

**University of Minnesota, Morris**  
**Division of Social Science**  
**Morris, MN 56267**

To: Social Science Faculty and Staff  
From: Pareena Lawrence, Chair  
Subject: Policy on Expenses  
Date: August 20, 2009

Each year the Social Science Faculty and Staff work together to keep the Division budget balanced. I am happy to report this past year we balanced our budget, and ended the year with a small positive balance. We will continue to use the following guidelines for expenses. Your cooperation on all budget matters is greatly appreciated.

Telephone:

The annual telephone allotment is \$25. This is not to be exceeded without authorization from the Division Chair. All phone calls and faxes should be for professional reasons. Some things to remember: 1) calls to some cell phones are billed as long distance, and 2) over-seas faxes are expensive. Please use a personal calling card when making personal long distance calls from your office. For the convenience of the campus community, courtesy phones have been installed, including one in the main hallway of Camden hall.

Duplicating:

The cost for your copying should not exceed the allotted amount. Please see your discipline coordinator to check your allotment. Each discipline is now responsible for their duplicating budget. All copying should be for professional reasons. REMEMBER: separate copier codes are available for things like Honor courses, First Year Seminar, etc. Your individual allotment includes the use of the Division machine AND charges from Duplicating Services. When you need 15+ copies of one item, please see the Division Staff to determine if Duplicating Services should be used. If an item is being copied at Duplicating, the office staff will complete the *Duplicating Request Form*, and will bring the items to Duplicating. Please allow the Division staff 24 hours for any copies being made. Feel free to e-mail and attach exams, handouts, syllabi, etc. to the office staff, but please send the message to all three staff as a backup (hawkints, severask, and burksld). Two-sided or "back to back" copies will be made unless otherwise requested. If you send a student worker or TA to make copies for you in the Division office, please provide them with your four-digit code. The Division machine is in constant demand, especially 15-30 minutes prior to the beginning of classes, it may be necessary for you or your TA to return at off-peak times (before 10am and after 3pm). Remember to use electronic alternatives (such as e-mailing study guides to students) or library reserve when possible. Alternatively large packets can be sold to students at the bookstore or by the instructor. Check with Sharon when duplicating items for non-Division courses (Honors, IS, FYS, etc.). A separate code is likely available.

Cartridges:

No cartridges will be provided to faculty starting this year. To help with the "green" initiative, we are strongly encouraging all faculty to use the network printers as much as possible as opposed to using personal/local printers. Network printers are more cost and energy efficient, and now are programmed to print double-sided as their default setting.

#### Desk Copies:

There is NO Division budget for desk copies. If you have not received your desk copies from the publisher yet, please have Laura or Sharon check the status of your desk copy **right away**. If absolutely necessary, the Bookstore may consider loaning you a desk copy. To do so, you will need approval from Terri, and the book will be due back to the Bookstore by the end of that month in like-new condition.

#### Course Packets:

If you intend to publish a course packet for your course, please see Sharon or Laura as soon as possible. A few things to keep in mind when doing a course packet are: 1) allow the Division staff to determine the number of copies to be printed as the bookstore requires we purchase leftover packets. 2) if your packet includes an article or item with high copyright costs, please consider not including it in the packet, but providing it to the class as a one-time handout or putting it on reserve. Making multiple copies for classroom use is not an infringement of copyright according to the "Fair Use Guidelines," while the copies contained in the packet and sold at the bookstore would.

#### Office Assistance:

Please allow the office staff one-day advance notice for duplicating tasks, especially if the job needs to be sent to Duplicating Services. For typing projects of great length, extra time should be allowed. Remember tests and other course related material takes priority over other typing or duplicating tasks. Instructionally-related work will be handled in the order it is received. If you transfer your calls to the Division office, please inform the office staff when you return, and remember to cancel call forwarding. The Division staff is willing to administer makeup exams to your students in the lounge. Please be advised students will be asked to leave books, backpacks, coats, cell phones, headphones and other personal belongings in the Division Office while they take the exam, unless you have informed them otherwise. If you are administering an exam in the lounge yourself, please inform the office staff. In most cases, the staff will not allow students to start an exam after 3:30. The staff will collect all exams at 4:30, unless other arrangements have been made.

#### Travel:

During the regular semester, if you leave Morris during a week day to attend a conference, or for any other purpose, please inform the office staff of your departure and return dates. If possible, also please provide information about your availability during your trip (phone numbers and/or if checking e-mail while gone). Please also let us know even if you have made alternate arrangements for your classes/courses.

Out-of-state travel funds are available for use by all full-time teaching faculty members, and only for the purpose of attending academic professional meetings, symposia, seminars, conferences, etc., held outside the State of Minnesota. Attendance at *national* or *international* meetings being held within the state of Minnesota (i.e., otherwise considered "in-state" travel) will be reimbursed in accordance with the out-of-state travel policy as well. The money is not to be spent for faculty recruitment. FREF (Faculty Research Enhancement Funds) funds are also available to supplement costs related to faculty research. For details on how to apply for these funds and for deadlines, go to [http://www.morris.umn.edu/services/acad\\_affairs/aavarious.html#researchfund](http://www.morris.umn.edu/services/acad_affairs/aavarious.html#researchfund)

Whenever possible, faculty members should continue to apply for travel subsidies from sources outside the University. Since the individual faculty member benefits both

professionally and personally from out-of-state travel, a portion of the expenses for such travel will be assumed by the faculty member. The current annual allocation is \$650 (new tenure-track faculty receive an initial allocation of \$950), with the possibility to accrue up to \$2000. Requests for these funds are still required. Request forms can be downloaded from the web. Sharon and/or Laura would be willing to type the form if you provide them the pertinent information. Upon returning, consult with Sharon or Laura to submit a reimbursement form. Additional information about the Out-of-State travel (OST) policy/program (sponsored by the Dean's office) can be found at: [http://www.morris.umn.edu/services/acad\\_affairs/ost07.html](http://www.morris.umn.edu/services/acad_affairs/ost07.html) Division support of In-State Travel is no longer available due to budget constraints.

#### Class Cancellation or Substitution Policy:

Please contact the Division Office in the event you have to cancel class, or if someone else will be substituting for you. Communicating with us is extremely important as: a) it is the professional thing to do, and b) students often contact us to get information and we would not like to be caught unaware.