Important dates
There are numerous events (such as colloquia, mentor lunches, alumni visits, Department-sponsored activities) during the academic year. Please plan to attend at least some of these as investments in our community. These include (1) the Department kickoff on September 16, 9:00 am-noon; (2) the Alumni of Distinction Celebration, October 9, 6 to 8:30 pm (reception begins @ 5pm), UW Club; (3) the Thomas Scheidel Lecture, sometime in winter or spring quarter; and (4) Departmental Graduation, week of June 8, date TBA. These are important events for our Department community, so please attend if at all possible.

Faculty Meeting Schedule for 2019-20

- Wednesday, Oct 2
- Wednesday, Nov 6
- Wednesday, Dec 4
- Wednesday, Jan 8 (second Wednesday)
- Wednesday, Feb 5
- Wednesday, March 4
- Wednesday, April 1
- Wednesday, May 6
- Wednesday, June 3

Teaching

1. Student Teaching Evaluations. Faculty must have at least one student evaluation to be considered for any merit pay increase. Given merit review timing, you will need an evaluation from spring quarter 2019, summer 2019, autumn 2019, or winter 2020 for the next cycle.

2. Peer Teaching Evaluations. Lecturers and Assistant Professors must have one peer evaluation by another faculty member every year, both to be considered for any merit pay increase and to accord with Faculty Code requirements for promotion considerations. Associate Professors, Senior Lecturers, Principal Lecturers, and Professors need to have a peer evaluation conducted at least once every three years. Copies of the reports written by your peer should be placed in your academic file; please provide a copy to Edith Olguin, our Operations Specialist.

3. Classroom requests. If your class requires any special arrangements or technology, be sure to tell our Undergrad Program Coordinator Caley Cook and our Director of Academic Services, Erika Samson, so that they can make certain this is part of room scheduling. If you wish to use our computer classroom labs (e.g., rooms 302, 304, 322), talk with Computer Specialists Nika Pelc or Nick Myers before requesting these rooms to ensure the rooms have needed hardware/software. If in-class computer use will be infrequent, it may be possible to schedule a lab for specific days only. Any classroom or technology specific requests need to be made at least a quarter or more in advance, while rooms need to be requested 3 quarters in advance.

4. Working with TAs and RAs (ASEs). Any and all hiring of ASEs for work of any kind must be pre-approved, by Administrator Wendy Durant and Heather Werckle, Assistant Director of Academic Services, Graduate Programs. The union contract stipulates a workload of 220 (or fewer) hours per quarter. This translates to an average of 20 hours per week with no more than 30 in any single week except by the ASE’s consent. In such cases, the hours must be reduced another time during the quarter. Please work with TAs and RAs to keep track of their hours. Questions, concerns, or suggestions about ASEs can be directed to our Professional Development Committee.

5. TA requests for next year. If you anticipate that you will want a TA for the 2020-21 academic year for a course that has not usually had a TA, you should submit your request to the Undergraduate Committee no later than November 1. What this means is that if you are planning to offer a course at a larger size than it has previously been offered and thus the course will now need a TA, please let us know. Otherwise, we’ll assume similar course sizes as previous offerings of the course in our planning for TA assignments. As a general rule, the Department provides a TA for every 100 students enrolled, except in
exceptional circumstances. Contact Undergraduate Program Coordinator Caley Cook or Director of Academic Services Erika Samson.

6. Syllabi. We need a copy of your syllabus for every class you teach. Please give an electronic copy to our Coordinator of Student Relations, Troy Bonnes, in Room 118. We need the syllabi for student queries and for required archiving.

7. Intensive Research Quarter. You may request an intensive research quarter, concentrating your teaching in two quarters. If you would like to have an IRQ sometime during 2020-21, submit your request to the chair by November 1. The College must okay all requests for an IRQ, so be sure to wait to get the word that the IRQ has been granted to you before finalizing your schedule. In general, IRQs are not available during autumn quarter, when teaching needs are the greatest.

8. Technology innovations. If you have technology-related questions, concerns, or ideas, please contact our Computer Specialists Nika Pelc or Nick Myers. The most favorable outcomes occur when there is considerable lead time before a project needs to be in place.

Available Funds

1. Faculty Travel Funds. Funding for faculty travel for professional work has a high priority for the Department. In 2019-20, we will separately allocate funds for (a) faculty travel to present research at conferences (for 2019-20 we have $45,000 in the budget for this), and (b) faculty travel for professional development (for 2019-20 we have $15,000 in the budget for this). For both of these:
   --Be familiar with the Department’s criteria for faculty travel funding. These have been recently updated. The departmental travel funding policy for faculty is at https://www.com.washington.edu/forms/policyFacultyTravel.pdf
   --Use the Funding Request Form: https://uwcomadmin.wufoo.com/forms/funding-request-form/
   --Your eSubmission along with any uploaded supporting documents will route to Associate Chair Adrienne Russell. We set deadlines for receipt of requests for travel taking place each quarter to gauge total demand. Application deadlines have been amended to align with ICA and NCA acceptance notifications. New deadlines: Oct.1; Feb. 1; April 1; June 15 (summer submissions apply to upcoming academic year). Please fill out one request form per conference, except on the rare occasion when attending more than one conference in a single trip. Faculty may apply for funds from any deadline that is appropriate for their scheduling and travel purposes. Please see Faculty Travel Policy for dollar amounts and individual spending limits for the current academic year.
   --Making reservations. You may make your own travel arrangements, and be reimbursed up to the amount authorized for your travel support. Or you can check with Edith Olguin before making a reservation to see if we can arrange a better fare for you.
   --Getting reimbursed. Please submit your receipts to the ‘Financial Transactions’ inbox in the mailroom, or electronically to comadmin@uw.edu, referencing the budget number and category / project code.

2. Faculty Research. There will be a $30,000 faculty research fund in 2019-20.
   --All full-time faculty are eligible to apply for these funds. $15,000 comes from the William K. Test Trust Endowment, which must “be used to fund research and library support in Journalism;” we define these terms broadly, because a lot of communication research has implications for the practices of journalism. The other $15,000 has no limitations on focus. Notably, if we need to re-calibrate this distribution of funds to more “general,” we will do that during the year.
   --Procedures: In an effort to use our limited funds wisely and ensure that all full-time faculty have equal access to research resources, we ask that you submit applications via the Funding Request Form: https://uwcomadmin.wufoo.com/forms/funding-request-form/, including a budget with a maximum of $5000. Your submission will route to Associate Chair Adrienne Russell, who will consult with the Executive Committee and make a recommendation to the Chair.
   --Each application should include a summary of and rationale for the project and its particular expenditures, a budget, and an explanation of how previous department research funds have been used. Application due dates: Nov. 1, Jan. 15, and April 1. Time-sensitive applications will be considered in unusual instances. When awarded faculty research funds, a faculty member will be given a budget number and unique award ID that must accompany all reimbursement or purchase requests.
   --Faculty research funds go to work likely to produce a scholarly publication or grant application, though other research needs will be considered. Faculty can coordinate applications to seek funds for a campus conference or larger
collaborative project (e.g., three faculty might each request $5000 to fund a Department-hosted conference on a research domain). The intent is to spread the funds across the faculty, so just one award per person per year.

--Here are important parameters for these funds, from our 2014 Faculty Research Initiative:

- Research funds can be used for:
  - projects that include graduate students as collaborators, provided that the faculty member is an author on any grants or publications that derive from the research.
  - costs related to publishing (e.g., copyediting, indexing, cost of images, open-access costs). The maximum total allocation for the year for this is 8K.
  - “workshops, conferences, special projects” integral to a specific research agenda.
  - Whiteley Center stays, but not other writing retreat venues, with a 2-week maximum stay.
  - a grader only if faculty is involved in a significant research program.

- Research funds cannot be used for:
  - course buyouts.
  - supplemental faculty salary.
  - incidentals, ad hoc expenses, or for individual food/meals/diem. Modest food costs associated with a UW research-funded and sponsored conference or workshop may be allowed, if a qualifying food expense according to University food policies.
  - the purchase of equipment/software/technology that does not have a useful life to the Department after the research project ends. All hardware and software is owned by the UW.
  - costs for non-UW faculty (e.g., travel, Whiteley Center fees) – except as part of a UW research-funding sponsored conference or workshop.

3. Faculty Innovations. There will be $10,000 in 2019-20 to support ad-hoc activities that require modest funding ($20-$1000). Activities anticipated include: instructional innovations; unexpected very-timely small-scale research opportunities; modest equipment needs; small research investments that don’t merit a larger research proposal; funds for a guest speaker in class; food for a small conference; software for a project; $25 Book Store gift cards for guest speakers; mentoring activities; etc. Procedures: Apply to Associate Chair, Adrienne Russell via Funding Request Form: https://uwcomadmin.wufoo.com/forms/funding-request-form/. These funds are available to all faculty.

4. Staff Innovations and Support. Our departmental staff invest substantially in our unit, in students, in faculty, in alumni, and in our support processes. We want to provide opportunities for professional development and innovation for staff. Examples might include: professional-development workshops or classes; new materials; modest equipment needs or upgrades; software; and various materials. There will be a total of $7k available for 2019-20 fiscal year. Procedures: Apply via the electronic Departmental Funding Request Form: https://uwcomadmin.wufoo.com/forms/com-dept-funding-request-form/. Requests are accepted on a rolling basis and once submitted will route to Administrator, Wendy Durant for consideration and response in consultation with the Chair. These funds are available to all staff.

5. Technology. Hardware and Software Requests. In an effort to use our limited funds wisely and ensure that all faculty and staff have equal access to technology resources, we ask that requests for technology-related expenditures over $150 be evaluated and approved by the Chair.

--Faculty. If you have requests, please consult with Computer Specialists Nika Pelc or Nick Myers, then submit a brief description to the Chair. In turn, the Chair will consult with Nika Pelc or Nick Myers on these requests and respond quickly.

--Staff. If you have requests, please contact Nika Pelc or Nick Myers (repairs, replacement parts, inexpensive upgrades).

--Grants. PLEASE remember technology needs as a line item in any external funding proposals.

6. Course Graders. We will make available a limited amount of ASE funds to support graders for classes. The criteria for receiving these funds will be twofold: (a) the funds are intended to support faculty engaged in significant research programs, and (b) faculty have to articulate how the grading responsibilities in the course merit the funds. If you have requests, submit to the Associate Chair. Once funds are exhausted for the year, they’re gone.
General Administration

1. Faculty Promotions. Any assistant professor, associate professor, lecturer, or senior lecturer may request a review for promotion. To do so, provide the chair with an updated CV and request for promotion by the start of Winter Quarter (by January 2, 2020). The Chair will then consult with the executive committee and/or faculty of appropriate rank.

2. Leave with pay. Full-time faculty may apply for leave with pay (a sabbatical) every seventh year. Competition is intense, so an application does not guarantee support. If you want to apply, submit your application to the chair by Nov. 25, so that we can process it by the December 6 College deadline. For details, see the College’s website: http://admin.artsci.washington.edu/leaves-absence
The sabbatical leave form is here: https://admin.artsci.washington.edu/leave-types-and-procedures

3. Administrative Procedures regarding Spouse/Partner Conflict of Interest. In 2005-6, the Department (and the College and Provost) approved a policy on conflict of interest. The policy is distributed each year and appended to the end of this document. If you have concerns about conflicts (or possible conflicts) of interest, contact the Chair or Divisional Dean George Lovell (glovell@uw.edu).

4. Hiring. If you wish to hire someone and pay that person through UW, you must first contact Administrator Wendy Durant. If we do not follow the necessary hiring steps in order, the person hired may not be paid for hours already worked, and the Department may be cited for non-compliance and incur heavy fines. This process is now trackable in Workday.

5. Absences from campus, class. If you are going to cancel class, please notify the main office (comadmin@uw.edu). Students frequently come to the office if a class has been cancelled. We need to be aware of such cancellations.

6. Overnight or two-day mailings. Please limit these kinds of mailings to only unexpected or unavoidable situations. Ask main office staff with any questions about this procedure.

7. Photocopying and printing. [REVISED content] The Department has guidelines for faculty photocopying: 2000 total pages each quarter. These numbers can be adjusted if there are extenuating circumstances; talk to Edith Olguin if so. Faculty teaching large classes should consider distributing the course syllabi electronically. If necessary, exam copies can be made by staff in the main office. Ideally, these requests should be submitted to comadmin@uwe.du at least one week before they are needed in order to give staff enough time; please include detailed instructions in your request regarding single or double-sided, stapling, color paper, etc. Copy jobs may no longer be sent directly to the Copy Center. These jobs must first be vetted by Edith Olguin. If staff is unable to accomplish the copy job in-house, Edith will provide approval with the correct budget number to send the job down to the copy center. This is necessary due to the excessive costs of sending documents down to the copy center which can be mitigated with some planning. In an effort to use our limited funds wisely and ensure that all faculty have equal access to photocopying and printing, we ask the following:

- Please limit photocopying, printing, and paper use to what is truly needed for your classes and research.
- The photocopier in the main office can create PDF copies from hard copies, and these can be emailed to you.
- Scanners that create PDF copies are in the Graduate Computer Lab, Rooms 302, 304, 322, and in the main office.
- Please make personal copies elsewhere (e.g., tax forms, other personal documents, non UW endeavors).
- Do not produce course readings for all of your students. Instead, create a coursepak to be sold at a copy store, put course materials online, or use e-reserves.
- For drafts of papers or books, limit the amount of printing you do of drafts to what is really needed.
- Keep course syllabi to a minimum (such as 2–4 pages, printing front and back); place more detailed course information on the web. Consider going to a web-only syllabi.
- In an effort to monitor photocopying and printing, we have instituted the following procedures:
  - Printers in 302 and 304 are accessible only during class time – for class related printing. Anyone wishing to print outside of class time will need to go elsewhere or print from the com labs directly to the Dawg Prints stations run by The College of Arts and Sciences in the basement of our building.
  - All departmental photocopy machine use, and toner use, is tracked.
  - Photocopying use by graduate students is also monitored on a monthly basis; graduate students have a ceiling of 500 photocopies a quarter (350 on third floor, 150 on first floor).
  - If your course requires a large amount of departmental photocopying, consider instituting a course fee.
8. Food. [NEW content]

University of Washington State policies allow for the purchase of meals and light refreshments for employees, students and official guests under certain criteria to include the source of funds, type of budget and purpose of the event.

- Any person organizing an event or meeting that will have food must submit a Food and Beverage for meeting, training sessions and recognition awards ceremonies form (Food Form) filled out and signed to Wendy Durant BEFORE the event/meeting/training date. Wendy will ensure that food expenses will be charged to the appropriate funding source. You can access the Food Form here or ask Edith Olguin. Please always download the Food Form from the UW finance website to make sure you are using the most updated version.

- Submit food receipts for reimbursement and procard:
  - Always present the original, itemized receipt with the breakdown. Generally the Department does not support alcohol purchases, except in rare (pre-approved) circumstances, so we must insure there are no alcohol charges on relative food receipts.
  - Provide the title of the event or training. In case of a meeting, explain the business purpose.
  - Attach a list of attendees.
  - Current meal per diem limits in the city of Seattle: Breakfast $19, Lunch $23 and Dinner $34; meals or refreshments exceeding these limits must be funded with department discretionary dollars, which should be avoided.

9. Emergency Evacuation Procedures. [NEW content]

For the purpose of establishing procedures required by Chapter 4 of the Seattle Fire Code and the requirements stated in Washington Administrative Code (WAC) 296-800-31075, the Environmental Health & Safety has prepared the Fire Safety and Evacuation Plan for the Communications building (LINK COMING SOON).

In case of an emergency follow directions of instructors, evacuation wardens, police, and fire representatives.

<table>
<thead>
<tr>
<th>Location</th>
<th>Assigned Area</th>
<th>Evacuation Director Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMU 102</td>
<td>1st, 2nd &amp; 3rd Floor</td>
<td>Edith Olguin</td>
<td><a href="mailto:editho@uw.edu">editho@uw.edu</a></td>
</tr>
<tr>
<td>CMU 118</td>
<td>1st Floor</td>
<td>Erika Samson</td>
<td><a href="mailto:samson@uw.edu">samson@uw.edu</a></td>
</tr>
<tr>
<td>CMU 231</td>
<td>2nd Floor</td>
<td>Jazz Espiritu</td>
<td><a href="mailto:jazz@uw.edu">jazz@uw.edu</a></td>
</tr>
<tr>
<td>CMU 318D</td>
<td>3rd Floor</td>
<td>Kyle Hepworth</td>
<td><a href="mailto:hep@uw.edu">hep@uw.edu</a></td>
</tr>
<tr>
<td>CMU 318G</td>
<td>3rd Floor</td>
<td>Tommy Ferguson</td>
<td><a href="mailto:tommy@uw.edu">tommy@uw.edu</a></td>
</tr>
</tbody>
</table>

The Evacuation Assembly Point (EAP) is the N22 Parking Lot. During the N22 Parking Lot construction, a temporary EAP has been assigned, see the number 24 in the picture. When the N22 Parking Lot construction is completed this document will be updated.
Department of Communication Administrative Procedures
Regarding Spouse/Partner Conflicts of Interest
(adopted 2005-06)

The University of Washington Faculty Handbook sets forth guidelines designed to address Conflict of Interest (volume 2, part 2, chapter 24 and vol. 4, part 5, chapter 2). The purpose of this document is to elaborate more specific procedures applicable to everyday decision-making that occurs in this department. In all situations, the goal is to ensure that a spouse/partner in the Department of Communication does not receive differential treatment (good or bad) because of that person’s relationship with another member of the Department.

Below are areas of decision-making where conflicts of interest could arise – with particular attention to cases where the spouse/partner is the Chair of the department. The text in italics summarizes the typical decision-making process; it is followed by alternative procedures to address situations that involve a spouse/partner.

A. Reviews and recommendations for promotion, pay raises, merit, and annual conferences

Recommendations for promotion, pay raises, and merit are made by the Chair to the Divisional Dean based upon consultation and review by faculty of a rank higher than the person being reviewed. Annual conferences are conducted by the Chair.

Chair Designate: At its final meeting of the academic year, the Executive Committee will determine at least two names of faculty willing to serve as a Chair Designate for the purposes named in this document. The Divisional Dean then selects from this list a Chair Designate for the upcoming academic year. The Divisional Dean may request additional names, possibly including faculty whose appointments are not in the Department.

• A faculty or staff member will not be involved in any facet of review, recommendation, voting, or correspondence of results regarding a spouse/partner. In the case of Chair as spouse/partner of the person under review, the Chair Designate would correspond directly with the Divisional Dean.

• In the case of Chair as spouse/partner, annual conferences will be conducted by the Chair Designate.
B. Funding for research, teaching, and service activities

Typically, requests for funding are first reviewed by relevant committees (e.g., the Technology or Research Committee), with recommendations forwarded to the Chair for final approval and execution.

• Any committee member will excuse him or herself from Committee discussion, vote, and recommendation to Chair regarding distribution of funds that involves a spouse/partner as sole or co-applicant.

• In the case of Chair as the spouse/partner, the Chair Designate would execute the committee recommendation in regard to spouse/partner. If there are compelling reasons why the committee recommendations should be altered in a way that affects the allocation to the spouse/partner (e.g., due to department budget constraints or other considerations), the Chair Designate and Associate Chair will discuss and reach an agreement.

• In the case of special funding requests that are not typically reviewed by an internal committee (e.g., bringing a speaker to campus, funds for a class project), the request would be brought by the Chair Designate to the Executive Committee for review. If approved, the request would be executed by the Chair Designate.

• Requests for small amounts of funds (e.g., under $150) may be approved directly by the Chair Designate for a spouse/partner, not to exceed $300/year without consultation with the Executive Committee.

C. Teaching Schedule and Load, TA assignments, New Course Proposals

Typically, routine scheduling, load, and TA assignments are first developed by relevant committee (e.g., Undergraduate, Graduate, Professional Development) in consultation with individual faculty as needed, then recommendations are forwarded to Chair for final approval and execution. New Course proposals typically go to the relevant committee (Graduate, Undergraduate), then to full faculty, for review and approval. For special requests in regard to teaching, (e.g., course release, research quarters, sabbatical requests), please see section E below.

• Any committee member, including a committee chair, will excuse him or herself from specific discussion and recommendation regarding spouse/partner’s teaching schedule, load, TA assignments, or new course proposals.

• In the case of Chair as the spouse/partner, the Chair Designate would execute the committee recommendation in regard to the spouse/partner, in consultation, as appropriate, with the relevant curriculum personnel. If there are compelling reason why the committee recommendations should be altered in a way that would affect his or her spouse/partner (e.g., due to budget or other considerations), the Chair Designate and Associate Chair will discuss and reach an agreement.

D. Department committee assignments

Typically, committee assignments are made by the Chair.

• In the case of Chair as the spouse/partner, the Chair Designate would consult with the Associate Chair regarding assignments involving a spouse/partner. Either individual may raise any concerns regarding differential treatment with the Executive Committee or Divisional Dean.

E. Special requests and endorsements

Special requests, (e.g., course releases, research quarters, sabbatical leave, department recommendations or prioritizations for grants or fellowships), typically go directly to and are executed by the Chair.

• Where the Chair is partner/spouse, special requests would be brought by the Chair Designate to the Divisional Dean for review. Any letters of endorsement or evaluation would be executed by the Chair Designate or Divisional Dean, explaining why (if needed) the Chair is not participating in the endorsement or evaluation.

• For routine signatures on materials that do not require a competitive evaluation or prioritization by the Chair (e.g., to reserve a room or submit an application to a teaching forum or an RRF), the Chair Designate may sign without need for consultation with others.

F. Concerns or complaints

Typically, concerns regarding department activities are brought to the Chair.

• Where the Chair is partner/spouse, faculty or staff members (including his/her partner) may take any concerns regarding conflicts of interest to the Associate Chair, the Chair Designate or, if necessary, the Divisional Dean without prior consultation with the Chair and without fear of reprisal. In addition, if the Chair Designate and/or the Associate Chair have any concerns about unfair evaluations and inappropriate actions as a result of decisions they have made regarding the partner/spouse, they may also take these concerns to the Divisional Dean, without prior consultation with the Chair and without fear of reprisal. Those who hear concerns will respect the confidentiality of this process.
G. Hiring
• A faculty member will excuse him or herself from hiring discussions and votes that involve a spouse/partner.
• When the department is considering the hire of a spouse/partner, the Executive Committee should organize a procedure that allows for a round of anonymous discussion to take place prior to a vote. This might, for example, involve Catalyst or requesting that the College organize a process that solicits faculty comments that would be summarized and made available to faculty on an anonymous basis.

H. Confidentiality
• Faculty and staff have a right to expect that the Chair will not share private or confidential conversations or issues regarding them with a partner/spouse who is also a member of the Department.