F.Y.I.

We thought it might be helpful if we gave everyone a brief description of some of our general office guidelines and also an overview of the duties of each of our Math Office personnel.

**Hours**

**Math Office** 8:00 am - 5:00 pm, Monday-Friday

**Math Reading Room – 401 Carver** Get key in 396 Carver or in drawer under coffee pot in 404 Carver

The Math Office will be closed on the following University Holidays:

- Monday, September 4
- Thursday & Friday, November 23 & 24
- Monday & Tuesday, December 25 & 26
- Monday, January 1
- Monday, January 15
- Monday, May 28
- Wednesday, July 4

**Math Office Personnel**

**Justin Peters**, Chair .......................................................... Carver 396A 4-1752
- Directing the work of the department
- Budget preparation and administration
- Recommending personnel actions

**Elgin Johnston**, Associate Chair ........................................ Carver 396C 4-0302
- Manages departmental course offerings
- Processes experimental course announcements
- Makes faculty teaching assignments
- Supervises graduate teaching assistants
- Assigns additional TA duties and graders

**Paul Sacks**, Director of Graduate Education (DOGE) & Graduate Coordinator .......... Carver 436 4-8143
- Coordinates graduate programs in Math & Applied Math
- Chairs Graduate Admissions
- Advisor for new graduate students

**James Wilson**, Undergraduate Coordinator ........................................... Carver 396D 4-9816
- Coordinates Advisors
- Assigns Advisees
- Advises undergraduate students

**Heather Thompson**, MSM Coordinator ........................................... Carver 396F 4-8465
- School Math Graduate Program Coordinator
- Advises School Math graduate students
- Advises students receiving secondary certification in math
- Coordination of Math for Elementary Education Teachers Program
Jan Nyhus, Administrative Assistant .................................................................................. Carver 396B  4-0301
  Carver Hall Building Supervisor  Sick Leave Reports for Faculty
  Carver Hall Weather Coordinator  Vacation and Sick Leave for P&S, Merit staff &
  Faculty Payroll  A-Base Faculty
  Supervises Office Staff  Gathers information for Faculty Performance &
  Purchase Requisitions  Growth Forms
  Departmental & Grant Accounts  Supplemental Activity Reports
  Bookstore Orders (Supplies) and Intramurals

Melanie Erickson, Secretary II ...................................................................................... Carver 396E  4-0393
  Graduate Letters of Intent and Payroll  Web Administration & Extended Calendar
  Graduate Scholarships  Keeper
  Graduate Applications & Admissions  Disability Liaison
  Graduate Records & Correspondence  Graduate Postings
  Graduate Letters of Recommendation

Kristy Goodale, Secretary II ........................................................................................ Carver 396  4-1752
  Receptionist  Keeper of Undergraduate Advising Files
  Faculty Vitae  Assist Undergraduate Advisors & Undergrad
  Photocopying  Coordinator
  Hourly Payroll  REU Support
  Night and Final Exam Rooms  Undergraduate Letters of Recommendation
  General Correspondence  Telecommunications Coordinator
  Undergraduate Postings

Ellen Olson, Secretary II ................................................................................................ Carver 396  4-1972
  Grant Proposal Coordinator  Weekly Reader Preparation & Publication
  Textbook Coordinator  "Inside Iowa State" Contact Person
  Travel Authorizations & Reimbursements  Collects syllabi
  Teaching Evaluations  EASE Reports
  Prepares for colloquia & prepares posters  Upkeep of Faculty Files
  Key Coordinator (key cards, lock problems)  Backup Receptionist
  Research typing, papers & reviews

Jon Roden, Computer Support Specialist ....................................................................... Carver 474  4-6608
  Maintains all Department Computers  Maintains the Computer Equipment Inventories
  Answer questions on software/hardware  Equipment configuration & quotes
  Maintains 400 Lab

Rahul Ravindrudu, Lab Coordinator ................................................................................ Carver 461  4-8161
  Maintains 449 & 250 lab computers  Hires, trains & terminates lab monitors
  Sets 449 & 250 schedules  Works with online & WWW instructors

Gargi Bhattacharyya, Graduate Student Teaching Coordinator ...................................... Carver 403
  Assigns teaching assistants for spring & fall semesters.
  Evaluates & critiques teaching of graduate TA’s
  Attends graduate committee meetings when requested.
General Office Procedures

ALL MEMOS AND NOTICES FROM THE MATH DEPARTMENT CHAIR AND OFFICE STAFF WILL BE SENT OUT OVER EMAIL. CHECK YOUR EMAIL SEVERAL TIMES DAILY!!!!

AFTER HOURS – During the academic year the Main Math Office is open Monday through Friday, 8:00 AM-5:00 PM. During the summers the office hours are 7:30 PM-4:00 PM. If you want to leave mail, copying, items to be typed, etc. when the Main Office is closed, you may deposit these in the locked box in Carver 398. The box will be emptied at 8:00 AM on the next work day and the materials will be handled at that time. A limited number of supplies (pencils, envelopes, chalk) are available in the shelves in 398.

CALENDAR – The Math Department keeps an online Extended Calendar with Math Department events listed chronologically. The list includes colloquia, math seminars, outside seminars, deadlines, staff that are out of the office, CELT events, trainings, career fairs, final defenses, and office closings.

COLLOQUIA – A Departmental Colloquium is usually held each Tuesday at 4:10 PM. Special colloquia may be held at other times. Cookies, coffee, tea and conversation are available prior to the colloquium at 3:45 PM in Carver 404. Faculty are asked to make a donation of $10 per academic year to help defray the cost of the refreshments. These donations should be given to Ellen at the beginning of the Fall Semester.

Notices about all colloquia will be posted on the bulletin board outside of 398 Carver and on the graduate board on the 4th floor. They can also be found in the departmental calendar on the Math homepage. We try to publish colloquium talks in the Inside Iowa State. However, in order to have talks published, the speaker's name and topic must be given to Ellen by noon on Friday one week prior to publication. Faculty and graduate students are encouraged to attend colloquia and invite interested faculty from other departments.

The J.J.L. HINRICHSN MATHEMATICS COMMON ROOM, 404 Carver – is a place for mathematics faculty and graduate students to relax, have a cup of coffee, and discuss mathematics (or whatever) in an informal environment. The room is unlocked from 8:00 AM-5:00 PM, Monday-Friday. It is locked before and after these times but can be accessed by using your 0400 Key. Coffee is available to purchase for $.20 per cup. Mark the number of cups you drink on the list on the wall and you will be billed monthly. Do not leave empty coffee pots on hot burners. Pi Mu Epsilon purchases coffee and supplies and receives the profits. Steve Willson is their faculty sponsor. Please note that there is a refrigerator in 404. Faculty, staff and graduate students should feel free to use this for lunches. However, clearly mark your items and discard old items.

There is a local access telephone in 404 for the convenience of our graduate students and faculty.

DISABILITY ACCOMMODATIONS – Federal law requires us to accommodate students with disabilities. Melanie Erickson is the Disability Liaison for the Math Department. Math Department policies can be found on the Math webpage under Resources (http://www.math.iastate.edu/resources/MathProcess.doc). Contact Melanie for help with accommodations or procedures. Complete the Room Request Form to get a room to fit the student’s needs. Math staff can help proctor exams.

EVALUATIONS, Instructor are usually filled out by students during the two weeks prior to finals week. Ellen Olson will send out a notice at that time reminding you to administer your evaluations.

EVALUATIONS, TA are the same instructions as above but are required to be given early during the 4th or 5th week of classes and again two weeks prior to finals week.

FIRE ALARMS and DRILLS – Fire Alarm testing is always posted on all of the outside doors of Carver Hall. When testing is being done, you do not have to leave the building. Any other time that you hear the fire alarm go off, you must leave the building. Close your office door on your way out. Do not use the elevators. Take the stairs on the nearest corner of the building, proceed to the 1st floor, and leave the building. You will be told when it is safe to re-enter the building.
FORMS, General – Most forms are available on the Math Webpage under Resources. This currently includes copy request forms, office hour sheets, travel forms, graduation forms, and employee time sheets. Grade change forms are available as an interactive PDF form if you have full Adobe Acrobat program.

FORMS, Graduate – Most graduate forms are available on the Graduate College homepage under “Forms” and can be typed and saved in MS Word. Melanie will type the Request for Final Examination and Request for Preliminary Oral Examination. Give her the date and time of your defense at least three weeks prior.

FORMS, Undergraduate – Most undergraduate forms are available in the 396 in the credenza under the ship. They can also be found online. Kristy G can also help you find forms you need.

HELP ROOM – The math department has a help room in 385 Carver Hall. Notices will be sent out by Dr. Johnston listing the courses for which help is available and the open hours of the Help Room. Information is online. Clipboards for the monitors are kept on the corner desk.

MAIL – ISU departmental envelopes are to be used for business off-campus mail only. They are not for personal use. Campus mail envelopes are available for mail going to other campus offices. Outgoing off-campus mail (not personal) should be placed in the top “Mail Tray” in 396 or in the designated mailbox in 398. Campus mail boxes are just below both the boxes above. Mail leaves our office at 9:15 a.m.

MAILBOXES for Faculty, Visitors, and Graduate Students are located in 398. Your 0400 key will get you into it each day. Mail is received and distributed at approximately 10:00 a.m. Monday through Friday.

PHONE USAGE – No personal phone calls or faxes are to be charged to ISU phones. Local phone calls are allowed from faculty offices and from 404 Carver. There is also a local-use phone on the first floor of Carver. Charge any personal long-distance calls to a telephone credit card or use a cellular phone.

PHOTOCOPYING – You will be assigned copy codes for Teaching, Research and Personal Use. Use these codes when you photocopy anything. Personal copies will be billed at $0.05 per copy. Graduate students have a research limit of 200 copies per year with 400 copies allowed during the final year of research for PhD students. Copies over the limit will be charged at $0.05 per copy.

If you need someone from the office staff to make your copies, complete a Copy Request Form and put it, along with the item to be copied, in the brown box on Kristy G.’s desk. Allow up to 24 hours for items to be copied. Large exams should be given to the office staff so they can be sent to Printing Service which is significantly cheaper than in-house copying. Allow up to three days for large exams to be copied and returned. If faculty need copies made of journals for research, put a completed Copy Request Form in the book along with copying instructions. Place in brown copy box on Kristy G’s desk. When the copies are made, they will be placed in your mailbox.

PRINTING – Personal printing with Math printers should be avoided. If you need to print something personal, keep track of the number of pages, and pay the main office $0.05 for each copy.

PROCTORING – The Math Office Staff should not be expected to proctor make-up exams. Either the instructor or TA should proctor exams. If you absolutely cannot find a proctor, contact Dr. Johnston and he may have some options for you. You are welcome to take a small number of students to the Math Reading Room to take a make-up test. If you fill out the Room Request Form, the office staff can request a room for your exam. The office staff can also request a room for you to use. Under no circumstances should you put students in the Common Room to take an exam. You should check the students occasionally to see whether they have questions. Please make sure you lock the Reading Room door when your students finish their exams.

SEMINARS, Faculty – Different research groups have regular seminar group meetings. All faculty are encouraged to attend and invite interested faculty from other departments.
SEMINARS, Grad Students – The Graduate Student Seminar Series is held selected Wednesdays at 4:10 PM. All students are strongly encouraged to attend all colloquia. Speakers are selected by a committee of graduate students and the DOGE. See the head of the MGSC or Dr. Paul Sacks for more information or if you would like to suggest speakers. Graduate students are also encouraged to join the research groups in their research areas.

SICK LEAVE & VACATION, Faculty & Staff – You can check this information by logging into AccessPlus. If you use sick leave, please notify Jan at the time it is used (this includes going to doctor’s appointments during scheduled work hours).

SICK LEAVE, Grad Students – Grad students do not earn sick leave or vacation. Students are paid for several days before and after the semester starts and ends, during Thanksgiving Break, over Winter Break, and during Spring Break. If possible, please try to schedule routine appointments during these times. Refer to your Math Department TA Job Description for the procedure to use when you need to be absent.

SMOKING – Smoking is not allowed inside any ISU-owned buildings. Persons caught smoking within Carver will be reported to the Chair of the Department, then to the Dean of the College of LAS. This is a serious issue. Please show consideration for everyone who uses this building and follow the rules.

SNOW STORMS – ISU rarely closes for snow. However, it can happen. ISU announces closings due to snow on all of the major TV stations (KCCI Channel 8, WHO Channel 13, WOI Channel 5), 1430 AM KASI Radio, and also posts it on the ISU homepage. If ISU closes during the day, you will be notified via email that the University will be closing and that you should go home.

TORNADOS – The Math Office has a Weather Radio to keep us up-to-date in case of weather warnings. If a tornado warning is issued for Ames, you will be notified by email or through the emergency building intercom to seek shelter in a safe part of the building. Carver’s severe weather safe areas are: ground floor (all classrooms and the north, west and south hallways), first floor (all classrooms and restrooms areas), 2nd floor (interior hallways and restrooms), 3rd floor (interior hallways and restrooms), 4th floor (interior hallways and restroom areas). During a tornado warning, stay away from all exterior windows and doors.

TRAVEL, Faculty – Please submit a completed Travel Authorization prior to departing for ANY professional travel. Travel authorizations need submitted for ANY travel while on appointment (even over breaks). Travel authorizations are used to record dates you will be away from ISU as well as conference attendance and talks given. If you are going to be gone on class days, you must indicate who will be covering your classes. It is especially necessary that the forms be completed well in advance if you are planning to use a University car or purchase an airline ticket.

If you are requesting that the Math Dept. pay all or part of your travel expenses, you must talk to Dr. Peters before submitting the Travel Authorization. Because of budget constraints this year, Dr. Peters is requesting that Faculty who would like to have a portion of their travel paid by the Department, to turn in your receipts and expense worksheets to Ellen. They will be kept on file and if funding is available at the end of the fiscal year, we will make determinations on the amounts to be reimbursed to whom.

TRAVEL, Graduate Students – Please submit a completed Travel Authorization if you plan to travel while you are on appointment. Travel authorizations are used to record dates you will be away from ISU as well as conference attendance and talks given. Travel authorizations need submitted for ANY travel while on appointment (even over breaks). If you are going to be gone while classes are in session, you must list on your travel authorization who will be covering your classes and receive approval from Dr. Elgin Johnston. Follow the procedure outlined on the Math Department TA Job Description to be absent. If you are requesting that the Math Dept. pay all or part of your travel expenses, you must talk to Dr. Peters before submitting the Travel Authorization. The Travel Authorizations are available in the credenza in the Math Office or under Resources . . . Department Forms on the Math Website. These forms must be filled out even if you are not expecting to be reimbursed from any university account for departmental record purposes.
You must also submit a Professional Advancement Grant (PAG) form if requesting university funding (Grad College, GPSS). Information is available at http://www.grad-college.iastate.edu/gpss/PAG/index.html. PAG forms should be completed at least four weeks prior to your departure—longer if you want a better chance of receiving funding.

**VITAE, Faculty** are usually updated every year or upon the request of the Departmental Chair. Kristy Goodale will notify you when the updates are needed.

**WEB PAGES** – http://www.math.iastate.edu/. The web pages are constantly having information added to them. If you think something needs added, send email to mathematics@iastate.edu.

**WEEKLY READER** -- The Math Department Weekly Reader is sent by email each Monday. Notices to be included in the Weekly Reader must be given to Ellen by 4:00 p.m. on the preceding Friday. The Weekly Reader includes such items as colloquia and seminar notices, Final MS and Ph.D. defenses, messages from the DEO, and deadlines for various things (e.g., Foreign Travel Grant Applications). We are also glad to publish personal items such as Talks Given, Papers Published, Honors Awarded, etc. **It is important that you read your Weekly Reader.**

**LOCATIONS OF THINGS YOU MIGHT NEED**

**FACULTY**

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<thead>
<tr>
<th>Item</th>
<th>Location</th>
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<tr>
<td>Campus Envelopes</td>
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<tr>
<td>Chalk</td>
<td>398</td>
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<tr>
<td>Combined AMS, MAA, SIAM Membership Listing</td>
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<tr>
<td>Letterhead/Dept. Envelopes (for Business only)</td>
<td>398</td>
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<tr>
<td>Manilla Envelopes, new (for Business only)</td>
<td>398</td>
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<tr>
<td>Manilla Folders (new &amp; used)</td>
<td>398</td>
</tr>
<tr>
<td>Overhead Transparencies (to be written on)</td>
<td>398</td>
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<tr>
<td>Overhead Transparencies (for photocopy machine)</td>
<td>Ask Secretary</td>
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<tr>
<td>Paper -- Yellow &amp; White Tablets</td>
<td>398</td>
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<tr>
<td>Pencils, Pens, Paper clips, Binder Clips</td>
<td>398</td>
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<tr>
<td>Phone Book, Des Moines and U.S. Zip Code Directory</td>
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<tr>
<td>Reading Room Key</td>
<td>Drawer in 404</td>
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<tr>
<td>Staplers, Tape (to remain in the Math Office)</td>
<td>398 Counter</td>
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<td>Travel Worksheets &amp; Expense Vouchers</td>
<td>396 Credenza or Online</td>
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<tr>
<td>Undergraduate Forms</td>
<td>396 Credenza</td>
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If there is an item you need, but you don't know where to find it, please ask a math secretary who will be happy to help.

**GRADUATE STUDENTS**

Graduate Student Forms Online

**COMPUTERS**

**Math Open Computer Labs** - 449 Carver and 250 Carver
Hours: See postings outside of each lab for open hours.

**Departmental Computer Lab** - 400 Carver (these rooms are accessible using the 0400 key).

Any suggestions on how we can better serve you should be given in writing (signed or unsigned) to Jan Nyhus.