

Lecturer Information Sheet
Department of English – Marquette University

I. Process for Authorizing Contract

1. APPLICATION MATERIALS – Provide Deb Jelacic (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 –If you are requested to do so, send Deb 2 letters of reference
 - d. OTHER FORMS – Check with Deb about all the salary authorization forms, etc.
2. CONTRACT – Sign your contract as soon as Deb informs you that it’s ready

II. Lecturer Information

1. COURSES taught include First-Year English (FYE) courses (ENGL 1 and 2) and sometimes sophomore survey literature courses (Early Brit; Later Brit; Early Am; Late Am; Fiction; Poetry; Drama)
2. TEACHING SCHEDULES are 2-2 (2 fall courses, 2 spring courses), 2-1, 1-1, or 1-0
3. CONTRACT TERMS may be yearly or semester-only.
4. OFFICE HOURS are required, 3 hours per week
5. MU ID – As soon as you get your contract, go to the AMU (lower floor at the union) and get your MU ID so that you can be put in university databases (for scheduling, email, D2L, access to smart classroom, etc.)
6. OFFICE – Shared office space in the department will be assigned
7. COMPUTER – Shared access is available in your dept. office, dept. lounge, and library.
8. MAILBOXES are assigned in Coughlin 335
9. EMAIL & PHONE: Please check your MU email; most departmental correspondence is done via MU email accounts; also activate your voicemail in your office so that students may contact you.
10. COPYING privileges are available (@ 1 ream of paper per section taught)
11. LIBRARY PRIVILEGES are available with your MU ID
12. PARKING passes may be purchased: <http://www.marquette.edu/parking/index.shtml>
13. PERIODIC TEACHING OBSERVATIONS are required
14. HUMAN RESOURCE INFORMATION is available at <http://www.marquette.edu/hr/index.shtml>
 - a. HEALTH BENEFITS are not included
 - b. TUITION REMISSION may be available for 2-2 year-long contract faculty

III. 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.

IV. 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> University Core Curriculum Learning Objectives must be listed on your syllabus
<http://www.marquette.edu/english/documents/ENGLUCCSknowledgearealearningoutcomes.pdf>