

Division of Sociology and Anthropology  
Office Procedures, Guidelines and Information

## **Communications**

- All employees have a Groupwise e-mail address assigned by the university. Please be sure to check it regularly as information from the university, college and division will be sent to this address. All course instructors have MIX e-mail accounts assigned for courses. You need to check both.

## **Telephone Usage**

To make internal calls, pick up the telephone receiver and dial the 5-digit number.

For outside calls:

--dial "3" before 4-digit campus numbers for on-campus calls;

--dial "9" before local phone numbers

--dial "8" before long-distance numbers, then put in your TID number

if you have one; and

--always dial area code "304" for local and long-distance calls

Division employees may request a TID (for long distance calls made on campus). You are not encouraged to use your TID for personal calls. However, it is recognized here that some employees live outside the Morgantown area and calls home are occasionally necessary. Discretion is the general rule.

## **Printer Resources**

The division has:

- An online HP laser printer in the main office. All faculty and staff offices are connected via LAN. If you have any printing problems, please notify office staff.
- An HP laser printer is accessible in room B-5 (computer lab).

- HP DeskJet color printers are available in the main office. If you need to access the color printers, you need to work with office staff on your color printing needs.
- An HP LaserJet color printer is available in 304 Knapp. Please work with office staff on your color printing needs.
- Individual office DeskJet printers will be considered for faculty with research as part of their assignments. Please make your request to the division chair.
- Printing of personal items is not allowed by the university, but if you do, please consider resource replacement. We can always use coffee, creamer, sugar, aspirin, Tylenol, etc.
  - For long print jobs on the laser printer in the main office (50+ pages), early morning or late afternoon are less intrusive – you are less likely to hold up other work.

## Exam Preparation

Please give exams (printed or on disk) directly to office staff along with a completed exam form available on the file cabinet between the photocopier and printer in the main office.

| Or e-mail exams to Loretta Price ([lorretta.price@mail.wvu.edu](mailto:lorretta.price@mail.wvu.edu)) and Andy Facemire ([andrew.facemire@mail.wvu.edu](mailto:andrew.facemire@mail.wvu.edu)).

- Completion of the exam form allows you to give office staff specific instructions about your exams.
- If you choose to e-mail your exams, please be sure to send to both Loretta and Andy, as one or the other may be working on another task or on leave.
- Please keep in mind that the length of an exam and the number of exams scheduled in a specific time period determine how quickly exams can be prepared. Please allow no less than two (2) working days (weekends not included) **prior** to the exam date for maximum efficiency. Classes with over 100 enrollment may require additional time.
- Preparation of a second version of an exam should be taken into consideration as part of the time element.
- If you do two versions, please turn them in at the same time or specifically mark the exam form (or note in your e-mail) that a second version will be forthcoming.

- The first version of any exam will be printed on white paper, so please indicate your color choice for a second version when necessary.
- Mid-term and finals are especially high volume periods - allow additional time during those periods.
- Exams will not be left in the following Knapp Hall rooms 216, SB17, B5, or the student lounge, by staff. GTAs who pick up exams become responsible for those exams. Exams may be left in faculty offices upon request.
- It may be necessary to make adjustments to exams (such as expanded margins or smaller fonts) to prevent overflow of a few questions to an additional page.
- **Please note:** Final exams are scheduled by the university. This schedule may be found on the WVU web page ([http://registrar.wvu.edu/current\\_students#fin](http://registrar.wvu.edu/current_students#fin)) or copy may be obtained in the main office.
- **Also,** final exams are held the last week of the semester. The **only** final exams allowed the prior week (aka “dead week”) are evening classes.
- All exams are to be retained for one year. One copy of the exam and the scantrons are sufficient. Or all the exams if scantrons are not used. After one year exams may be disposed of by placing them in the recycling cans or you may bring them to the main office for shredding.

### **Photocopies and Risograph Equipment**

- The Division is sharing use of **risograph equipment** with Social Work and Public Administration. This equipment is primarily used to copy exams, syllabi, or anything requiring over **20 copies per page**. Sharing the maintenance on this equipment has proved to be fiscally efficient.
- Please bring copy tasks - over 20 copies per page - to the main office in sufficient time for copying and collating. These may include class handouts, assignments, etc. Allow more time for course syllabi as these are all due at the same time.
- All copy tasks should be left in the basket in the cabinet (back right corner) in the main office. Please complete a photocopy form for each task. Office staff can then determine which copy mode is appropriate.
- It is important to mark the “date needed” on the slip. ASAP is not considered a date and items marked as such will be completed “as soon as possible,” but not sooner than dated items. The academic needs of the division (i.e., exams) will receive top priority.

- Photocopies of copyrighted materials will be limited to the guidelines set forth in the WVU Faculty Handbook Part V, 5.2.4.2 (p.30). The Faculty Handbook is available online.
- You may wish to e-mail items to staff in the main office for printing and copying. It is important to e-mail such items to both Loretta and Andy as one or the other may be busy with another task or out of the office on leave.

## **Textbook orders**

The university bookstore prefers textbook orders be submitted before the end of each prior semester to allow students the opportunity to sell their books.

- Andy Facemire handles textbook orders and will notify you when book orders are due.
- Textbook orders are sent to both the university bookstore and the Book Exchange. They can be sent to other vendors upon request.
- If you contact the bookstore and order your own books, please notify Andy so he can keep track when questions arise.
- Desk copies may be obtained from publishers. You may work with a book rep yourself or work with Andy to assist you with such a request.

## **Mail**

Incoming mail is delivered to the main office from the mail room and then distributed to mailboxes. This generally occurs before noon each day.

Outgoing mail is picked up when incoming mail is delivered.

- There is an outgoing mail slot in the mailbox unit or you can place your outgoing mail in the box on the counter in the main office.
- Outgoing, division business-related mail must include the division's postal number: 110653100001.
- Always use campus PO Box numbers when addressing on-campus associates. Also be sure your associates are aware of your PO Box, 6326.
- **The Division postal number is not for personal use.** This is against university policy, as is using the Division's mailing address.
- It is preferred that personal packages not be delivered to the office, but in

cases where you feel it is imperative, please notify staff beforehand. The package will be placed in your office. The mail room and the division will not be responsible for personal packages.

- For outgoing, stamped, personal mail use the mailbox in front of Knapp Hall. The mail room does not handle this.
- All division graduate students have mailboxes in the student lounge on the first floor. Any mail received for graduate students will be placed in their mailboxes once a day at the time incoming mail is distributed. Division graduate student mailboxes are located to the left as you enter the student lounge.
- Faculty may put information/notes for students in their mailboxes at any time. However, it is suggested that items of a sensitive nature (such as: class lists, grades, exams) not be placed in student mailboxes. It is suggested you leave a note to arrange pick up with you or in the main office.
- There is an intra-departmental mail slot available in the mailbox unit. This mail is checked and distributed with incoming mail.
- If you want something mailed by a Priority Mail, Express Mail, Registered or Certified, this can be arranged through university mail services. In the upper right corner where the mail code is placed, write what service you want. Mail services will take care of it.

## **Scantrons**

- Scantron equipment for grading exams is located in SB-17 Knapp Hall (GTA office). The key is available in main office.
- Instructions for use may be found by the machine.
- Students are responsible for supplying their own Scantron forms. Scantron forms for students are available at the university book store (form 882-E).
- Scantron forms are available to instructors for use as answer keys only. Check with staff.
- The Scantron equipment is limited in its ability to analyze exams, but will handle basic grading and will be able to give you a breakdown of correct/incorrect answers for each question. Summary sheets are available by the machine.

## **Audio/Visual Resources**

- The Division has a combination laptop computer/LCD projector available for classroom use (particularly for classrooms not set up with high tech equipment). You may reserve this in 304 Knapp Hall.
- The Division has a combination Monitor/VCR/DVD player available in-house. The purpose is to allow instructors to view tapes and DVDs for class use. This equipment is for use in Knapp Hall only and may be reserved in the main office.
- For equipment in Hodges, contact Siobhan Byrne in Physics (293-3422 x1425). Please note: Siobhan does not know how the equipment works and is not responsible for training. If you have problems with the equipment, contact the Dean's office – 293-4611.
- For equipment in Woodburn, contact the Dean's office at 293-4611.
- For equipment in Armstrong Hall contact Ginger Larew in the Math Library 293-6011 or 293-6808.
- For Business and Economics, go to Room 439 for assistance.
- For Brooks, Oglebay and Ming Hsieh call 293-CTEC.
- A/V equipment is also available through the university's A/V library.
- Some departments may have equipment, but a complete list is not available. Faculty and GTAs may need to pursue these resources as needed.

## **Class papers/assignments**

Please do not allow student papers/assignments to be turned in at the main office.

- You may request a magnetic file for your office door to have students drop off papers/assignments at your office.
- If you must have papers marked with dates and/or times of receipt, you will need to make arrangements with your class to bring them during a specific time period arranged by you or one of the GTAs.
- Any papers/assignments inadvertently left in the main office will be placed in your mailbox by the end of the day.

## Supplies

- Standard office supplies such as pens, folders, tape, paper clips, paper, etc. can be found in the main office in the supply drawer (where the printer is located).
- Additional supplies are available in the stockroom (a key is kept in the main office).
- If you don't find what you need, ask staff – we can either locate it, order it or discuss it.
- **If you take the last one, please tell staff.**
- If you have a special supply need, something not commonly kept on hand, let staff know so arrangements can be made.
- The Division does not buy in bulk, so please don't take a whole box of anything – only take for your immediate needs.
- Do not purchase your own supplies and expect reimbursement without prior approval.

## Faxes

The division's fax is a function on the photocopier. The fax line for incoming faxes is 293-5994. Fax cover sheets are available by the copier.

- To send a fax, please complete a "cover sheet" with your message. Press the "fax/scan" button on the photocopier. Place the fax in the tray face up, letterhead first, select the "chain dial" option, then dial the number on the keypad Press "start."

Note: For long distance faxing, after you dial the phone number, press the "pause" button on the keypad and type in your TID number.

Note: With our current machine, you will not receive notification of a completed transmission, however you will receive notice of a failed transmission.

- Incoming fax transmittals not immediately picked up from the fax machine by the recipient will be placed in a memo holder on the filing cabinets beside the copier. At the end of that day, any faxes not retrieved by the recipient will be placed in your mailbox.

- Please be sure those who may be sending you a fax understand it transmits through the main office where it can be viewed by others or picked up by mistake. Confidentiality cannot be guaranteed.
- Remind those sending you a fax to use a cover sheet or at least make sure your name is on the front. We have had faxes come in without names.
- If you need assistance, ask staff.

## **Computers**

- Full time faculty and instructors have computer equipment available in their assigned offices.
- Part time lecturers have computer access in Room 200.
- There is a computer lab available in B-5 Knapp. The key is available in 304 Knapp.

## **Room reservations in Knapp Hall**

- B-5 Knapp (Soca computer lab) – contact Barb (293-5779)
- 216 Knapp (Soca conference room) – use the calendar on the door
- 300 Knapp (Social Work classroom) – contact Chris Crutchfield (293-7683)
- 400 Knapp (Public Admin classroom) – contact Debbie Koon (293-7979)
- SB3 Knapp (conference room) - contact Chris Crutchfield (293-7683)
- Extension Services has conference rooms available on the 7<sup>th</sup> and 8<sup>th</sup> floors. Contact the main office regarding these.

## **Parking**

- Parking on the downtown campus is NOT arranged by the Division and is notoriously difficult to acquire. Waiting lists are long and don't necessarily guarantee a space. You may apply for on-campus parking by contacting the WVU Parking Office at 293-5502 or go to <http://transportation.wvu.edu> .
- Consider parking at the Collisium and taking the PRT or using Mountain Line bus service which is free to WVU employees. You can explore other alternatives at <http://transportation.wvu.edu/wego>

- Below is a list of some off-campus private parking:
  - VFW - -292-3927
  - First Presbyterian Church, Spruce Street and Willey Street-(304)296-8236
  - The Augusta on Falling Run Rd: (304)296-2787
  - College Avenue – 296-5050 (spaces rented for 5 months at \$250.00)AME Church – 594-3133
  - Townview Apartments – 291-9555
  - Scottish Rites – 599-0304
  - Kitziller’s – 983-2107
  - McCoy 6, various locations: (304)291-2548
  - Morgantown Parking Authority: (304)284-7435
  - Hymark Properties on College Avenue: (304)319-1243
  - Bossio Enterprises: (304)292-7233
  - Chico Enterprises, Beechurst Avenue/Willey Street: (304)292-9433
  - Bel-Cross Properties, Sunnyside area: (304)296-7920
  - Rae Jean Sielen, University Avenue, Star City near Texas Roadhouse and Westover garage parking: (304) 599-3830

## **Miscellaneous**

- Keys to the building, main office, and other offices are issued according to need
- Keys are available in the main office for various rooms (i.e., 216, the lab). These can be signed out.
- Forms such as registration, special course, advising checklists, etc. may be found in the plastic holders on the bulletin board outside the main office for undergraduates or in the main office for graduates.

Note to part time instructors: We are not able to assign desks for each of you. However, we have shared desk space available in 200 Knapp if you need a place to prepare for class or meet with students.

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