



September October 2, 2019

TO: Faculty Members and Academic Student Employees

FROM: Paul S. Atkins, Professor of Japanese and Department Chair

SUBJECT: Rules and policies

Kindly take careful note of the following rules and policies.

1. Use of University-owned computers and equipment

State law and university policy govern the use of University-owned computers and other equipment. Users must familiarize themselves with and adhere to these policies, which are described on this website:

<http://www.washington.edu/itconnect/work/appropriate-use/>

With few exceptions, e-mails sent via university accounts are subject to disclosure under the Public Records Act. If you wish to keep your private correspondence private, do not use your university e-mail account for personal purposes.

Any document created in the course of official business is a public record, regardless of its location. You are therefore advised not to use your personal e-mail account to conduct official business, lest you expose your personal account to requests for public records.

2. Photocopying and printing

To the extent possible, please reduce the number of pages you copy or print. Every extra page costs money, whether in terms of paper, toner, or the life of the machine.

The department leases Xerox copying machines for official, departmental purposes. A personal authorization code is required to use these machines. If you do not know how to use them, a member of the office staff will be happy to show you.

If a machine jams or runs out of paper, please alert the main office staff if you cannot take care of it yourself. Do not leave the problem for the next user to solve.

Faculty and teaching assistants may use the machines to copy/print materials for class use or departmental business. "Class use" means course syllabi, examinations, quizzes, essential hand-outs, and similar materials. To the greatest extent possible, please make materials available to students by means of .pdf files, course web-pages, or supplemental course packs.

If you ask the office staff to photocopy materials or handle other projects for you, please give five (5) business days' advance notice.

3. Official stationery

Letterhead and stationery are provided for official purposes only. Faculty and staff members must not use University letterhead, computers, postage, or other University resources for non-official purposes. These include political activities, such as assisting an election campaign, promoting or opposing a ballot proposition or initiative, or lobbying the state legislature.

4. Mailing

The department has a small budget for mailing costs associated with official business and professional matters. Typically, this means letters of recommendation, correspondence in connection with searches, and other similar matters.

We recognize that research is a primary component of one's professional pursuits and responsibilities, and we acknowledge the fact that research-related mailing costs ought to be a part of the department's legitimate mailing provisions. Unfortunately the mailing budget does not allow for this, and so the department cannot cover high-cost research-related postage expenses. Occasional research-related letter mail can, within reason, be accommodated as long as there is no abuse of this provision.

Individual faculty members are not authorized to enter the department budget number on outgoing mail.

5. Telephones

International calls placed from department telephones should be for University business only. Personal domestic calls may be made as long as they are occasional and short.

International calls require an access code, which is available from the department administrator.

6. Supplies

Office supplies are available from the department office. They are for university business only. Please contact the office staff if you need an especially large quantity of supplies or would like to request a special order.

7. Electrical appliances

Members of the department are permitted to use electrical appliances in their offices as long as they do so safely. In particular please be sure to unplug any appliance before leaving your office. If you forget, you will have to return to campus to do it yourself. Also, plug appliances directly into the wall outlet; do not use an extension cord. Avoid overloading outlets.

The use of microwaves in individual offices is not permitted.

8. Departmental health and safety plan

The plan is available to all employees for review on the departmental website.

https://asian.washington.edu/sites/asian/files/documents/asian_health_and_safety_2019-2020_final.pdf

We also have a plan for fire safety and evacuation of Gowen Hall:

<https://asian.washington.edu/sites/asian/files/documents/fsep-gowen-september2019.pdf>

9. Student matters

If you are having difficulty dealing with a student, or you have a student who is struggling academically or personally, please consult the academic counselor.

A. Academic misconduct

This page explains how to prevent and report cheating and plagiarism:

<http://depts.washington.edu/grading/conduct/index.html>

N.B. Grades may not be unilaterally lowered as a sanction for academic misconduct.

B. Disruptive students

Disruptive conduct in the classroom is forbidden. This page explains what it is and how to deal with it:

<http://dsl.uw.edu/faculty/disruptive-behavior-in-the-classroom/>

In an emergency, do not hesitate to dial 911.

N.B. Grades are intended to reflect academic performance, not behavior. They must not be used to punish students for their conduct in your class or their failure to attend your class. (Participation may be included in assessment.)

For more details, please see the following page:

<http://depts.washington.edu/grading/conduct/grading.html>

C. Grade appeals

If student appeals a grade you have given, it may be overridden by your colleagues if the grade is deemed “arbitrary or capricious.” Here is the university’s policy on grade changes and appeals:

<http://www.washington.edu/admin/rules/policies/SGP/ScholRegCH110.html#2>

D. Privacy of student records

The Federal Educational Rights and Privacy Act (FERPA) forbids the public posting of grades by student’s name, student number, or social security number without the student’s written permission.

N.B. Do not leave graded papers or tests in public areas for pickup, or post grades in public areas.

For more details, please see the following page:

<https://www.washington.edu/students/reg/ferpafac.html>

10. Reporting misconduct

As department chair I have direct supervisory responsibility for all faculty members, staff, students, and academic student employees. If you believe a member of the department is engaging or has engaged in official misconduct of any kind, please contact me immediately.