

MARQUETTE UNIVERSITY
DEPARTMENT OF ENGLISH

OFFICE PROCEDURES

Main Office Hours

Office hours during the school year are 8 a.m. to 4:30 p.m. When classes are not in session, the office will be closed from 12 p.m. to 1 p.m.

Copy Requests

Full-time faculty and lecturers can fill out the copy request form at the front desk and place copying in the “In Box” for copy requests. The department will pay for only student-related copying, such as exams and handouts, and any other professional copying should be done elsewhere (home, printer, Kinkos, etc.). TAs are given an allotment of \$150.00 per year on your MUID for Printwise, which is located in various buildings on campus. If you should run out of your allotment towards the end of the year, copy requests can be submitted at the front desk and will be completed at the discretion of the department.

Supplies

The office cannot provide any office supplies other than official letterhead and envelopes.

Meetings

The small conference room (MH104) is available for university and departmental-related meetings. You can either directly schedule events using the Sharepoint link or ask Wendy to schedule your event. For larger meetings, conference room MH 105 is available at limited times throughout the week. Check with Wendy for availability and to book your meeting for MH 105.

Mail Pickup and Delivery

Mail is delivered once a day at approximately 8:00 a.m. It will be distributed in your assigned mailbox when it arrives.

Campus Mail

Interoffice mailing envelopes are available for campus mail and should be placed in the outgoing mail bin located on the counter of the desk by the printer.

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U.S. Mail

U.S. Mail Service Request Forms are available for outgoing mail on the counter of the desk by the printer.

Approved outgoing mail is:

- Letters of recommendation
- Request for desk copies
- Official correspondence with students

The budget does not pay postage for:

- Manuscripts
- Off-Prints
- Books that are not used for courses
- Personal or other professional correspondence

Faxes

Documents can be faxed from your computer. Faxes sent to the department come to Wendy's computer.

Office Hours/Emails/Telephone Calls

It is important that your students are aware of your office hours (3 hours a week are required). The majority of students communicate via emails, but it is still important that your telephone number be listed and your voice mail be set up.

Scholarly Activities

- In the interest of departmental "visibility," please directly report your scholarly activities in Compendium <www.marquette.edu/OMC/compendium/php>
- Please continue providing your publications for our display case.
- Please send an email to Wendy about your activities and accomplishments, and she will put them on the departmental web page.
- Please report all of your grant applications to Wendy.

Returning Requested Materials

It is imperative that requested information is returned to the office in a timely matter so we can send the information where it needs to go. So watch for emails from the chair and the office staff and reply ASAP. Thanks.