be submitted in Concur within 20 days following your trip-end date (add Montana, Carrie as Cost Center Manager).*

If the expense report with all pertaining documentation is not submitted into Concur and in a timely manner, the Travel Office 30-day policy will be violated. In such cases, a late reminder will be sent directly to the traveler via email notifying the traveler. At **45** days past trip-end date, a second late reminder will be sent and additionally at **60** days, notification will be sent and may result in a notification of the senior fiscal administrator in the applicable college or VP area. If

any amounts were advanced or charged to the ASU Travel Card a payroll deduction may be necessary. Email travel related questions to myasutrip@asu.edu.

Travel Without an Overnight Stay: A traveler who requests reimbursement for expenses related to in-state travel without an overnight stay, such as mileage, parking and meals, must use the Reimbursement for [Mileage, Parking, or Rideshare reimbursement form](#) on the Financial Services website. This can be completed online and submitted to the SHPRS Business Office for reimbursement.

Travel Instructions – Zero Dollar Trip (For Insurance Purposes Only):

ASU employees who travel on official ASU business but are reimbursed from another organization for their travel expenses or, in some cases, no reimbursement is made. A traveler must submit a zero-dollar travel trip request prior to the start date. The zero-dollar trip indicates that the authorization is for approval to travel and insurance purposes only. The date, destination, purpose of the trip, and any source of funding must be noted on the trip. In case of an accident, the filing of the trip does not guarantee acceptance by workers' compensation of official ASU travel status; however, it does provide additional pre-accident documentation of the reason and intent of the trip.

COVID-19 Travel Reimbursement Update: Airlines are offering full refunds (not just airfare credits) for flights they cancelled due to the pandemic. If you purchased a ticket (paid personally out-of-pocket) that you later cancelled because of the ASU travel restriction, you are eligible. (Clarification: if the passenger did NOT cancel with the airline prior to the flight time (no-show), they are NOT eligible for a refund or a credit.) To receive a refund, you must reach out to the airline. Below are some websites you can check to see if you have a refund available for any flights that were cancelled by the airline. If your flight was purchased through Concur/Anthony Travel/ASU Travel, the travel office has already checked for refund eligibility.

Important note: If you received reimbursement for a flight that was cancelled, please reach out to the airline to request for funds to be paid back to ASU. If a refund is not possible and a credit is issued instead, the full value of the ticket will likely be available to be used in the future for any employee (without change fees). SHPRS is required to track each of these credits so that they are utilized in full for future ASU business. Notify the BOS about the ticket credit as they affect the ASU Travel Ghost card charges.

Websites to apply for refunds:

www.southwest.com/coronavirus/

www.aa.com/i18n/travel-info/coronavirus-updates.jsp

<https://news.marriott.com/all-news>

www.hilton.com/en/corporate/coronavirus/

ACADEMIC/TEACHING RESOURCES - STUDENT SERVICES

Academic Integrity: Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>.

The grade of "XE" denotes failure due to academic dishonesty and is treated the same as an "E" for the purposes of GPA, course repeatability, and academic standing determination. A student may not avoid any penalty for academic dishonesty by withdrawing from a course.

Policies along with informational resources for faculty/students in The College can be found here: <https://thecollege.asu.edu/resources/academic-integrity-resources>.

To report possible academic integrity violations, use this form: https://asuacademicaffairs-advocate.symphlicity.com/public_report/index.php/pid786709?

The College contact for academic integrity issues is Kaylen Cons, Kaylen.Cons@asu.edu.

Procedures for withdrawing students for disruptive behavior can be found here: <https://thecollege.asu.edu/resources/disruptive-behavior>

If you are concerned about a student (for example, threats of self-harm, homelessness, etc.), report your concern to the Dean of Students using the Student Care Report form: <https://eoss.asu.edu/dos/student-advocacy-and-assistance>.

Canceling Class: When illness requires you cancel your class(es), please call the main desk (480-965-5778) or send an email to SHPRSFrontDesk@asu.edu to advise staff of the cancellation. A notice will be posted on your classroom door.

Class Assignment Drop-off: If you allow student assignments to be dropped off at the front office, instruct your students to include the following information on the face page:

- Instructor name
- Course
- Student name

Failure to include the information will result in delayed delivery or no delivery at all. Instruct students to date/time stamp assignments using the time clock on the front counter and to leave the assignment in the bin located next to the time clock on counter at the main desk. Assignments will be delivered to faculty mailboxes throughout the day. Please return assignments during class or during office hours. Do not leave papers/assignments in your mailbox, in office door bins, boxes, or at the front desk as doing so violates FERPA policy.

Commencement/Convocation Ceremonies: Commencement and Convocation ceremonies are held at the end of each Fall and Spring semester. The undergraduate academic advisors are expected to work at The College convocation ceremony in various roles, including graduate

check-in, seating coordinator, and banner carrier/Dean's Medalist guide.
Faculty will be identified each semester for participation via email by The College.

Course Evaluations: Course evaluations are conducted each semester and summer session. Evaluations are completed online. Faculty and students will receive notices at the start of each evaluation period. Faculty are encouraged to remind their students to complete evaluations. Faculty may allow time during class for students to complete their evaluation on laptops/smart phones. Results will be made available to faculty, through MyASU, after evaluations have been reviewed by SHPRS administration and after all final grades have been posted.

Course Overrides: Students may contact faculty to request permission to take a course that is full, or for which they do not meet prerequisites. For undergraduate courses, if you approve the request, the student will need to send that approval to SHPRS Advising through this [online form](#) or by e-mailing SHPRSAdivising@asu.edu. If e-mailing an advisor directly, please include Student name, student ID, Course Number and Prefix (e.g., HST XXX), and five-digit course number. An advisor will then place the override and contact the student. If you need more information to make your decision about the override, please e-mail SHPRSAdivising@asu.edu to reach any of the undergraduate advisors. For on-campus courses, section full overrides cannot be placed if the classroom is already filled to capacity (per fire code). The advisors verify classroom capacity before placing overrides.

Course Scheduling: For general questions regarding course schedules, including course title, room change, cross-listing, and accessing the class roster, email Marissa Timmerman, Marissa.R.Timmerman@asu.edu

School Meetings: SHPRS holds three school-wide meetings per semester. Per School bylaws, announcement of meetings will be sent seven working days in advance with a proposed agenda distributed at that time. A final agenda will be distributed at least 24 hours in advance of the meetings. The final agenda may include items submitted by faculty members received five working days in advance of meeting. Minutes will be kept in a manner consistent with Robert's Rules of Order and will be posted on Canvas in a timely fashion. Attendance is expected as part of faculty service obligations. If attendance is not possible, please notify Becky Tsang prior to the meeting date.

Each faculty holds its own meetings as well. Faculty Heads schedule/coordinate the discipline-based meetings. Faculty Heads will ensure that minutes are recorded and posted on Blackboard.

Finals: Final exams must adhere to the final exam schedule made available each semester. If a conflict occurs or if a student has more than three exams scheduled for the same day, the instructor can be consulted for an adjustment. Otherwise, and per policy 304-01, requests for early exams may not be granted by the class instructor. The dean of the college in which the student is enrolled must review all requests for early final exam dates.

Grade of EN: The grade of "EN" denotes failure due to student never participating in any academically related activity for a course and is treated the same as an "E" for the purposes of GPA, course repeatability, and academic standing determination. If a student never attended, logged into, or participated in your course in any way, please assign the grade of "EN" rather than "E," as the "EN" assists ASU in determining a student's financial aid eligibility. For more

information, please click [here](#).

Grade of EU: The grade of “EU” denotes failure due to an “unofficial withdrawal,” which means that the student did participate in some of the course, but at some point, stopped participating, such that insufficient work/participation was completed to pass. The “EU” is treated the same as an “E” for the purposes of GPA, course repeatability, and academic standing determination. Assign the EU grade if, in the opinion of the instructor, the student’s completed assignments, course activities, or both were insufficient to make normal evaluation of academic performance possible because the student stopped participating in the course. Like the “EN” grade, the “EU” assists ASU in determining a student’s financial aid eligibility. For more information, please click [here](#).

Incompletes: Review the Registrar explanation of an “incomplete” grade [here](https://students.asu.edu/grades#grading), <https://students.asu.edu/grades#grading>. A mark of “I” (incomplete) may be given by the instructor when the student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control. Per policy, SMM 203-09, a grade of Incomplete should be granted only when the student can complete the unfinished work with the same instructor. The student must arrange completion of the course requirements with the faculty member. Both the faculty member and student must complete a [Request for Grade of Incomplete form](#). Turn in the completed form to SHPRSAdivising@asu.edu or Manisha.Master@asu.edu.

Students have one calendar year from the date the grade of “I” is recorded to complete the course. The instructor may establish an earlier deadline if needed (for example, if the instructor will be on sabbatical within the next year, an earlier deadline may be required). If the student completes the course within the calendar year, the instructor submits the grade change using the Faculty Center.

The student must NOT re-enroll in the course in a future term as a way of making up the grade. This opens up a second instance of the course on the student’s record. Instead, the student needs to work with the instructor to make up the missing work, and then the instructor will submit a grade change for the original course. If the student needs to use the online course platform to complete work (especially in the case of i- or o-courses), they should continue using the platform from the original course. If the student must use the platform from a later term’s course (such as when group participation is required), contact the Instructional Designer, Dannielle Jensen, to request that the student be added to the course roster without being registered for the course.

In the rare event that the grade of incomplete was not initiated by the student, please ensure the student has been informed you are assigning a grade of “I.” Some students don’t check their grades in a timely manner. The Request for Grade of Incomplete form will clarify to the student exactly what needs to be done to complete the course.

Questions? Contact the Undergraduate Advising Manager or SHPRSAdivising@asu.edu.

Individually Arranged Courses: The individually arranged course form (see pdf) is used for 499 independent studies or 492 & 493 honors thesis work. This form should not be used for 494 Undergraduate Research Experience courses or 484 internship experiences, which have a separate application process. Students obtain the form from the SHPRS Undergraduate Advising

Center or by e-mailing SHPRSAdvising@asu.edu. Please print your name and sign indicating your approval, and be sure to verify that the number of credit hours is correct. Then, have the student complete the pertinent information and submit the form by e-mail to SHPRSAdvising@asu.edu. The advisors will ensure that a course is built for the student, place permission to enroll, and will notify the student by email with the 5-digit class number once it is ready for enrollment. The faculty member is responsible for entering the final grade.



Instructional Design: SHPRS has an Instructional Designer that can consult with instructors about pedagogical strategies, design of course materials, online course development, and course technologies. The Instructional Designer also provides training and seminars about topics related to teaching and technology, and manages our in-house video recording studio for online course lecture videos. Contact Dannielle Jensen for more information: dannielle.jensen@asu.edu

Make-up Exams: To schedule a make-up exam email the name of the student, restrictions (no notes, phones, or open book/notes, etc.) and time limit to SHPRSFrontDesk@asu.edu. Front office staff will ensure your exam is administered per your instructions.

Office Hours: Per ACD 305-05, faculty are expected to be available to students outside of class on reasonable and regular basis. Most faculty offer two hours per class per week. Include your office hours on your course syllabi. At the start of each semester, email your office hours to SHPRSFrontDesk@asu.edu.

Posting Grades: Grades must be submitted by the term deadline in order to be included in end-of-the-semester processing, which includes calculations for eAdvisor, dean's list recognition, academic good standing, probation, ineligible status, and disqualification, and eligibility for financial aid and military/veteran tuition benefits. Failure to submit grades in a timely manner may result in your students missing an opportunity for financial aid and military/veteran tuition benefits, academic recognition, or being inappropriately placed on or off track, on probation or disqualified.

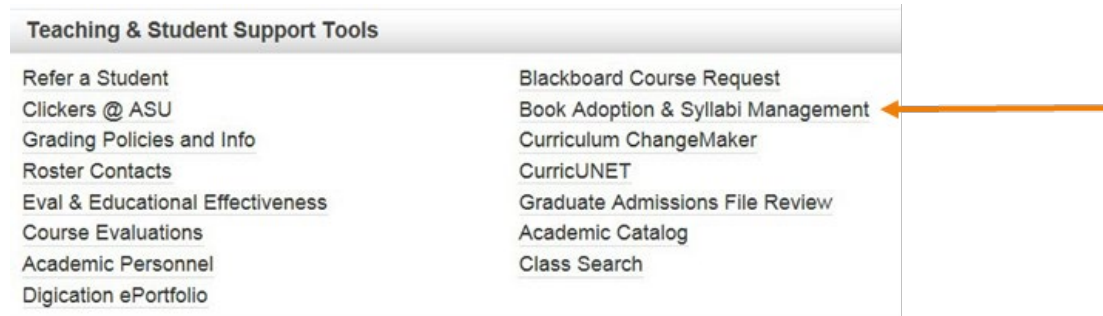
Here are some important reminders about grading:

- Instructors can access the grade roster directly from their [My ASU](#) homepage.
- Remember, the approval status of the grade roster must be set to "Post Tonight" or "Complete" in order to be posted (don't forget to "Save" after you change the approval status). Grade rosters in "Not Reviewed" status will NOT be posted.

*****Technical issues have been reported by those using the [Safari](#) internet browser. Use a different browser, Chrome or Firefox, if possible.*****

- There are several ways to input grades into the grade roster.
 - Manually input grades directly into the grade roster
 - Import grades from an external file created by the instructor
 - Export final grades from Canvas to ASU grade roster
- Step by step instructions for each method of entering grades are available on the University Registrar Services Grades & Records job aid, https://students.asu.edu/sites/default/files/job_aid_faculty_1.pdf. If you have any questions, consult the job aid or contact [University Registrar Services](#).

Syllabi: Please see the sample syllabi on Canvas, under SHPRS Resources > Undergraduate Services > [Course Regularizations](#). Faculty are encouraged to upload copies of syllabi so that students can reference them as they search for classes, especially during registration and drop/add periods. It's not necessary to wait for finalized versions of syllabi. Draft or prior-term syllabi can be posted as postings carry a University disclaimer that it is a sample syllabus and subject to change. To post your course syllabi, access Book Adoption and Syllabi Management from MyASU:



Please Note: At the start of each semester, email your syllabi to SHPRSEFrontDesk@asu.edu.

Testing Services: Please see [Classroom Exam Scanning](#) for instructions on how to submit classroom exams to University Office of Evaluation and Educational Effectiveness for scanning. Please note: students should provide their own Scantrons.

Textbook/Desk Copy Orders: Faculty are responsible for submitting textbook orders and can do so thru MyASU, Teaching and Student Support Tools—same link used for posting syllabi.

Faculty are also responsible for obtaining desk copies when needed. Publishers often require that requests for desk copies be submitted in writing on institutional letterhead. If so, [SHPRS Desk Copy Request Form](#) can be used.

GRADUATE PROGRAMS

The [SHPRS Graduate Programs site](#) is a comprehensive collection of policies and resources for graduate students in the School of Historical, Philosophical, and Religious Studies at ASU. Visit the site to:

View information for new and current students, including funding resources and forms.

View program-specific policies and procedures.

Wellness Resources

Wellness resources are available for graduate students.

Graduate Coordinators

Kathy O'Malley, Program Manager Sr, 480-727-2179 Kathy.OMalley@asu.edu

- World War II Studies MA
- Philosophy & Religious Studies MA students
- Philosophy & Religious Studies PhD students
- Holocaust & Genocide Studies Grad Certificate
- Asian Studies Graduate Certificate

Jacklyn Collens, Program Manager, 602-543-3469 Jacklyn.Collens@asu.edu

- Advises students, Coordinates Admissions, and assists with interactive Plans of Study (iPOS) for History PhD, History MA (Tempe), History MA (online) and Public History Grad Certificate
- Assists with applications to graduate college for student funding for History Tempe students
- Academic Record Changes and Roster Contact
- Initiates probations and dismissals

UNDERGRADUATE ADVISING

Student services/undergraduate advising staff are located on the fourth floor, Coor 4591.

The advising office telephone number is 480-965-8364. Email: SHPRSadvising@asu.edu

PLEASE NOTE: Extensions for the advisors are for internal office use only, and should not be released to students or parents.

Advisor	Extension	Area
Manisha Master	5-2538	All students
Michael Currey	5-8932	All students
Katarina Nier	3-4763	All students

Appendix 1: Business Meal Reimbursement Form

Appendix 2: SHPRS Purchase/Reimbursement Request

Appendix 4: Desk Copy Request Form

Appendix 5: Personal Time with Business Travel

Personal Time with Business Travel:

ASU Travel Policy Standard 12: Personal Component of Official ASU Travel

For trips that contain a personal travel component, ASU will reimburse the traveler for only those expenses that would have been incurred had no personal travel component existed. The traveler should maintain documentation to support that the personal travel component did not add any incremental cost.

Examples of additional costs that may be incurred by the traveler because there is a personal component and that will not be paid by ASU are:

- double occupancy versus single occupancy lodging rates
- per passenger charges for taxis or airport shuttles
- additional car rental costs due to a larger vehicle need
- airfare increases because of a different travel day
- airfare increases for indirect routes
- excess baggage or overweight baggage due to additional travelers

Car Rental

If renting a car for business travel faculty and staff must use an approved [vehicle rental contract](#) and complete the [Authorized Driver Program](#).

and

- choice of lodging location for the convenience of the personal portion of the trip, as opposed to the convenience of the business purpose

Please note that university insurance coverage does not apply to a vehicle when used outside the scope and course of employment, such as during the personal portion of a trip taken in conjunction with authorized university travel. If insurance is needed for the personal portion of the trip, the traveler is solely responsible for the cost.

HOW TO ENTER PERSONAL TRAVEL IN MY ASU TRIP/CONCUR?

On the request header of your trip request in My ASU Trip, only list your business trip dates, with the personal days listed in the comment box and 'does the trip contain personal travel?' field marked yes.

Request 7RML

Trip Name: Workday Rising 2018

Request Header Segments Expenses Approval Flow Audit Trail

Cancel Save Attachments Print / Email Delete Request Submit Request

Status: Not Submitted

Trip Name	Trip Type	Traveler Type	Employee ID
Workday Rising 2018	2 International	Staff	1000304991
Department ID	Business Travel Begin Date	Business Travel End Date	Main Destination City
(D0501001) HR Partners	06/05/2018	06/10/2018	San Francisco, California
Project/Grant/Program	Cost Center	Does this trip contain personal travel? <input checked="" type="checkbox"/>	Business Type
(PG02148) ENGR-Shawn Jordan-ILIA	(CC0136) ENGR-CIDSE Administration	Yes	10. Other
Conference/Event/Host	Reason for Trip (48 character limit)	Trip Not to Exceed	Comment
Concur	test		Business dates are 6/6/2018 to 6/10/2018. I will be adding personal time on 6/11 and 6/12
Highest Location Risk Level	Main Destination Risk Level		

On your flight segment, enter the actual business and personal travel dates.

Request 7RML

Attachments Print / Email Delete Request Submit Request

Trip Name: Workday Rising 2018 Status: Not Submitted

Request Header Segments Expenses Approval Flow Audit Trail

Add Segment

CLICK ICON TO CREATE SEGMENT

Air Ticket

Round Trip One Way Multi-Segment Amount: 900.00 USD

Outbound

From: Sky Harbor Intl (Airport - PHX), Phoenix, Arizona

To: San Francisco (Airport - SFO), San Francisco, California

Date: 06/08/2018 (departure)

Comment:

Return

Date: 06/12/2018 (departure)

Comment:

Cost Comparison Requirements: WHEN IS A COST COMPARISON REQUIRED?

- When combining personal and business travel:
 - A cost comparison is necessary if the stay at the business location is extended longer than 1 day either prior to or after the dates of the business mission. Generally, travel status begins the day prior to business and ends the day after end of business.
 - A cost comparison is required when the airfare includes overnight stays at destinations (excepting normal connecting airports) other than the business destination(s). The traveler must provide a cost comparison showing lowest logical airfare for the direct route to and from the business location for the days of business.
 - A combination personal and business trip does benefit the traveler to some extent, therefore, travelers should exercise special care not to seek reimbursement for expenses that could be construed as personal i.e. additional lodging days beyond the business dates and driving instead of flying, the mileage amount greater than what it would cost to fly to destination will not be reimbursed.
- When leaving from or returning to a location other than 'Duty Post' or place of business:
 - Travel expense reimbursement is limited to the lesser of expenses incurred departing from or returning to the "duty post" or place of business. The duty post is defined as the location of the permanent office.
 - If two adjoining trips are made for University business with no personal travel included, a cost comparison is not required even though the traveler is departing from a location other than the official station to go to the second business location. Make a comment in the trip header noting that there will be no personal travel between trips.

Request AVKU

Cancel Save Attachments Print / Email Delete Request Submit Request

Trip Name: TEST HELP Status: Not Submitted Amount: \$1,781.00

Request Header Segments Expenses Approval Flow Audit Trail Travel Advisory

Trip Name: Workday Rising 2018 Trip Type: International Traveler Type: Staff Employee ID: 12-002 Department ID: (B1723) SHPRS Business Travel Begin Date: 05/19/2019 Business Travel End Date: 05/25/2019

Main Destination City: San Francisco, California Project/Grnt/Grant/Program: (PG03577) HUM-Faculty Travel-LCL Cost Center: (CC0348) HUM-School of Historical Phi Does this trip contain personal travel?: No Business Type: 03 Training Conference/Event Host?: Concur

Travel risk advisory - Low (Level 1) Public Purpose/Benefit to ASU (utilize Comment box for additional): TEST TRIP FOR TRAINING

Trip Not to Exceed: \$1,500.00 Comment: Business dates are 5/19/2019 to 5/25/2019 with two adjoining trips for University business with no personal travel included. Highest Location Risk Level: Medium (Level 3) Main Destination Risk Level: Medium (Level 3)

- When Using A Train to Travel in a Foreign Country:

- A foreign train, bus or other service carrier may be used in lieu of, or as a supplement to air travel at the lowest rate by the transportation facility used.
- If such travel could have been performed by air, the allowance should not exceed that of the lowest logical coach air accommodations.
- When airfare purchased is a higher class than allowed by University travel guidelines.
- When you drive instead of fly, your car mileage is limited to the cost of what it would be to fly to your destination. Calculate the maximum miles that can be claimed by dividing the allowed airfare amount by .445. Attach the airfare quote to the car mileage expense as a backup for the amount being claimed.

WHAT DOCUMENTATION QUALIFIES AS A QUOTE/COST COMPARISON?

A. A cost estimate from an airline that does not include personal dates or destinations:

1. Airfare quote obtained prior to the trip from Concur - *see example below
 - a. **Best Practice: Comparison should be obtained at the same time the trip is arranged.**
2. Based on:
 - a. The business destination(s) for the dates and times of business
 - b. Include the day before business begins and day after business ends as travel days
3. Attach the comparison documentation to expense report or travel request

B. A copy of a co-worker's airfare itinerary/receipt (economy class) that attended the same business event with no personal time or other travel destinations involved.

WHEN SHOULD A COMPARISON BE OBTAINED?

Comparisons should be obtained prior to the trip. **Best Practice: At the same time the trip is planned/arranged.**

EXAMPLE COST COMARISON



Flight Comparison
Example.pdf