Each year the Social Science Faculty and Staff work together to keep the Division budget balanced. We will continue to use the following guidelines for expenses. Your cooperation on all budget matters is greatly appreciated.

**Telephone:**

All phone calls and faxes should be for professional reasons. Some things to remember: 1) calls to some cell phones are billed as long distance, and 2) over-seas faxes are expensive, so use scanning and e-mailing instead whenever possible. Please use a personal calling card when making personal long distance calls from your office phone or use your cell phone.

**Mail:**

Any special handling mail (FedEx, next day air, etc.) will come from discipline discretionary funds. Inform your Discipline Coordinator of the expense before asking the Division Staff to mail a package. This includes student recommendations done on short notice.

Please provide postage for personal mail including employee benefits/flex letters.

**Duplicating:**

Each person in each discipline has been allotted an amount to cover their yearly copying. Discipline coordinators will soon be informed of these individual allotments. Your individual allotment includes the use of the Division machine AND charges from Duplicating Services. Each discipline is responsible for their duplicating budget.

**Things to remember:**

- All copying should be for professional reasons.
- Separate copier codes are available for Honors and IS courses (but not IC courses). Check with Sharon to determine if there is a separate code.
- Those of you who teach across disciplines may have a separate copy code for each discipline (e.g., Sociology and GWSS). In addition, GWSS, American Indian Studies and Environmental Studies have funding from the Dean that can be used for copying expenses.
- When you need 15+ copies of one item, please see the Division Staff to determine if Duplicating Services should be used.
- If an item is being copied at Duplicating, the office staff will complete the **Duplicating Request Form**, and will bring the items to Duplicating.
- **Please allow the Division staff 24 hours for any copies being made.**
- Feel free to e-mail and attach exams, handouts, syllabi, etc. to the office staff, but please send the message to all three staff as a backup (hawkints, severask, and burksld).
- Two-sided or “back to back” copies will be made unless otherwise requested.
- If you send a student worker or TA to make copies for you in the Division office, please provide them with your four-digit copy code.
- The Division machine is in constant demand, especially 15-30 minutes prior to the beginning of classes in the morning. It may be necessary for you or your TA to return at off-peak times (before 10am and after 3pm) to complete your copying.
- The use of electronic alternatives (such as e-mailing study guides to students, library e-reserve or Moodle) is a good alternative to making copies for students.
- If you need to do a packet (sold to students at the bookstore), see Laura or Sharon ASAP.

**Cartridges:**

To help with the “green” initiative, all faculty should use the network printers as much as possible as opposed to using personal/desktop printers. If you have a personal/desktop printer, you are asked to purchase your own cartridges, use other funds you may have access to (grants, Faculty Development Funds, etc.), or consult with your Discipline Coordinator about using the discipline discretionary funds. Also, network printers are not for large batch copying (that should be done in the Division Office or at Duplicating). Network printers are more cost and energy efficient, and are programmed to print double-sided as their default setting.

**Desk Copies:**

If you have not received your desk copies from the publisher yet, please have Laura or Sharon check the status of your desk copy **right away**. There is no Division budget to purchase desk copies. If need be, consult with Terri about Faculty Development Funds, or your Discipline Coordinator about the possibility of using the discipline discretionary funds.

Publishers are less and less willing to provide desk copies for TAs, particularly multiple TAs. If you have given desk copies to your TAs and intend to use the same book again next year, we advise you to ask for the desk copies back from the TAs, since publishers are unlikely to send us more desk copies of the same book in subsequent years. On another note, when placing your book orders, make sure you tell Laura or Sharon that you need desk copies for your TAs; don't wait and tell them after the books have been ordered.

**Course Packets:**

If you intend to publish a course packet for your course, please see Sharon or Laura as soon as possible. A few things to keep in mind when doing a course packet are: 1) allow enough time for the copyright permission, 2) allow the Division staff to determine the number of copies to be printed, 3) consider using alternate methods for providing articles or items with high copyright costs.
Office Assistance:

- Please keep in mind that the Division staff handles a great many tasks each day. Many of these tasks are dictated by the timing and requirements of the academic year, so staff are always working with a work queue of items to be accomplished by some deadline. All requests are handled in a first-come, first-served fashion. That is, if someone who will need staff support on a task lets them know in a timely fashion about the task, that task is placed into the work queue in order to meet whatever internal and external deadlines might exist for all tasks in the queue. This means that if you ask the staff for help with a project at the last minute, especially a time-consuming project, they may not be able to accommodate you in order to meet existing deadlines.

- Keep in mind that external events, such as the ending of the fiscal year in late June, and the shutdown of financial operations the first two weeks of July will have an impact on you in terms of reimbursements, submitting expense sheets, etc. Not only are the staff extremely busy with year-end reports at this time of year and cannot take on other large projects, but the fiscal operation of the University is such that reimbursements and expense sheets simply cannot be submitted during this time.

- Remember that during the summer, our staff is reduced, while many tasks are not. The office staff is equally as busy during the summer as during the academic year. Respect their time and the job they have to do. Give them jobs to do in a timely manner and do not expect them to rearrange their work queue or their work schedules for you. This may mean that if you give them grant expense sheets at the last minute that you will be not recompensed for your expenditures, since there are weeks in the summer when Sharon or Terri or Laura are only in once or not at all.

- Other items to note:
  --Allow the office staff one-day advance notice for all duplicating tasks, especially if the job needs to be sent to Duplicating Services.
  --For typing projects of great length, extra time should be allowed.
  --Tests and other course-related material take priority over other typing or duplicating tasks.
  --Instruction-related work will be handled in the order it is received.
  --The Division staff is willing to administer makeup exams to your students in the lounge but will not proctor exams in classrooms. Please find a colleague to proctor an in-class exam that you cannot be present for. You should be aware that the Division lounge is a very difficult place for students to take make-up exams since it is noisy and other people will be using it at the same time for other purposes. If at all possible, find an alternative place to give your make-up exam and either proctor it yourself or find another proctor.

Students will be asked to leave books, backpacks, calculators, coats, cell phones, headphones and other personal belongings in the Division Office while they take makeup exams, unless you have informed them and the staff otherwise (e.g., open-book or open-note exams or exams for which they need calculators).
If you are administering an exam in the lounge yourself, please inform the office staff. In most cases, the staff will not allow students to start an exam after 3:30. The staff will collect all exams at 4:30, unless other arrangements have been made.

**Travel:**
- Out-of-state travel funds are available for use by all full-time teaching faculty members, and only for the purpose of attending academic professional meetings, symposia, seminars, conferences, etc., held outside the state of Minnesota. Attendance at national or international meetings being held within the state of Minnesota (i.e., otherwise considered "in-state" travel) will be reimbursed in accordance with the out-of-state travel policy as well. The money is not to be spent for faculty recruitment.

Since the individual faculty member benefits both professionally and personally from out-of-state travel, a portion of the expenses for such travel will be assumed by the faculty member. The current annual allocation for out-of-state travel funds is $650 (new tenure-track faculty receive an initial allocation of $950), with the possibility to accrue up to $2000. The OST policy can be found at: [http://www.morris.umn.edu/services/acad_affairs/ost10.html](http://www.morris.umn.edu/services/acad_affairs/ost10.html)

- FREF (Faculty Research Enhancement Funds) funds are also available to supplement costs related to faculty research. For details on how to apply for FREF go to: [http://www.morris.umn.edu/services/acad_affairs/aavarious.html#researchfund](http://www.morris.umn.edu/services/acad_affairs/aavarious.html#researchfund)
- Whenever possible, faculty members should continue to apply for travel subsidies from sources outside the University. Upon returning, consult with Sharon or Laura to submit a reimbursement form.

**Student Travel:**
The Division has set aside a limited amount of Student Travel funds available. In most cases, reimbursement will be made to the student after travel (other variations exist such as charging a car with Fleet Services), and be capped at $100. If you have a student interested in applying for funds, the application is available at the Division web page: [http://www.morris.umn.edu/socialscience/](http://www.morris.umn.edu/socialscience/)

**Faculty Development Funds:**
Faculty development funds are available on a limited basis. Requests of up to $200 per faculty member per year (for conference registration, books, class supplies, clickers, etc.) will be considered on a first-come first-serve basis, until our limited pot for these expenses is exhausted. Please contact Terri for further information.

**Class Cancellation or Substitution Policy:**
Please contact the Division Office in the event you have to cancel class, or if someone else will be substituting for you. Communicating with us is extremely important.

During the regular semester, if you leave Morris during a weekday to attend a conference, or for any other purpose, please inform the office staff of your departure and return dates. If possible, also please provide information about your availability during your trip (phone numbers and/or if checking e-mail while gone). Please let us know of any alternate arrangements you have make for your classes (guest speaker, TA showing movie, etc.).