



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

***FACULTY GUIDE***

***AY 2025-2026***

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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 semester)	<a href="mailto:ewilcox@wm.edu">ewilcox@wm.edu</a>
	Francie Cate (Spring semester)	<a href="mailto:afcate@wm.edu">afcate@wm.edu</a>
Associate Chair Educational Policy	Lena Prokhorova	<a href="mailto:evprok@wm.edu">evprok@wm.edu</a>
Associate Chair Departmental Affairs	Magali Compan	<a href="mailto:mxcomp@wm.edu">mxcomp@wm.edu</a>
Fiscal & Administrative Coordinator	Laurie Trueblood	<a href="mailto:ltrueblood@wm.edu">ltrueblood@wm.edu</a>
Administrative Coordinator	Blanca Tyler	<a href="mailto:bmtyle@wm.edu">bmtyle@wm.edu</a>
Office Assistant	Susan Hartauer	<a href="mailto:sehartauer@wm.edu">sehartauer@wm.edu</a>

### **Program Directors**

Arabic Studies	Stephen Sheehi	<a href="mailto:spsheehi@wm.edu">spsheehi@wm.edu</a>
Chinese Studies	Emily Wilcox	<a href="mailto:ewilcox@wm.edu">ewilcox@wm.edu</a>
French & Francophone Studies	Giulia Pacini	<a href="mailto:gxpaci@wm.edu">gxpaci@wm.edu</a>
German Studies	Jennifer Gully	<a href="mailto:jmgully@wm.edu">jmgully@wm.edu</a>
Hispanic Studies	Jorge Terukina	<a href="mailto:jlterukina@wm.edu">jlterukina@wm.edu</a>
Italian Studies	Monica Seger	<a href="mailto:mjseger@wm.edu">mjseger@wm.edu</a>
Japanese Studies	Michael Cronin	<a href="mailto:mpcronin@wm.edu">mpcronin@wm.edu</a>
Russian Studies	Alexander Prokhorov	<a href="mailto:axprok@wm.edu">axprok@wm.edu</a>

## Department of Modern Languages & Literatures 2025-2026 Committees

### Standing

#### **Executive Committee**

Chair – Emily Wilcox (Fall semester)  
Chair – Francie Cate (Spring semester)  
Associate Chair - Educational Policy:  
Elena Prokhorova  
Associate Chair - Departmental Affairs:  
Magali Company

#### **Policy Committee**

Associate Chair Educational Policy:  
Elena Prokhorova  
Arabic: Stephen Sheehi  
Chinese: Emily Wilcox  
French & Francophone: Giulia Pacini  
German: Jennifer Gully  
Hispanic Studies: Jorge Terukina  
Italian: Monica Seger  
Japanese: Michael Cronin  
Russian: Alexander Prokhorov

#### **Personnel Committee**

Sergio Ferrarese  
Michael Hill  
Calvin Hui  
Rio Riofrio

#### **Diversity & Inclusion Committee**

Associate Chair Departmental Affairs:  
Magali Compan (Chair)  
Robin Ellis  
Blanca Tyler (staff rep)  
TBD (student representative)  
TBD (student representative)

#### **Awards Committee**

Aiko Kitamura  
Regina Martin (Chair)  
Elena Prokhorova

#### **Library Liaison**

Thenesoya Martín De la Nuez

#### **Bellini Colloquium Coordinator**

Carlos Rivera Santana

#### **Honor Council Liaison**

Carlos Rivera Santana (Fall)  
Daniel Johnson (Spring)

#### **Web Committee**

Associate Chair Departmental Affairs:  
Magali Compan  
Arabic: TBD  
Chinese: TBD  
French: TBD  
German: TBD  
Hispanic Studies: TBD  
Italian: TBD  
Japanese: TBD  
Russian: TBD  
Staff: Susan Hartauer

## Connectivity and Technology

### Authenticate Your Computer and Devices!

- Beginning 2017, you are 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. Failure to authenticate will prevent connectivity. Go to <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 [support@wm.edu](mailto:support@wm.edu), 757-221-4357 or via [Support Chat](#) during normal business hours (M-F, 8am-5pm).
- For more details see: <http://www.wm.edu/offices/it/services/network/authentication/index.php>

### Blackboard

- Blackboard access is automatic once a faculty member is registered in CLSS as teaching a course. Faculty will create their own course sites through the BB course generator: [https://bbhelper.wm.edu/course\\_create/menu](https://bbhelper.wm.edu/course_create/menu)
- Instructions and training resources are here: <https://www.wm.edu/offices/it/services/blackboard/helpforfaculty/index.php>
- Information and training on upgrading to Blackboard Ultra: <https://www.wm.edu/offices/it/services/blackboard/blackboard-ultra/index.php>
- Contact Technology Support Center: [support@wm.edu](mailto:support@wm.edu) or 757-221-4357, if you still need help with Blackboard after using these tutorials. In person assistance is available in the Technology Support Center (TSC) in Jones Hall, Room 201 M-F 8am-5pm.

### 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. PLEASE do this ahead of classes and keep it up to date to make life easier for the admins, and

others setting up meetings.

- 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.

### **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 message, email, text messages and W&M social media sites such as the W&M News Facebook page, and the William & Mary Mobile app. In addition, a siren will sound 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>.
- Make sure to keep your personal contact information up to date in Workday.
- Review the Rave Mobile Safety alerts system and add Tribe Alerts for your phone contacts:  
<https://www.wm.edu/about/administration/emergency/stayinformed/rave-mobile-safety-contact-card/>
- The Emergency Plan for Washington Hall is sent out annually to all department faculty.
- William & Mary has an Emergency Response Plan for a full range of potential emergencies and plans for continuity of operations in the event of a campus-wide emergency. These plans are regularly updated and enhanced. For more information, please visit this site:  
<https://www.wm.edu/about/administration/emergency/response/>.

### **Classroom Technology Support**

- For support with classroom technology, such as a PC or cameras, etc. while in a classroom, call IT support 757-221-3011. You can also contact the Technology Support Center (TSR) at 757-221-4357 or [support@wm.edu](mailto:support@wm.edu).
- There is also an instruction guide with pictures for technology located in each classroom located at:  
<https://www.wm.edu/offices/it/services/classroomtech/classroomguides/>

### **Copying/Scanning/Printing**

- As part of our commitment to sustainability, please limit your printing to only that which is absolutely necessary! Use 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.**
- Color printing is limited to the Main Office printer only. Please email you color documents to [mdll@wm.edu](mailto:mdll@wm.edu) for printing.
- 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 2025-2026, the MLL Main Office student workers are Elsa Ladenson and Aditi Mishra. They are available to help you with copying, scanning, Swem pick-ups/drop-offs, color printing, and other routine clerical staff. If possible, make a request for work-study assistance at least 24 hours in advance (email: [mdll@wm.edu](mailto:mdll@wm.edu)).
- Your access code for the copier is the last 5 digits of your Tribe 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 second and third floor as you walk through the glass doors. Printer and Copier problems can be reported to the main office.
- Please alert the main office if the paper runs out or any technical issues.
- **If you need help setting up a printer, please call IT at 757-221-4357, [support@wm.edu](mailto:support@wm.edu) or [Support Chat](#).**

### **Digital Messaging and Video Meetings**

- Microsoft Teams is the official W&M platform for digital messaging and video meetings.
- There is an MLL Department Teams channel as well as Program and Committee specific channels available for internal communication, please review with your program director on how communication is shared within your program.
- Zoom may also be used for video calls by faculty, please note that the university does not offer paid Zoom accounts to faculty



- For more on using MS Teams, please review <https://www.wm.edu/offices/it/services/microsoftoffice365/webapps/teams/>

### **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](mailto: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://my.wm.edu/>

### **File Sharing and Storage**

- OneDrive is the preferred tool for storage of personal work and files and available to all faculty, staff, and students through the Microsoft Office 365 license. This is connected to many applications such as Word, Excel, and Teams.
- Teams/SharePoint is the preferred tool for storage of department and shared files. This allows for version history while editing and real-time collaboration with colleagues.
- It is recommended that all W&M work related files are saved to OneDrive or SharePoint and not saved locally on one's computer. This helps to prevent file or data loss in the event of a computer failure.
- Box is available to W&M employees with a 100 GB of storage.
- Google Workspace is the cloud-hosted storage option available to W&M students, with unlimited storage. This can be used within Google Apps for Education (Docs/Sheets).
- Please discuss with your Program Director for what software is used within your program for file sharing.
- For more information on W&M file sharing and storage, please visit: <https://www.wm.edu/offices/it/services/storagefilesharing/storageoptions/>

## **Telephone**

- Campus telephones moved to [Microsoft Teams](#) in 2022. The phone service through Teams (named "Teams Calls") provides a modern telephone experience that offers enhanced usability, robust accessibility, and device flexibility. Calling through Teams means your phone service will be going through your computer, removing the need for a separate desk phone. All calls will be routed into the Microsoft Teams software.
- Access Teams Instructions:
  - Go to <https://office.wm.edu/>
  - Open Teams
  - Recommended: Download the Desktop App by clicking on the **three dots** in the top right-hand corner of the Teams site.
  - Choose **Download the desktop app**.
  - Open App
- Once you have downloaded Teams Calls you are ready to place and receive phone calls. You may need a headset if you don't have one already. Please contact the main office to talk about the available options.
- Your work number is listed under the Calls tab, under the number key.
- For more information on making calls in Teams, please review <https://www.wm.edu/offices/it/services/phones/teamscalls/training/>

## **IT Help**

- The Technology Support Center is open Monday-Friday 8am to 5pm. They can be contacted via:
  - Phone: 757-221-4357 (HELP)
  - Email: [support@wm.edu](mailto:support@wm.edu)
  - Chat: [IT Chat support](#)
  - In person:
    - Year-round tech support - Jones Hall, Room 201 (M-F 8am-5pm)
    - During academic year – Swem Library (M-Th 10am-7pm, F 10am-5pm)

## Departmental Information

### Absences

- Faculty are expected to meet their classes at the time and places designated in the schedule of classes. 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.
- If class has been cancelled, please email [mdll@wm.edu](mailto:mdll@wm.edu) copying [Blanca Tyler](#) to post a notice that the class is canceled. Please provide the location, time, and name of course.
- 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 ([AskHR@wm.edu](mailto:AskHR@wm.edu)) Requests for personal/curricular reasons must be made through the faculty member's Program Director, the MLL Department Chair, and Vice Dean.

### Building Security

- Faculty are issued keys to their offices, the glass doors (key # 3FB2), the copy room in Washington 209 (key # 3FB53) and the faculty lounge in Washington 218 (key # 3FB62)
- All keys are property of the university and must be returned when no longer needed. Key holders are responsible for safeguarding keys at all times and must report lost or stolen keys to the MLL Main Office and the William & Mary Police Department immediately.
- The glass doors on the 2nd and 3rd floor are to remain locked after 5:00pm during the week and all day on the weekends. These doors will be locked when classes are not in session, such as Fall Break or over the summer months.
- 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!!***
- Washington Hall is open from 7am to 10pm Monday to Friday. After hours and weekend access is able with your Tribe ID card by swiping the keypad at the ADA accessible door on the 1st floor (on the back side of the building). Please note that the building access may be restricted during holidays or emergency closures.

- If you happen to lock yourself out, the front office staff can open the door for you during office hours or Campus Police 757-221-4596 after hours.

### **Department Meetings**

- All MLL monthly faculty meetings, as well as meetings for MLL standing committees, are held in person. Faculty with approved accommodations for remote attendance will have access to an alternative mode of participation.
- If you are unable to attend the Monthly Department Meeting, the minutes will be made available. All full-time faculty 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.
- Visiting Teaching 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.

### **Faculty CVs**

- Please convert your CV to the approved W&M standard format:  
<https://www.wm.edu/offices/provost/documents/9.9.10-standard-cv-format.docx>
- **Make sure that a current date is located on your CV!**
- Please email your current CV to [mdll@wm.edu](mailto:mdll@wm.edu) copying [Blanca Tyler](#) so the main office can upload to the department's SharePoint site by **September 5<sup>th</sup>, 2025**.

### **Funding Opportunities**

- The department provides several funding opportunities for MLL faculty:
  - Each program receives annual funding to support their program faculty and events. Some programs have additional funds for specific events and faculty travel and development.
  - TE faculty are provided with annual professional development funds for travel and research.
  - Kranbuehl Awards for Teaching Faculty (up to \$2500 in funding) (MLL Chair will issue a call for proposals twice a year)
- The College of Arts & Sciences provides a host of grants and awards for faculty at:  
<https://www.wm.edu/as/facultyresources/for-faculty/faculty-funding/>

- Faculty Affairs & Development regularly update their list of awards and funding opportunities at: <https://www.wm.edu/offices/facultyaffairs/careers/awards-opportunities/>
- Other sources of faculty funding for travel, research, guest speakers, and student events:
  - COLL Innovation Grants (CLA) for activities related to COLL courses: <https://www.wm.edu/as/center-liberal-arts/coll-innovation-grants/>
  - Charles Center for co-curricular support, courses, guest lecturers, and research: <https://www.wm.edu/as/charlescenter/faculty-support/>
  - Reves Center in support of international education, including guest speakers, conferences, and faculty travel: <https://www.wm.edu/offices/revescenter/funding/facultyfunding/>
  - Other departments are often an excellent source of funding for a co-sponsored event or research project – contact the Chair, copying the dept admin to request a collaboration/co-sponsorship. All department contact information is located on their W&M webpage.

### **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 [customs form](#).
  - 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. As of March 1, 2023, packages sent to countries that follow [European Union \(EU\) customs rules](#) need more-detailed content descriptions for customs forms.

- 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

### **Office Hours**

- Faculty is expected to be available to students and colleagues during the academic year. Especially critical times are at the beginning and end of each semester when registration occurs, grades are reported, and decisions on academic and degree status are made.
- Generally regular office hours shall be held in faculty offices and listed on the course syllabi. Faculty members shall also be available to students for consultation by appointment.
- Office hours for all department faculty will be posted by the MLL Main Office during the academic year.
- Please email your office hours to [mdll@wm.edu](mailto:mdll@wm.edu) and copy [Blanca Tyler](#) by **September 5<sup>th</sup>, 2025**.

### **Procurement Policies**

- As a state institution, all W&M purchases must follow all university and Commonwealth of Virginia procurement laws and policies. Policies and restrictions vary based on the type of funding that is used (state, local, grant, etc.)
- **Faculty should never make any purchases with their personal funds or credit card with the expectation of being reimbursed without prior approval.**

- Requests for purchases should be emailed to [Laurie Trueblood](#), MLL's Fiscal and Administrative Coordinator. She will complete the purchase through W&M's procurement system. A request should be sent via email with links to items needed and the funding source to be used.
- Faculty with their own W&M funds (such as MLL professional development funds, start-up funds, grants, etc.), may email Laurie directly to make their purchases.
- Faculty that do not have their own W&M funds must have expenses pre-approved by their Program Director prior to submitting the request.
- All purchases using program specific funding must be approved by the Program Director.
- Amazon is an approved vendor for book purchases. Office equipment, camera equipment and other general supplies must be purchased through other W&M Procurement's vendors.
- IT equipment (computers and printers), and software/apps must be pre-approved by W&M IT prior to purchase. Please send the following information to [Laurie](#) to initiate this review process:
  - Link to product/software
  - Funding source for purchase
  - Justification for purchase
  - What are the alternatives options if this purchase is not approved
- Please note that the software review process can take some time and will include review and potential legal modification of licensing agreements to be in alignment with university and VA state requirements.
- **All purchases** (including but not limited to computers, software, furniture, etc.) **made with W&M funds, regardless of funding source (MLL professional development funds, start-up funds, etc.) remain the sole property of William & Mary.** All equipment purchased with university funds must be returned when leaving the university.
- Equipment costing \$5,000 or greater and all purchases made with HEETF funds will be tagged by Fixed Assets Management. Tagged items must be made available for review during the annual department Perpetual Inventory control process.
- **No one may enter into any contracts on behalf of the College/Department within the department.** All contracts must be reviewed and approved by Procurement in advance. Signature authority may only be done by those delegated within Procurement or Supply Chain. Contracts that have been signed by those without the designed signature authority may be rejected for payment. Faculty that have signed improperly could be held personally responsible for the terms and payment. **Never sign a contract that will be completed and/or paid for with W&M funds.**

## **Supplies**

- General supplies are located in the wooden cabinets in the MLL Main Office, Washington 210. If you do not find what you need, please ask the student workers or email [mdll@wm.edu](mailto:mdll@wm.edu)
- Bluebooks are available for Faculty to pick up to use for exams. Please do not send students to pick them up. Faculty may email [mdll@wm.edu](mailto:mdll@wm.edu) at least 2-3 hours ahead of time to place these in your mailbox.

## **Swem Library Reserves**

- Items may be reserved from the Swem Library and delivered to faculty department mailboxes at: <https://libraries.wm.edu/about/forms>. Please contact [swresv@wm.edu](mailto:swresv@wm.edu) with any questions or concerns.
- Please submit your list for course reserves at least 7 business days in advance of the first day of classes.
- MLL has a faculty liaison that works with the university library system for collection development. For the 2025-2026 academic year, Thenesoya Martín De la Nuez is the MLL library liaison.
- Faculty may also contact our Faculty Liaison at Swem, [Liz Bellamy](#) with questions.
- For more information about Faculty Services at Swem Library, please visit: <https://swem.wm.edu/services/services-faculty> or contact

## **Travel**

- **All travel must be preapproved prior to travel.** Travel expenses that were not preapproved may not be eligible for reimbursement.
- Complete the [Preapproval Request Form for Travel](#) to begin the travel authorization process. Please note that funding must be secured prior to submission of a preapproval request.
- After the Qualtrics form is completed, [Laurie Trueblood](#) will complete your Spend Authorization in Workday. **This Spend Authorization must be fully approved in the Workday system before any purchases may be.**



- Once the Spend Authorization is approved, listed conference registrations, organization memberships and airfare may be purchased. These may be self-paid to be processed for reimbursement or paid directly by the university.
  - Airfare may be purchased through [Covington Travel](#). Domestic flights must be booked in economy or coach class accommodation.
  - If the domestic airport of travel is not out of Richmond, Newport News, or Norfolk airports a cost benefit analysis will have to be conducted by you prior to completing the Spend Authorization Workday. The W&M Travel Department requires proof that this non-standard route will save money and be the cheapest option including mileage, parking, tolls, etc. If in doubt, inquire with Laurie with details to see if a cost analysis will be required for your trip.
  - Rental cars used for university travel must use Enterprise or National Car Rental and can be directly billed to W&M. Please discuss with Laurie prior to making any rental car reservations.
  - Mileage for use of personal vehicles is permitted within Virginia, North Carolina, and District of Columbia. Mileage requests for outside of this area require a cost analysis prior to travel.
  - Hotels or other accommodation cannot be paid for in advance and must be processed as reimbursement on return from travel. The University prohibits the use of third-party lodging (i.e. Airbnb, VRBO, Homeaway) for domestic travel.
  - Meals and certain incidental expenses are reimbursable on a per diem basis, not as actual expenses. Overnight travel is required for per diem allowances.
- If you would like to use the department credit card for any purchases, such as approved conference registrations, organization memberships, and airfare please email [Laurie Trueblood](#) to schedule an appointment.
- All reimbursements are processed through Workday and are paid via direct deposit.
- For more information on W&M travel policies, please review: <https://www.wm.edu/offices/financialoperations/travel/travelplanning/>

### **Use of Personal Vehicles for University Business**

- W&M employees may use their personal vehicles for university business for reimbursement with preapproval as long as the vehicle and driver are covered by current liability insurance.
- A [Faculty/Staff Driver Authorization Form](#) must be submitted prior to driving a personally owned vehicle when:

- Driving other employees or students on university business or for a university-related activity
- Trips for which approval is sought through the travel office (such as mileage reimbursement)
- For more information on use of personal vehicles and faculty drivers, please review the W&M policies:  
[https://www.wm.edu/offices/publicsafety/riskmanagement/vehiclepolicy/use\\_of\\_personal\\_vehicles/](https://www.wm.edu/offices/publicsafety/riskmanagement/vehiclepolicy/use_of_personal_vehicles/)

### **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 [kdfaga@wm.edu](mailto:kdfaga@wm.edu) 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 Main Office for more information and the funding source to charge.
- If you would like to reserve a W&M Van, the form is here:  
[https://docs.google.com/forms/d/184l0PAGg3jTCBSwa5Gpp-LjRPY7WvkLq8EJytDp\\_I/viewform](https://docs.google.com/forms/d/184l0PAGg3jTCBSwa5Gpp-LjRPY7WvkLq8EJytDp_I/viewform)

## Class Information

### Course Schedule

- Blanca Tyler (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 to. **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 with approval from Human Resources.

## **Course Syllabi**

- Please upload all course syllabi on your Blackboard sites. As per the 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, along with your CV and office hours to [mdll@wm.edu](mailto:mdll@wm.edu) copying [Blanca Tyler](#) so the main office can upload to the department's SharePoint site by **September 5<sup>th</sup>, 2025**. This is a requirement of the Dean's office to keep a copy of all course syllabi.

## **Evaluations**

- The course evaluation system is online. Most courses will be evaluated, with the exception of independent studies, honors theses, and any other class that only has one student enrolled for student anonymity.
- Information regarding the evaluation system is located here:  
<https://www.wm.edu/offices/it/services/responsecollection/courseevaluations/>
- Login to manage current semester course evaluations and see reports: <http://evals.wm.edu/>
- Course Evaluation reports for current faculty members are saved starting in Spring 2013 on the department SharePoint site. Please consult with the Main 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 (minimum of 20-30 minutes) 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 Main 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.

### **Final Exams**

- Blanca Tyler 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 at the beginning of each semester's registration period. Unless informed otherwise, classes will meet in the regular classroom. The same rule applies to final papers given in lieu of final exams.
- 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 test or final examinations may be given during the last week of classes or during the period between the end of classes and the beginning of the examination period or during any reading period. Other assignments, such as projects, short quizzes, homework and papers may be due during the last week of classes as long as they do not total more than 25% of the final grade. There is no restriction on material due during the regularly scheduled final exam period.

This policy does not apply to final laboratory examinations, in-class presentations, oral examinations, performance courses, wellness activity classes, COLL400 and senior thesis projects, on-campus COLL300 courses, independent study projects and one-credit courses. In exceptional circumstances, the Dean of the Faculty or designee may waive these requirements.

- 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).
- Blanca will send an email asking you to look over the exam schedule for the department before it is posted. Please let Blanca know **immediately** if any changes need to be made.
- For information on the current and upcoming exam schedules, please see:  
<https://www.wm.edu/offices/registrar/catalogs-calendars-exams/examschedules/>

## **Grades**

- New faculty should consult the [MLL Departmental Best Practices](#) for grading information in order to resist grade inflation. Please ask your program director if you have any questions.
- The Registrar's Office provides information regarding grading procedures and reminders at:  
<https://www.wm.edu/offices/registrar/faculty-staff/grading/grading-procedures/>
- An e-mail reminder will be sent later in the semester with the date when final grades are due.
- Fall semester grades are due January 5<sup>th</sup>, 2026, by 9am.
- In May of each year, faculty members are not to leave town/leave the country until final grades are submitted, unless prior authorization from the Chair has been granted.

## **Guest Speakers / Student Events**

- Discuss any planned guest speakers and student events several months in advance with your Program Director and [Laurie Trueblood](#) for funding and logistics. Do not commit to any payment details for the event until all procurement and funding approvals have been completed.
- If the planned event does not take place during the regular class session, a room reservation will need to be completed.
  - Room requests **must** be made at least 24 hours in advance. Requests for weekend dates must be received no later than the previous Thursday. Please plan accordingly
  - To reserve Washington 304 or Washington 315, please email [mdll@wm.edu](mailto:mdll@wm.edu)
  - To reserve any other room on campus, please email [Blanca Tyler](#)
  - Please include the following in your room reservation request:
    - Name of event
    - 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, as well as the length of the event
    - Headcount
    - The room you are requesting
    - Alternate room possibilities
- Food purchases for on-campus events, whether with or without students, must go through an approved America-To-Go (ATG) vendor.
  - Please email [Susan Hartauer](#), copying [Laurie](#) to place your ATG order. Funding must be secured prior to placing your order.
  - A minimum of 3 business days' notice is required for all ATG orders
  - If there will be 10 people or less attending, please list the full name and affiliation (faculty, student, guest, etc.) for all attendees with your order information
- **Setting up guest speakers can be a lengthy process and may require different payment types and approval depending on their visa status, country of residence, and funding used.**

- Email [Laurie Trueblood](#) **early** in your planning process for the Guest Speaker Checklist and Guest Speaker Questionnaire
- If your guest speaker is a foreign national, please ask for their visa status during the planning process. There are restrictions around payment to some types of visa holders, including those with a F-1, J-1, and H-1B status. Knowing their visa status in advance will let us determine the appropriate compensation methods. Do not agree to a payment amount with your guest speaker until after reviewing their visa status and eligibility for payment.
- Depending on funding used and a speaker's visa status and nationality, we *may* be able to provide the following for guest speakers:
  - Travel costs (including airfare, hotel, transportation, etc.)
  - Meals with students and faculty
  - Honorarium or Speaker fee
  - W&M preferred method of payment is a single payment to the speaker that is inclusive of their travel and other expenses
- The fall deadline for requesting guest speakers (to ensure payment before December 31<sup>st</sup>)
  - September 30<sup>th</sup> - Last day to request speaker payments for foreign nationals
  - November 15<sup>th</sup> - Last day to request speaker payments for US citizens
- The deadline for speakers for the academic year (to ensure payment for the current fiscal year)
  - March 1<sup>st</sup> - Last day to request speaker payments for foreign nationals
  - April 1<sup>st</sup> - Last day to request speaker payments for US citizens

### **Guidelines for Faculty Responding to Student Illness**

- W&M students who are sick with COVID-19 or another respiratory illness should not attend in-person classes until their symptoms have been improving for at least 24 hours, and they are fever-free.
- Please accommodate students who need to miss class for a short period of time, as with any other illness. If you have a group of students who are out, you might consider recording lectures and/or using other means to provide instructional content. All public classrooms are equipped with lecture-recording technology, and the [Studio for Teaching & Learning Innovation](#) and [W&M Information Technology](#) can help optimize Blackboard.



- It is essential that faculty respect the medical privacy of students who have tested positive for COVID-19. Students are no longer required to visit Report COVID if they have tested positive with COVID-19 or believe they have been a close contact of someone who has tested positive.
- More on Guidelines for Faculty Responding to Student Illness can be found at:  
[https://www.wm.edu/about/administration/emergency/current\\_issues/coronavirus/employees/](https://www.wm.edu/about/administration/emergency/current_issues/coronavirus/employees/)

### **Student Workers / Graders**

- Student workers may be paid or unpaid with course credit. Student worker roles in MLL include teaching assistant (TA), grading assistant (graders), research assistant (RA), and digital assistant (social media). To avoid any potential conflict of interest, student workers may not proctor any kind of assessment (exam, quiz, in-class writing assessment, etc.)
  - Teaching assistants typically are unpaid and receive course credit for a pedagogical internship. They are not allowed to proctor exams. (Example MDLL 401)
  - Grading assistants assist faculty with grading assessments for which an instructor has provided answer keys. Student workers do not have access to academic records and should not know the identity of a student whose work they are correcting.
    - Each program is allocated a set number of grader hours per week per semester. This is typically 6 Grader hours per week per program and is determined by the MLL Associate Chair of Educational Policy.
    - These grader hours are distributed to faculty within the program by the program director.
    - The award of additional grader hours beyond a program's allocated amount is at the discretion of the Associate Chair and Dept Chair.
  - Research assistants are hired by a specific faculty member or program to assist in a research project. There should be specific research-related objectives for the students' work. Faculty start-up funds may be eligible to be used to hire student research assistants.
  - Digital assistants are hired by programs to assist with social media or other digital projects for program event promotion or other support. A program may choose to use some of their allocated grader hours to hire a digital assistant.
  - The MLL Main Office hires student workers as office assistants for general faculty support. Time permitting, these student workers may be able to provide assistance to department programs

and faculty with special events, creating flyers for marketing, etc. Please discuss your needs with the student worker office assistant supervisor, [Blanca Tyler](#) in advance.

- To be eligible for student employment, a student must be an enrolled undergraduate, and eligible for US employment. Graduated students are not eligible for student employment.
- To request a student worker:
  - Graders are approved by program directors and submitted to the Associate Chair of Educational Policy at the beginning of each semester
  - Research assistants can be submitted directly to Blanca Tyler, copying Laurie Trueblood. Please provide student name, Banner Id #, email, anticipated hours per week, start and end date of work, and summary of work duties.
- Faculty members are responsible for assigning and reviewing work by student workers and the hours that student workers submit for payment.
- Student workers will complete timesheets in Workday. Blanca Tyler will approve student worker timesheets in Workday once faculty have completed their review/approval. As of July 1<sup>st</sup>, 2025, W&M is no longer using manual timesheet. Students must submit all hours worked within 30 days from the pay period to submit their time or payment may be forfeited.

## Calendar of Events

### Academic Calendar Dates

- <https://www.wm.edu/offices/registrar/catalogs-calendars-exams/ugcalendar/25-26>

### MLL Faculty Meetings

- **Fall 2025**
  - August 28th, 3:30pm – 5:00pm
  - September 25th, 3:30pm – 5:00pm
  - October 30th, 3:30pm – 5:00pm
  - November 13<sup>th</sup>, 3:30pm – 5:00pm
  - December 4th, 3:30pm – 5:00pm
- **Spring 2026**
  - TBD

### Holidays Observed

#### **2025**

- September 1<sup>st</sup>: Labor Day – No undergrad classes scheduled; W&M offices closed
- October 9<sup>th</sup> – 12<sup>th</sup>: Fall Break - No undergrad classes scheduled; W&M offices open
- November 4th: Election Day - No undergrad classes scheduled; W&M offices closed
- November 24<sup>th</sup> & 25<sup>th</sup>: Recognition Day – Remote instruction; W&M offices closed
- November 26<sup>th</sup> – 30<sup>th</sup>: Thanksgiving Break - No classes scheduled; W&M offices closed
- December 17<sup>th</sup> – 31<sup>st</sup>: Winter Break – No classes scheduled; W&M offices open
- December 24<sup>th</sup>: University Recognition Day - W&M offices closed
- December 25<sup>th</sup>: Winter Holiday – W&M offices closed

#### **2026**

- January 1<sup>st</sup>: New Year's Day – W&M offices closed
- January 2<sup>nd</sup>: University Recognition Day – W&M offices closed
- January 19<sup>th</sup>: Martin Luther King, Jr. Day - No classes scheduled; W&M offices closed
- March 7<sup>th</sup> – 15<sup>th</sup>: Spring Break - No classes scheduled; W&M offices open
- May 25: Memorial Day – W&M offices closed; summer classes may meet
- June 19: Juneteenth - W&M offices closed, classes may meet; check syllabus
- July 4: Independence Day - W&M offices closed, classes may meet; check syllabus

## Material for Syllabi

### **Model Language on the Honor Code**

The university prides itself on creating the nation's first Honor Code. The Code provides an environment in which trust can thrive and a level playing field for students, ensuring students are evaluated based on their own effort and ability and in which students can be taken at their word.

The Code reflects the university's value of integrity—in our words and our deeds. As an instructor, I strive to provide an environment that promotes integrity. Reasonable measures taken to protect us from temptation are not antithetical to the Honor Code; thus, I reserve the option to proctor exams, provide multiple copies of exams for distribution, and restrict the technology tools students can possess while taking exams.

I support the Honor Code and am obligated to report concerns for review and resolution by the Honor Council. As it is your obligation to resolve any perceived lack of understanding of my expectations in advance of submitting any work, I encourage you to contact me with any questions about my course and testing policies. You also are welcome to contact me if you have concerns that any fellow students are not fulfilling their obligation to uphold the Honor Code. All work submitted in this course, whether in draft or final form, must be your own and must be cited appropriately.

If you have any questions regarding what constitutes plagiarism, see the instructor and also consult the Honor Code: <https://www.wm.edu/offices/communityvalues/sarp/honorcodeandcouncils/honorcode/>

### **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:**

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

### **Student Accessibility Services**

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](tel:757-221-2512) or at [sas@wm.edu](mailto: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](http://www.wm.edu/sas). 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](mailto: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](http://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.\*

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\* 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/>.

## Resources for Faculty

### **MLL Procedure and Policy Manual**

- <https://www.wm.edu/as/modernlanguages/faculty/ml-faculty-manual-2023203.pdf>

### **MLL Faculty “Resources for Faculty”**

- The MLL Faculty “Resources for Faculty” on the department website has updated links and resources: [https://www.wm.edu/as/modernlanguages/faculty/resources\\_for\\_faculty/index.php](https://www.wm.edu/as/modernlanguages/faculty/resources_for_faculty/index.php)
  - Academic calendars
  - Classroom technology
  - MLL letterhead
  - Tenure and promotion information
  - Other things MLL
- Look at this resource page prior to inquiring in the Main Office; most questions are addressed there. If not, let us know and we can add the necessary information.

### **Faculty Handbook and Manual**

- A&S Faculty Manual: <https://www.wm.edu/as/facultyresources/fas/documents/fas/facultymanual.pdf>
- W&M Faculty Handbook: <https://www.wm.edu/offices/facultyaffairs/policies/governance/faculty-handbook/index.php>

### **College of Arts & Sciences Resources for Faculty & Staff**

- Information from Faculty of Arts & Sciences (FAS): <https://www.wm.edu/as/facultyresources/fas/fasdocuments/>
  - Faculty assembly
  - Curriculum review
  - Strategic planning

## **Faculty Affairs and Development**

- Generalized information for all W&M faculty: <https://www.wm.edu/offices/facultyaffairs/>
  - Information for new faculty
  - Faculty leadership and policies
  - Awards and opportunities
  - Upcoming faculty centered events and workshops
- Comprehensive directory of university resources for all faculty and staff:  
<https://www.wm.edu/offices/facultyaffairs/resources/>

## **University Human Resources**

- Employee resources for all W&M employees:  
<https://www.wm.edu/offices/uhr/employees/currentemployees/>
  - ADA Accommodations
  - Benefits and leave
  - Employee forms

## 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.

## **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.