

## **Hiring Information for Full-Time Faculty (Tenure-Track and Visiting)**

*Department of English – Marquette University*

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### **I. PROCESS FOR AUTHORIZING YOUR CONTRACT**

1. APPLICATION MATERIALS – Provide Deb Jelacic ([debra.jelacic@mu.edu](mailto:debra.jelacic@mu.edu) or 414.288.7179)
  - a. MU Online CV Form (log on to <http://www.marquette.edu/provost/>; click “Forms” tab; click “Curriculum Vitae Form”)
  - b. TRANSCRIPTS – send official copies to Deb Jelacic
  - c. REFERENCES –Check with Deb to confirm that you have at least 3 letters of reference on file
2. CONTRACT – When Deb informs you your contract letter is ready, complete and return to Deb:
  - a. Signed Contract Letter
  - b. Personal Data Form
  - c. W-4
  - d. Direct Deposit Authorization Form, including voided deposit slip or voided check
3. ENTRY INTO DATABASES: Once you return your contract, you need to submit the following data:
  - a. TEACHER TOOLS. To activate all your online tools for teaching & submitting grades, cf. <http://www.marquette.edu/facstaff/registrar/documents/Form-InstructorAdviserAddition.pdf>
  - b. FERPA. Before you can teach, you must complete this training at [http://www.marquette.edu/mucentral/registrar/policy\\_ferpa.shtml](http://www.marquette.edu/mucentral/registrar/policy_ferpa.shtml) [click [FERPA online tutorial instructions](#)]
  - c. PREVENTING SEXUAL HARASSMENT TRAINING: Complete your training at <http://www.marquette.edu/hr/HRPreventingSexualHarassment.shtml>
4. I-9 FORM: Sign this form in Mary Dunnwald’s office on the first day of class (Marquette Hall 208)

### **II. TENURE-TRACK FACULTY INFORMATION**

1. COURSES TAUGHT: Graduate Seminars, Upper-Division Courses, Sophomore Survey Literature Courses (Early Brit; Later Brit; Early Am; Late Am; Fiction; Poetry; Drama; Film), and sometimes First-Year English (FYE) courses (ENGL 1001 and 1002)
2. TEACHING SCHEDULES: 2-2 (2 fall courses, 2 spring courses) in first year; 3-2 or 2-3 subsequently
3. CONTRACT TERMS: Yearly contracts are issued as means of setting salary for the following year. Issued in March.
4. OFFICE: An office in the department will be assigned
5. COMPUTER: A computer will be assigned to you.
6. SERVICE: No service the first year; subsequently you will cycle through major departmental committees.

### **III. VISITING FACULTY INFORMATION**

1. COURSES TAUGHT: Sophomore Survey Literature Courses (Early Brit; Later Brit; Early Am; Late Am; Fiction; Poetry; Drama; Film), First-Year English (FYE) courses (ENGL 1001 and 10022), and sometimes Upper-Division Courses
2. TEACHING SCHEDULES: 3-3 (3 fall courses, 3 spring courses)
7. CONTRACT TERMS: Yearly contracts are issued as means of setting salary for the following year. Issued in March. Maximum of 3 years.
3. OFFICE: Shared office space in the department will be assigned
4. COMPUTER: Shared access is available in your office, Coughlin lounge, and Raynor library.
5. SERVICE: No service component to the job.

### **IV. GENERAL INFORMATION**

1. MU ID – You need to get your MU ID so that you can be put in university databases (for scheduling, email, D2L, access to smart classroom, etc.). Once you sign your contract, check with Deb about the process.
2. OFFICE HOURS are required, 3 hours per week
3. MAILBOXES are assigned in Coughlin 335
4. EMAIL & PHONE:
  - a. Check your MU email regularly because most departmental correspondence is done via MU email accounts
  - b. Activate your voicemail in your office so that students may contact you.
5. ONLINE SITES FOR TEACHING:
  - a. CHECKMARQ: site for rosters, recording grades, etc. <https://checkmarq.mu.edu/psp/sa9prod/?cmd=login>
  - b. D2L: online course delivery system <https://d2l.mu.edu/index.asp>

6. COPYING privileges are available (@ 1 ream of paper per section taught)
7. LIBRARY PRIVILEGES are available with your MU ID
8. PARKING passes may be purchased: <http://www.marquette.edu/parking/index.shtml>
9. PERIODIC TEACHING OBSERVATIONS are required:  
<http://www.marquette.edu/english/documents/EnglDeptTeachingReviewPolicy2008.pdf>
10. HUMAN RESOURCE INFORMATION is available at <http://www.marquette.edu/hr/index.shtml>

## V. UPPER DIVISION AND GRADUATE COURSES

1. SYLLABUS
  - a. Each teacher designs his/her own course
  - b. Sample syllabi are available in the Dept. Office, Coughlin 335
  - c. Course descriptions are available online at
2. BOOKS
  - a. Each teacher orders his/her own books online in March and October. To initiate the process, contact Sandy Peterson 414.288.7179.
  - b. Provide a copy of your book order to the department (Sandy)
3. REQUIREMENTS
  - a. Guidelines for Teaching Sophomore Literature Surveys  
<http://www.marquette.edu/english/documents/Guidelinesforteachingsophsurveys.pdf>
  - b. Core Curriculum Learning Objectives must be listed on your syllabus  
<http://www.marquette.edu/english/documents/ENGLUCCSknowledgearealearningoutcomes.pdf>
  - c. Sample Course Descriptions are available  
<http://www.marquette.edu/english/courses-spring11.shtml>
  - d. Submit Your Course Descriptions to Chair by March 1 and October 1, using this template  
[http://www.marquette.edu/english/documents/TemplateforMUEnglishCourseOfferings\\_002.pdf](http://www.marquette.edu/english/documents/TemplateforMUEnglishCourseOfferings_002.pdf)

## VI. SOPHOMORE SURVEYS

1. SYLLABUS
  - a. Each teacher designs his/her own course
  - b. Sample syllabi are available in the Dept. Office, Coughlin 335
2. BOOKS
  - a. Each teacher orders his/her own books online (Contact Sandy Peterson 414.288.7179)
  - b. Provide a copy of your book order to the department (Sandy)
3. REQUIREMENTS
  - a. Guidelines for Teaching Sophomore Literature Surveys  
<http://www.marquette.edu/english/documents/Guidelinesforteachingsophsurveys.pdf>
  - b. University Core Curriculum Learning Objectives (LPA) must be listed on your syllabus  
<http://www.marquette.edu/english/documents/ENGLUCCSknowledgearealearningoutcomes.pdf>
  - c. Course Descriptions are available at  
<http://www.marquette.edu/english/courses-spring11.shtml>
  - d. Submit Your Course Descriptions to Chair by March 1 and October 1, using this template  
[http://www.marquette.edu/english/documents/TemplateforMUEnglishCourseOfferings\\_002.pdf](http://www.marquette.edu/english/documents/TemplateforMUEnglishCourseOfferings_002.pdf)

## VII. FYE (NOTE: The Director of FYE will contact you about the following information—and more)

1. SYLLABUS: <http://www.marquette.edu/english/first-year/index.shtml>
  - a. A common course syllabus is required for ENGL 1 and 2, which are required university core rhetoric courses
2. BOOKS:
  - a. Common textbooks are required for the courses
  - b. Book orders are done for you (by FYE Director)
3. TEACHING MATERIALS:
  - a. Course Guides are provided for both courses
  - b. SharePoint (an online Instructor Site) is available to you (once you get your MU ID); from it you may download FYE syllabi, lesson plans, sample students papers, etc.
  - c. D2L (an online course web server) is available to you for each course you teach; you may post syllabi, conduct chats, etc.
4. STAFF DEVELOPMENT:
  - a. A staff meeting on the Friday before each semester begins is required.