



***DEPARTMENT OF
MODERN LANGUAGES & LITERATURES***

***FACULTY GUIDE
AY 2021-22***

Welcome to our new incoming faculty and to those returning from summer break. Best wishes for a successful academic year. This guide is designed to introduce you to the Department, enlighten faculty to important principles or procedures, answer questions you may have, and reacquaint returning faculty after a much-needed break.

Department Contacts

Chair	Emily Wilcox (Fall 2021) 221-4663 ewilcox@wm.edu
	Francie Cate-Arries (Spring 2022) 221-13672 afcate@wm.edu
Associate Chair Faculty Affairs	Michael Leruth (Fall 2021) 221-1390 mfleru@wm.edu
	Michael Hill (Spring 2022) 221-3482 mghill@wm.edu
Associate Chair Educational Policy	Jorge Terukina 221-5507 jlterukina@wm.edu
Associate Chair Departmental Affairs	Tomoyuki Sasaki 221-1247 tsaki@wm.edu
Fiscal & Administrative Coordinator	Jinger Hickman 221-3633 jrhickman@wm.edu
Administrative Coordinator	Blanca Tyler 221- 1251 bmtyle@wm.edu

Program Directors

Arabic Studies	Driss Cherkaoui 221-1723 dxcher@wm.edu
Chinese Studies	Emily Wilcox 221-4663 ewilcox@wm.edu
French & Francophone Studies	Magali Compan 221-1721 mxcomp@wm.edu
German Studies	Robert Leventhal 221-7412 rsleve@wm.edu
Hispanic Studies	John Riofrio 221-3827 jdriofrio@wm.edu
Italian Studies	Monica Seger 221-3684 mjseger@wm.edu
Japanese Studies	Michael Cronin 221-2072 mpcronin@wm.edu
Russian Studies	Alexander Prokhorov 291-0907 axprok@wm.edu
TESOL	Vacant

Department of Modern Languages & Literatures

2020-2021 Committees

Standing

Executive Committee

Chair: Emily Wilcox (Fall 2021), Francie Cate-Arries (Spring 2022)
Associate Chair - Faculty Affairs: Michael Leruth (Fall 2021), Michael Hill (Spring 2022)
Associate Chair - Educational Policy: Jorge Terukina
Associate Chair - Departmental Affairs: Tomoyuki Sasaki

Policy Committee

Associate Chair Educational Policy: Jorge Terukina
Arabic: Driss Cherkaoui
Chinese: Emily Wilcox
French & Francophone: Magali Compan
German: Robert Leventhal
Hispanic Studies: John Riofrio
Italian: Monica Seger
Japanese: Michael Cronin
TESOL: Vacant
Russian: Alexander Prokhorov

Sr. Personnel Committee

No Committee in AY 2021-22

Personnel/Awards Committee

Associate Chair Faculty Affairs: Michael Leruth (Fall 2021), Michael Hill (Spring 2021) [Chair of Awards, ex officio/non-voting of Personnel]

Members

Carla Buck (Fall 2021 & Spring 2022)
John Eisele (Chair, PC; Fall 2021 & Spring 2022)
Calvin Hui (Fall 21 & Spring 22)
Kate Conley (Fall 21)
Lena Prokhorova (Fall 2021)
Regina B'tzalya (Spring 2022)
Michael Leruth (Spring 2022)

Alternates

Jenny Taylor (Fall 2021)
Lena Prokhorova (Spring 2022)

Web Committee

Associate Chair Departmental Affairs: Tomoyuki Sasaki
Arabic: Mona Zaki
Chinese: Paul Vierthaler
French: Brett Brehm
German: Jennifer Gully
Hispanic Studies: Rachel Varra
Italian: Monica Seger (Fall 2021), TBD (Spring 2022)
Japanese: Tomoko Kato
Russian: Alexander Prokhorov?
TESOL: Vacant

Awards Committee

Merged with Personnel Committee in AY 2021-22 per vote of the Department

Library Liaison

Brett Brehm

Honor Council Liaison

Robin Ellis

Diversity & Inclusion Committee

Associate Chair Departmental Affairs: Tomoyuki Sasaki (Chair)
Angela Leruth (faculty representative)
Blanca Tyler (staff representative)
DeJah Robinson (student representative)
Joey Upadhyay (student representative)

Connectivity

Authenticate Your Computer and Devices!

- Beginning 2017, you are be required to authenticate your wired or wireless computer and devices (iPad, cell phones that you check email on, etc.) before you can access the W&M network. Go to <http://connect.wm.edu>
- For more details see: <http://www.wm.edu/offices/it/services/network/authentication/index.php>
- If you do not authenticate your computer on campus, your computer or other mobile device will not work properly. Please authenticate immediately! Open an internet browser and type in <http://connect.wm.edu>
- Click the Faculty/Staff link and then type in your user ID and password. You will then see a Welcome screen. You are now authenticated for the next year.
- For help or questions, contact the IT Help Desk at 757-221-4357 (1-HELP).

Blackboard

- Blackboard access is automatic once a faculty member is registered in Banner as teaching a course. Faculty will create his or her own course sites through the BB course generator: <https://bbhelper.wm.edu/courses/>
- Instructions are here and on YouTube:
- <https://www.wm.edu/offices/it/services/blackboard/helpforfaculty/index.php>
- Contact Mike Blum if you still need help with Blackboard after using these tutorials.

Calendar

- Outlook Calendar is **the tool** used to arrange meetings for faculty and staff.
- Please keep your Outlook Calendar updated with your class meeting times, office hours, meetings on and off campus, etc. so that Administrators on campus can arrange meetings for everyone more easily.
- Those arranging meetings will not see your personal business unless you grant certain access to those you approve of. They will only have access to your free vs. busy time.
- PLEASE do this ahead of classes and keep it up-to-date to make life easier for Jinger and Blanca, and others setting up meetings.

Campus Wide Emergency Notification System

- During emergencies or closings due to inclement weather, the College uses the emergency notification system to alert the campus. The methods to notify students, faculty and staff are via voice, email, text messages and social media sites such as the W&M News Facebook page and W&M News Twitter Page. In addition, a siren sounds if an event poses imminent danger. The College's homepage provides alerts and continuing information as the emergency develops. The College will test this emergency notification system at the beginning of each semester to make sure it's always functioning properly.

- For more see this web site at:
<http://www.wm.edu/about/administration/emergency/stayinformed/index.php>
 To ensure your personal information is always kept up to date:
 - Log in to Banner Self-Serve.
 - There is a link for Campus Wide Emergency Notification, where you can enter your cell phone, home phone, and work phone to receive the alerts.

You should also know that the College has an Emergency Response Plan for a full range of potential emergencies as well as a Continuity of Operations Plan, which guides the recovery of operations in the event of a college-wide emergency. Those plans are consistently updated and enhanced. For more information about the college's emergency response, please visit this site:

<http://www.wm.edu/about/administration/emergency/>

Classroom Technology Support

- For support with a PC or DVD player, etc. while in a classroom, call IT support 757-221-4357 (1-HELP) or email at support@wm.edu.
- There is also an instruction guide with pictures for technology located in each classroom located at: <http://www.wm.edu/offices/it/services/academicsupport/classrooms/index.php>

Copying/Scanning/Printing

- As part of our commitment to sustainability, please limit your printing to only that which is absolutely necessary! Double-side copies as much as possible. If you make short quizzes, put two to a page and cut the page in half, etc. Do NOT print syllabi for students.
- Scan and make available all documents or books for your students on Blackboard. Swem is available to put items on reserve for class usage.
- In AY 2021-22, our work-study students, Kathryn Webb and Fallon O'Malley, are available to help you with copying, scanning, Swem pick-ups/drop-offs, and other routine clerical staff. If possible, make an request for work-study assistance at least 24 hours in advance (email: mdll@wm.edu).
- Your access code for the copier is the last digits of your banner ID, starting after the last zero.
- Printers are located in the Copy Room - Washington 209 and on the east side of Washington Hall on the table as you walk in the glass doors. Printer and Copier problems can be reported to the front office. Another printer is available on the third floor.
- Please alert the front office if the paper runs out.

E-mail/Passwords

- At any time, if you need to change your password or have forgotten and need to change it go to this link: <https://changepassword.wm.edu/wm/>
- INFORMATION TECHNOLOGY will NEVER ask you for your WM User ID and password. If you receive any email requesting this information, forward it immediately to abuse@wm.edu.
- Outlook Exchange is W&M's e-mail portal. Information on accessing your account can be found here: <https://www.wm.edu/offices/it/services/microsoftoffice365/email/index.php>
 The link to access e-mail from any computer is located on the My WM page: <https://owa.wm.edu>

Fax

- W209: 757-221-3637- Located in Copy Room. It is the small Brother Multi-Function Color Printer.
- To fax to another campus department, insert the document face up in the auto document feeder (ADF), press the "Hook" key, dial the 5-digit number and press the "Black & White - Start" key.
- To fax locally, insert the document face up in the ADF, press the "Hook" key, DIAL "9" and the local number, and press the "Black & White - Start" key.
- To fax toll-free, insert the document face up in the ADF, press the "Hook" key, DIAL "9" and the 1-800 (or 1-888) number, and press the "Black & White - Start" key.
- To fax long distance, insert the document face up in the ADF, press the "Hook" key, dial "9" then the area code and telephone number, you will then hear a beep, then you enter your long distance authorization code.
- Sensitive faxes may be sent to the machine in office 211.

IT Help

- Technology Support Center: 221-4357 or 1-HELP
 - email: support@wm.edu
 - If you have any questions regarding IT passwords and the network.

Telephone

- Any telephone related problems should be reported to the front office or the Administrative & Fiscal Coordinator.
- With the new phone system, you will plug your phone into a network jack that has a series of numbers and ends in ".n" versus the telephone jack that ends in ".v". If you change offices, your phone travels with you except in cases of shared offices.
- To call another department or office on campus, dial the 5-digit number.
- To place a local call, DIAL 9 + local number.
- To place a toll-free call, DIAL 9+1+800 + number.
- To place a long distance call, Faculty and staff will be asked to enter a long distance authorization code: 9 +1+ area code and number + authorization number. Check with the MLL front office if you have a question about using the long distance authorization code for phone calls or faxes.
- To place an international call: 9 + 011 + country code + city code + number + authorization code.
- To call the College's Information Operators, DIAL "0."

Voicemail

- Non-Tenure Eligible faculty who are in shared offices will not have voice mailboxes. Course syllabi should have email as the contact method. If someone needs to get in touch with you in a personal emergency, the front office phone number can be given to leave a message: 221-3633 and 221-1251.
- New faculty with phone numbers should set up their new voicemail box as soon as possible. For help doing this, please consult staff in front office. Faculty members are asked to please write down this password or use an easily remembered password. It takes IT a day or two to reset passwords.

- Voicemail can be checked by pressing the Voice Mail button on your particular office phone and entering your password. If you are somewhere else on campus you can press the Voice Mail button or dial 1-1800, pushing the "#" sign on the dial pad, and off campus by dialing 221-1800, then enter your extension # and password #. See the voicemail reference guide: <http://www.wm.edu/offices/it/images/voipphoneproject/vmquickguide.pdf>

Departmental Information

Return to In-Person Teaching

- As announced by President Rowe on 5/19/21, the University "expect[s] faculty to be on campus during the [2021-22] academic year and most courses will be offered in person or in a hybrid format. The University's "Path Forward" plan also states that during Phase IV (Fall Semester 2021), operations (including teaching) will be "predominantly in-person."
- Faculty must request and receive permission to teach remotely/online. Requests for exemptions allowing a faculty member to teach remotely for medical reasons must be made through Human Resources (Deborah Howe, dmhowe@wm.edu). Requests for personal/curricular reasons must be made through the faculty member's Program Director, the MLL Department Chair, and Vice Dean Suzanne Raitt.
- As announced by President Rowe on 5/18/21, William & Mary's vaccination policy for Fall 2021 (and beyond) is as follows: "All students, faculty, and staff intending to participate in in-person activities in Fall 2021 must provide proof of their FDA-approved EUA vaccination status by July 15, 2021. [...] All those who do not provide proof of full vaccination will be required to be tested prior to arrival and at minimum once a week upon return to campus, to mitigate transmission of COVID-19." Faculty and staff are to upload proof of vaccination online: <https://my.kalla.co/Identity/Account/Login?ReturnUrl=%2F>
- The university's protocols for Covid-19 mitigation are evolving in response to the evolution of the pandemic. As of 08/24/21, masks are required indoors through at least the end of September (one may be maskless when alone in one's personal office). As of 09/21/21, masks are no longer required outdoors on campus. The Administration has advised the faculty to work with students who need to miss in-person class due to Covid-19 quarantine requirements (as diagnosed with Covid or as a close contact of someone who has tested positive) and who will need help to stay current and engaged with class content, work, and testing. Streaming and/or recording of in-person classes for remote access by affected students is recommended but not mandated.
- For more information about William & Mary's post-pandemic plans and policies, please refer to the Covid-19 Response Team Updates web page and Path Forward page: https://www.wm.edu/about/administration/emergency/current_issues/coronavirus/response-team-updates/
<https://www.wm.edu/sites/pathforward/index.php>

Absences

- If you are ill and cannot hold class, please contact your Program Director and then try to see if colleagues with similar courses can substitute for you.

- If all possibilities for substitution have been exhausted, email your students that class is canceled.
- Email Blanca to post a notice that the class is canceled. Please provide the location, time and name of course.

Course Schedule

- Blanca (Administrative Coordinator) is the scheduling coordinator for the department and works with the Registrar's office. Blanca also works with the Associate Chair of Educational Policy and Program Directors to get the required information to put the schedule together.
- If you need to make a change to your course, consult with your Program Director. The Program Director will email Blanca with the information that needs to be changed. Please include the CRN for the course you are referring. NEVER email the Registrar yourself. They will not process scheduling requests submitted by faculty members. Faculty requests for course changes made through the PD and Blanca shall be forwarded to the Registrar in a timely manner and the faculty member shall be copied on all relevant email correspondence pertaining to the request.
- Each round of the schedule is made available to the faculty for viewing to check rooms and other information. Blanca will share this information (typically in the form of a Microsoft Excel spreadsheet) with the Program Directors, who will in turn let the faculty in their program know where to look at their proposed schedule of classes for the next semester to check on the following:
 - Inaccuracies
 - Back-to-back classrooms that are too far apart
 - Courses that need instructor permission or social class restrictions
 - Cross-lists
 - "PROJECTED enrollment" is big enough to fit the # of students you anticipate.
 - Classrooms that don't meet your instructional needs (NB: please understand that we do not always get our ideal classroom)
 - Course titles- topics courses and freshmen seminars tend to fill better if a course title is assigned.
 - Pre-requisites and attributes (e.g., EPC-approved COLL attributes)
 - Course descriptions- Those courses without descriptions tend not to fill--especially 150s
- No request for room changes will be accepted once registration has begun unless medically necessary!

Course Evaluations

- The course evaluation system is online. While most courses will be evaluated, some will not for student anonymity or for other reasons determined in our department. These are independent studies, honor theses, and any class that only has one student enrolled.
- Information regarding the evaluation system is located here: <https://www.wm.edu/offices/it/services/academicsupport/onlineevaluations/index.php>
- Login to manage current semester course evaluations and see reports: <http://evals.wm.edu/>

- Course Evaluation reports prior to spring 2013 have been saved on the department G drive for TE and longstanding NTE faculty. Please consult with front office if you need access to these.
- The default window in Arts & Sciences for students to complete evaluations is currently the last two weeks of the semester. Subject View Management allows you to shorten the window of opportunity for your particular class and view overall response rates. The Dean of Undergraduate Studies will send an email right before the course evaluation window opens to allow you time to manage your window for each class. It is highly DISCOURAGED by the Dean to have evaluations on the very last day of class or to bring any sweets to class with you the day you hold evaluations. Choose the most neutral day when you will not be giving a test. Please make adequate time during a regularly scheduled class for students to complete evaluations.
- If you cannot find your class listed, it is most likely because
 - It is an excluded class
 - It has not been released yet. Course evaluations are released at different times in the different academic areas giving them different windows. Ex: if you are teaching a joint class in Business or School of Ed, you will see that class load prior to the other A&S classes.
 - Logging in after the management window for A&S has closed. Please keep all emails from the Dean to remind you of the dates that your classes will be available to update.
- Make sure you do not change the window for the students to take your evaluation to BEFORE or AFTER the ALLOWABLE TIME! The Dean's office will email the department about this error and it will have to be changed to the proper period. Please note some errors are made because it is in military time (i.e., 24-hour clock).
- Reports will be released after all grades are turned in for a class. In the Report Section, you must select the "all" option in the toggle box to see all reports that are current and previous.
- The front office can provide additional information as necessary.
- Faculty are strongly encouraged to download and save all course evaluation reports for their records and future reference/use.

Course Syllabi

- Please upload all course syllabi on your Blackboard sites. As per Department of Modern Languages and Literatures Policy, **you may not print Syllabi for students.** Students are to download or print their own copy of syllabi from Blackboard.
- Please email your course syllabi to Blanca so she can upload to the G Drive folder by **September 8, 2021**. This is a requirement of the Dean's office to keep a copy of all course syllabi.

Doors

- Key 3FB8 locks and unlocks the main door outside. The glass doors on the 2nd floor are to remain locked after 5:00pm during the week and all day on the weekends. Key 3FB2 locks and unlocks all of the glass doors. Please help us prevent unwanted tampering or theft in our office areas by keeping the doors locked. Be sure office doors are locked when leaving your office unattended. For those sharing offices, be sure you have your key with you when leaving. ***We have had copy paper stolen and items stolen from purses in the offices, so please be vigilant about locking the doors!!***

- If you happen to lock yourself out, the front office staff can open the door for you during office hours or Campus Police 221-4596 after hours.

Faculty Blog web site

- The MLL Faculty blog site is where most necessary department information is located. This site is can be found at <http://mlfaculty.blogs.wm.edu>
 - best practices
 - department directory
 - letterhead
 - policy manual
 - scheduling and catalog directions
 - tenure and promotion information
 - other things MLL
- New faculty should be on the lookout for an invitation to join the site in their email. If not, please notify the front office.
- Look at this blog prior to inquiring in front office; most questions are addressed there. If not, let us know and we can add the necessary information.

Faculty CVs

- Please begin updating your CV as this will be needed for merit review due for all faculty in January/February. You will be asked to send an electronic copy to upload on the G drive and send to the Dean's office.
- Please convert your CV to the approved standard format that is located here:
<https://www.wm.edu/about/administration/provost/forfacstaff/>
(A link to a Microsoft Word document of the standard CV template is the second item under the "Administrative" heading on this web page.)
- **Make sure that a current date is located on your CV!**

Faculty Driver Authorization Form

- Faculty, employees, volunteers and students must complete and submit to the appropriate official a Driver Authorization Form (Faculty/Staff Driver Authorization Form) prior to driving a personally-owned vehicle in two situations:
 - driving (other) students or employees on university business or for a university-related activity or
 - trips for which approval is sought through submission of a Travel Authorization Form.
- Driver authorization for use of personal vehicles requires:
 - certification that the driver has a valid driver's license,
 - information about driving history,
 - confirmation that the driver has read and agrees to comply with this policy, and

- certification of vehicle insurance and condition of vehicle, including valid inspection.
- **Please submit the forms to the front office prior to the first travel of the year unless a form has already been submitted:**
<https://www.wm.edu/about/administration/senioradmin/financeadministration/documents/FacStaffAuthorizationFormNov2009.pdf>
- Be sure to update the form if there are any moving violations to report.
- https://www.wm.edu/about/administration/senioradmin/financeadministration/riskmanagement/vehiclepolicy/use_of_personal_vehicles/index.php

Final Exams

- Blanca will work with the Scheduling Coordinator in the Registrar's office to make any room requests for final exams prior to the final schedule being posted. **Please alert Blanca if exam rooms need to be combined for specific language classes.**
- Exams will meet according to the schedule published here at the beginning of each semester's registration period. Unless informed otherwise, classes will meet in the regular classroom.
- Exams are based on the START TIME of the class, no matter how many time periods it crosses, e.g., a class meeting from 8:00 - 9:50 MW would hold its exam in the 8:00 MWF time period.
- NO exams will be held on the reading days.
- Classes that begin on the quarter or half hour on MW will have their exam in the time block reflected by the whole hour, e.g., a class meeting at 10:30 MW will have its exam with 10:00 MWF block.
- Classes meeting at NON-STANDARD times on TR will have their exams with the time block immediately preceding, e.g., a class meeting at 2:30 pm on TR will have its exam in the 2:00 pm TR time block. A class that meets at 1:00 pm on TR will have its exam in the 12:30pm time block.
- Classes that meet only one or two days per week will have their exams with the time block represented by the traditional listing (MWF or TR).
<http://www.wm.edu/offices/registrar/calendarsandexams/examschedules/>
- For information regarding Fall/Spring final exams, see this calendar and get clarification from Blanca: <https://www.wm.edu/offices/registrar/calendarsandexams/ugcalendars/index.php>
- Blanca will send an email asking you to look over the exam schedule for the department before it is posted on the glass doors right outside of Washington 210. Let Blanca know **immediately** if any changes need to be made.

Grades

- New faculty should consult the MLL departmental Best Practices for grading information in order to resist grade inflation. This tip sheet is located on the department faculty blog site.
- Under the Faculty Resources web page of the Registrar's Office there is information provided regarding how to submit grades. Please look at this and ask your program director if you have any questions. <http://www.wm.edu/offices/registrar/facstaff/grading/index.php>
- An e-mail reminder will be sent later in the semester with the date when final grades are due. Fall grades are due January 3 by 9am. Spring final grades for Graduating Students are due May 19 by 9am for graduating students, and May 14 by 9am for remaining Spring grades.
- ** In May, faculty members are not to leave town/leave the country until final grades are submitted, unless prior authorization from the Chair has been granted.

Mailing and Address Information

- All departmental business-related mailings should be brought to Washington 210 to be authorized and mailed. They cannot be taken to the WM post office by faculty for mailing unless they are being paid for personally.
- Please write your last name on the top of the return William and Mary address or on the back of the envelope.
- Appropriate business-related mailings are as follows:
 - Thank You letters to department donors
 - Reference letters for students
 - Book manuscripts
 - Personnel Committee mailings
- You may leave your personal letters to be mailed as long as they have stamps on them. Please note that they will not go to the Williamsburg Post Office until late in the afternoon and may miss being mailed until the next day. Please be vigilant about ensuring that you are not sending personal mail as "MLL Professional" mail. This funding takes away from travel funding and other funding that can be better spent.
- International shipments require a completed PS Form 2976 or PS Form 2976-A. The form can be found here: https://cns.usps.com/cfo/ShippingInformationAction_input
 - You do not need a customs form for either First-Class Mail International items or Priority Mail International Flat Rate Envelopes if they weigh less than 16 oz., are no more than 3/4" thick, and contain only documents.
- All USPS packages come to this address:
College of William & Mary
Department of Modern Languages & Literatures
PO Box 8795
Williamsburg, VA 23187-8795
Attn: _____
- All UPS, FedEx and DHL packages must come to the shipping address below:
College of William & Mary
Department of Modern Languages & Literatures
241 Jamestown Rd. Attn: _____
Washington Hall Room 210
Williamsburg, VA 23185

Meeting Minutes

- If you are unable to make the Monthly Department Meeting, the minutes are posted on the MLL Blog site for you to read. All TE faculty, Lecturers and Senior Lecturers are required to attend (unless on leave, in class, or at another College Wide meeting). TE faculty class schedules are set to accommodate for this meeting.
- NTE faculty are encouraged to attend the department meeting as long as you do not have a class at the same time.
- You will receive an Outlook Calendar request alerting you to the meeting date and time.

Procurement Policies

- **As of July 1, 2014, Faculty may not purchase any books, DVDs, supplies, IT equipment, etc. personally and expect to be reimbursed with research/professional development funds. This is not allowable.**
- As stated on the university's updated (07/09/21) Cost Containment & Funding Guidance web page, Chairs ... may approve [non-personnel expenditures] as mission critical provided funding is identified within available budget(s) and any additional funding source preapproval requirements are met. If you have a procurement request, please consult with the MLL Fiscal Coordinator and Chair. For additional information about applicable expense and funding policies currently in place, see <https://www.wm.edu/as/facultyresources/dept-prog-administration/cost-containment-funding/index.php>.
- Faculty with professional development funds must make arrangements with the front office to make the purchase with the department credit card. A request needs to be sent via email with links to the items needed. Purchasing with "your" own credit card is prohibited.
- Amazon is the recommended online store only for books and DVDs. Please send an Amazon wish list, rather than individual links to the items. Computer equipment, camera equipment and other certain supplies must be purchased through procurement recommended vendor. Please send your request to Fiscal & Administrative Coordinator via email.
- If you need specific supplies that are not kept in the supply closets, and are needed for your research, then provide an email with the link to where you found the item online. We may buy the item elsewhere or through eVA, the Commonwealth of VA purchasing portal, to try to place orders where they are cheaper.
- IT equipment (computers & printers) and software/Apps must be approved by IT before orders are placed with faculty professional development funds. Please send information to front office to initiate the approval process. There are certain vendors that faculty must use now, like Dell and Apple. See the IT web site for more info.
- **No one may enter into any contracts on behalf of the College/Department except for the Chair.** The Department Chair is the only person with Signature Authority in MLL able to sign a contract on behalf of MLL. Any contract also must have the correct language so it needs to be reviewed by the Procurement office before we can sign it.

Program Planning

- **Please notify the front office at least 3 months in advance (more is better), prior to beginning the process of planning an event with a potential lecturer,** so that you understand all that is necessary to plan and pay for an event. The front office will assist you with funding, hotel and travel reservations.
- An honorarium agreement and or contract will need to be completed if payment will be made to the guest lecturer.
- An **honorarium** is a one-time payment, made to an individual who is not an employee of William and Mary for a special and non-recurring activity or event. Honoraria are typically paid to persons of scholarly or professional standing with the intent of showing appreciation – no other expenses are covered.

- A **contract** typically includes special terms and conditions. The speaker addendum addresses these issues. This addendum contains standard contract terms and conditions that the university requires as an entity of the Commonwealth of Virginia.
- Please see the Program Planning form on the MLL Blog for more information.
<http://mlfaculty.blogs.wm.edu/program-planning/>

Room Reservation Requests

- All reservations for room requests are made through the front office. Do not call the Registrar's Office or Scheduling Office directly. Blanca reserves rooms for Academic Activities through the Registrar's Office. Please contact Jinger if you need to reserve a room for a guest lecturer. If you need to reserve 304 or 315 for meetings, anyone in the main office can help you.
- Room requests **must** be made at least 24 hours in advance. Requests for the weekend must be received by the previous Thursday. Please plan accordingly.
- Send an e-mail Blanca with the following information:
 - Subject: Room Request
 - Contact Phone #
 - Type of activity (review session, film, make-up test, etc.)
 - Course Number and Section
 - Day of the week, date, and time that you need a room
 - Headcount
 - The room you are requesting
 - Alternate room possibilities

Supplies

- Bluebooks are available for Faculty to pick up to use for exams. Please do not send students to pick them up and especially do not send students one at a time. This causes a disturbance to the main office. Faculty may email Blanca at least 2-3 hours ahead of time to place these in your mailbox or office, whichever you prefer.
- General supplies are in the wooden cabinets in the main office, Washington 210. If you do not find what you need please ask the front office staff.

Swem Library Reserves

- Lists for reserve items to be pulled from the shelves at Swem Library should be submitted through their web form at <https://swem.wm.edu/forms>. If you have questions, contact the reserve coordinator at: swresv@wm.edu. They will be processed on a first come first serve basis within 5-7 days. Submit your list of reserve items 7 business days in advance of the first day of classes.
- During the rest of the year, the Circulation Desk needs 2 weeks notice to reserve items for your classes. Questions or concerns, please contact swresv@wm.edu.
- For more information about Faculty Services at Swem go to this link:
<https://swem.wm.edu/services/services-faculty>.
- The Department Faculty Liaison with Swem is Brett Brehm. Please contact him at brbrehm@wm.edu with any suggestions for Swem collection development. The department does have a budget to spend each year for acquisition of books that will be used in your classes.
- If you have questions, our Faculty Liaison at Swem is Paul Showalter phshow@wm.edu 221-3071.

Travel Reminders

- University-related travel (incl. conferences) is no longer suspended. Effective 06/21/21, William & Mary returned to its pre-pandemic travel policy for official university travel with key caveats, including a number of rules that apply to unvaccinated employees who travel overnight on official university business. Please refer to the following web page for additional details:
<https://www.wm.edu/offices/financialoperations/travel/announcements/travel-reinstated-to-pre-pandemic-travel-policy.php>.
- TE faculty- Travel authorizations (TA) **must be completed prior** to travel.
- TE faculty- Once the Chrome River TA is submitted, please make arrangements in ADVANCE with the front office to use the department credit card (using your individual professional development funds) to pay for approved conference registrations, organization memberships and airfare.
- TE Faculty- When arranging for approved airfare and the airport that you leave and come back to is not Richmond, Newport News or Norfolk; a cost benefit analysis will have to be conducted by you prior to seeing office staff. The Travel Manager in Accounts Payable requires proof that this will save money and be the cheapest way to go including mileage, parking, tolls, etc. If in doubt, inquire at front office with details to see if this alternate applies to you.
- NTE Faculty that have been here for at least 3 years qualify for the Kranbuehl Travel Award: \$2500 is available for over a 3-year period. Information about this award will be provided to those who qualify. Faculty can submit requests for support to the Executive Committee on a rolling basis. Once your submission is approved, you will receive an email with instructions.
- The MLL faculty blog has a list of resources for faculty to locate funds for research and conference travel.
- All reimbursements are processed through Chrome River and are paid via direct deposit. The same checking account your payroll is sent to is the account the travel reimbursement will be sent.

Van Safety Training

- If you would like to reserve a W&M van to use for student related activities you must complete Van Safety Training, which is hosted by Campus Police. Please contact Kristen Fagan for details. She will email you the form to complete and let you know the schedule for classes. Sessions may be posted in the WM Digest, but you must have completed the form and provided your driving record at least 4 weeks ahead of class.
- Please consult the front office for more information about this and the Index to charge.
- If you would like to reserve a W&M Van the form is here:
https://docs.google.com/forms/d/184I0PAGg3jTCBSwa5Gpp-LJiRPY7WvkLq8EJytDp_I/viewform

Calendar of Events

UNDERGRADUATE ACADEMIC CALENDAR 2021-2022 as originally published

2021 Fall Semester

August TBD Orientation
September 1 Classes begin (Wednesday)
October 16-19 Fall Break (Saturday-Tuesday)
November 24-28 Thanksgiving holiday (Wednesday-Sunday)
December 10 Last day of classes (Friday)
December 11-12 Reading period (Saturday-Sunday)
December 13-17 Exams (Monday-Friday)
December 18-19 Reading period (Saturday-Sunday)
December 20-21 Exams (Monday-Tuesday)

2022 Spring Semester

January TBD Orientation
January 26 Classes begin (Wednesday)
March 12-20 Spring Break (Saturday-Sunday)
May 6 Last day of classes (Friday)
May 7-8 Reading period (Saturday-Sunday)
May 9-13 Exams (Monday-Friday)
May 14-15 Reading period (Saturday-Sunday)
May 16-17 Exams (Monday-Tuesday)
May 20-22 Commencement (Friday-Sunday)

Summer Session

May 31-July 1 Session I (Tuesday-Friday)
July 5- August 5 Session II (Tuesday-Friday)

MLL Faculty meetings Fall 2021

August 18, 3:30-5:00 PM (Wednesday, on Zoom)

September 9, 3:30-5:00 PM (Thursday, in person)

October 7, 3:30-5:00 PM (Thursday, in person)

November 4, 3:30-5:00 PM (Thursday, in person)

December 15, 12:00-1:30 PM (Wednesday, in person)

Spring 2020 - TBD

Addendum

Modern Languages and Literatures Best Practices

[*last updated: April 27, 2021]

This document offers guidelines for teaching in the MLL department and provides recommendations for advising, grading, syllabi and teaching-related activities. Consult your Program Director for practices specific to your Program. Consult the "Resources for Teaching and Research in MLL" site on Blackboard and the "[Teaching](#)" tab on the MLL faculty blog for examples of syllabi, grading rubrics, writing practices, policies on TAs and graders, etc.

Practices for Teaching:

- 1) Aim to use the target language as much as possible in class, unless the nature of the course presupposes the use of English.
- 2) In order to resist grade inflation:
 - a. aim for no more than 30-40% of the grades to be in the A & A- range. This is calculated as an average of all your classes over a 3-year period.
 - b. aim to keep participation to 10% - 15% of the total class grade
 - c. aim to keep ungraded assignments (graded done or not done) to a maximum of 5-10% of the total class grade
- 3) Participation: it may be helpful to keep in mind the following
 - a. Have a rubric for grading participation
 - b. Provide feedback to students
 - c. Discuss the meaning of and expectations for participation in class
 - d. Create assignments and opportunities for students to participate
 - e. Provide more than one way for students to participate
 - f. Participation can include activities outside class: film screenings, language house, etc.
- 4) Attendance policies. Have a clearly stated attendance policy on your syllabus. Failure to attend more than a specified number of classes can be factored into the final course grade, provided you state this on your syllabus.
- 5) Do not let students take or audit a course for which they do not have the required prerequisites. This practice serves the students in two ways: (a) by ensuring that they don't register for courses beyond their abilities, and (b) it respects the other students in class who have completed the approved course prerequisites.
- 6) Prepare in-class activities that encourage full participation.
- 7) Aim to return assignments within a two-week time frame.
- 8) Have a variety of methods of evaluating students.
- 9) Have grading rubrics for assignments (papers, presentations, etc).
- 10) Design your syllabus so you are able to return some graded assignments to students before the withdrawal deadline.
- 11) Do not use the same final exam year to year. Add in new material to discourage cheating.
- 12) Proctor your exams.

Material for syllabi:

Model Language on the Honor Code:

[N.B.: The Dean of Students periodically updates this language and will send out reminders in the Digest at the beginning of the AY.]

The W&M Honor Code is in effect for this class. You are expected to abide by its rules. You are required to do all work individually unless otherwise specified by the professor. Student work will be submitted through an antiplagiarism site called *SafeAssign*. If you have any questions regarding what constitutes plagiarism, see the instructor and also consult the Honor Code:

<http://www.wm.edu/offices/deanofstudents/services/studentconduct/honorcode/index.php>

Translation Software:

The use of translation software is not allowed in this class unless given prior approval of the instructor.

For placement in 101-202 language classes:

See <https://www.wm.edu/as/modernlanguages/undergraduate/placement/index.php>

Student Accessibility Services:

[N.B.: SAS periodically updates this language and will send out reminders in the Digest at the beginning of the AY.]

William & Mary accommodates students with disabilities in accordance with federal laws and university policy. Any student who feels they may need an accommodation based on the impact of a learning, psychiatric, physical, or chronic health diagnosis should contact Student Accessibility Services staff at 757-221-2512 or at sas@wm.edu to determine if accommodations are warranted and to obtain an official letter of accommodation. For more information, please see www.wm.edu/sas

Statement on summer language classes:

In summer sessions we necessarily condense one semester of more than sixty days into only twenty-four; this is nearly three times the rate of language courses in the regular fall/spring semesters. The schedule of this course cannot be altered, and flexible deadlines cannot be accommodated within this format, so some students may wish to consider taking this course in the usual course sequence rather than in the summer.

Land and Slavery Acknowledgment:

[Following the department's April 2020 meeting, faculty voted to include the following language in all our syllabi:]

William & Mary occupies the ancestral lands of the Powhatan people. In 1677, near our historic campus, the Pamunkey leader, Cockacoeske, negotiated Articles of Peace, with England, on behalf of several indigenous tribes. We acknowledge the Native youths who attended the Brafferton Indian School in the eighteenth century. At present we acknowledge and honor Virginia's seven federally recognized tribes and the Commonwealth's four state-recognized tribes. William & Mary acknowledges that it owned and

exploited slave labor from its founding to the Civil War; and that it had failed to take a stand against segregation during the Jim Crow Era.*

MLL Best Practices for Gender-neutral Language

1. Do not read names from the Banner roster, but let students give their names and pronouns. Communicate to students that there are differences in the names listed between Banner, Blackboard, Outlook etc. and it can be confusing for all.
2. Consider asking students to fill out a questionnaire with information they think might be relevant for the instructor to know, including pronouns and their Banner name.
3. Faculty should strive to use the name and pronoun requested by the student, should apologize if a mistake occurs and should refrain from asking students to explain their choices.
4. Whenever possible, the faculty member should model gender-neutral language. E.g., when addressing the whole class, use gender-neutral terms: People, Folks, Everyone, ... When out-of-date terms appear in assigned texts, faculty should recast and remodel appropriate language.
5. Addressing different gender ideologies and how they are reflected in different languages presents an opportunity for learning.
6. Each program, and every faculty member, should take it upon themselves to become familiar with current gender-neutral usage in their language.

* The official institution-wide Acknowledgement of Indigenous Peoples as the Historical Custodians of the Land at William & Mary approved by William & Mary after consultation and input from VA Tribal may be found at <https://www.wm.edu/as/anthropology/research/centers/airc/land-acknowledgement/index.php>. For more context on land and slavery acknowledgements, see <https://www.wm.edu/sites/dhp/>.