Guide to nearly everything

Last updated: 21 August 2024

Who covers what among the department staff?

• Finances and accounts (including grants)	Brandon Ettelt and Carol Glaze
• Travel	Nora Ferstead
• Purchasing (except IT)	Nora Ferstead
• Graduate student administration	Callaghan Maher
• Undergraduate advising	Melissa Jackson
• Building and facilities (Geological Sciences)	John Hettle
• Building and facilities (MSB II)	Allen Cody (PBS)
• IT support (including computer purchases)	John Walker
• Timesheets and payroll	Dianne Dupree
• Hiring	Dianne Dupree
• Course scheduling	Dianne Dupree
• Graphics and design	Ruth Droppo
• Website	Ruth Droppo
• Geophysics support and instrumentation	Terri Stigall
• Geochemistry lab support	Molly Karnes
• Libraries	Jennifer Simms

Have a problem and don't know where to turn?

Shelby Rader (shtrader@iu.edu or 812-855-7508) and Michael Hamburger (hamburg@iu.edu or 812-855-2934) are the department ombudspersons. An ombudsperson is an advocate with a significant degree of autonomy and independence who investigates and mediates complaints and grievances.

You can also contact department chair Kaj Johnson [acting chair for David Polly, 2024-2025] (easchair@iu.edu) or other departmental staff members. You can also get help straight from the campus student office or other sources (see https://earth.indiana.edu/about/diversity.html for options).

How do I access printing?

Printing costs are covered by the department for faculty, staff, post-docs, and graduate students. Networked printers are available in the Geological Sciences and MSB II buildings John Walker can get you set up by contacting geolhelp@iu.edu .

How and Where EAS Users Can Print

Undergraduate students print using their student allocations. The closest location for students working in Geological Sciences or MSB II is probably the GY2053 student computer lab managed by UITS.

Faculty, staff, post-docs, graduate students and other people directly affiliated with the department of Earth & Atmospheric Sciences can print on department-managed printers. To do this:

1. Get assigned to an EAS security group that defines who can release documents on departmental printers. Normally this happens automatically for everyone who belongs to one of the departmental email lists. If you cannot print, please contact John Walker (geolhelp@iu.edu).

2. From your system, submit the print job to either the BL-GEOL-Color1 or BL-GEOL-BW1 queues. We also have a Windows workstation in in GY1027 that can be used to submit jobs to print.

3. Go to one of our printers to release the job there. We have printers in GY1027, GY4047, and on the 4th floor of MSBII. Swipe a Crimson Card in the card reader or enter your IU username and password. The touchscreen will show submitted print jobs for the authenticated user and from it you can select your job for printing.

4. Large format color plotter printing is available on a separate system on weekdays during the regular semester from 8 am to 5 pm. These jobs need to be submitted to it from the workstation in GY1052A, and John Walker is available to assist with printing.

How do I purchase things?

Our purchasing agent is Nora Ferstead (nferstea@iu.edu), who can assist at any point in the process. You can identify approved IU vendors and find prices at https://buy.iu.edu/. A purchase order form https://earth.indiana.edu/faculty-staff-intranet/forms/purchase-order-form.html needs to be submitted for purchases.

- Computers and related peripherals are purchased in two steps. First work with John Walker to obtain a quote (geolhelp@iu.edu). John Walker then requests the purchase.
- Purchases of items costing less than $10,000 are handled by Nora Ferstead (nferstea@iu.edu) and initiated through the departmental purchase order form on the EAS intranet site (https://earth.indiana.edu/faculty-staff-intranet/index.html). You will need to specify account number and name (and a subaccount if relevant). If you are using your own research/startup account, the name is "[*SURNAME*] Research Account".
- Items more than $10,000 require three competitive bids (if the product is unique, a waiver is required).

How do I mail things?

Ordinary mailing expenses are covered by the department, larger shipping costs are usually paid by the individual. For regular mail, write the account number on the envelop and place it in the "to be metered" outbox and take it to the main office of the Indiana Geological and Water Survey (GY 1020). Departmental mailing supplies are available in our mailroom (GY 1027), including FedEx envelopes, packing tape, and a scale. You should pack items for shipping yourself, but Nora Ferstead (nferstea@iu.edu) can help with the shipping paperwork. Faculty, staff, postdocs, and graduate student can collect mail that you receive from your mailbox in GY 1027 (your office key should get you into the room).

How do I send emails to the entire department?

Faculty (including emeritus professors), post-docs, graduate students, and department staff are members of the geology-dept-l@iu.edu list. You may post messages intended for this group there whenever you wish. If you have an announcement for a wider audience including undergraduate students, adjunct faculty, and

people who have requested news from the department, please send it to Nora Ferstead (nfersea@iu.edu) or David Polly (easchair@iu.edu) [Kaj Johnson for 2024-2025] for posting to geology-announce-l@iu.edu.

How do I arrange travel?

Nora Ferstead (nfersea@iu.edu) handles travel for the department and can provide advice at any point in the process.

If IU is paying for your travel (including via an external grant), your trip must be declared in the IU system before it begins. Note that if you are a student and travel funding has been awarded via your bursar account, you are not obliged to use the IU system.

To initiate IU travel, complete the Travel Authorization form on the EAS intranet (https://earth.indiana.edu/faculty-staff-intranet/index.html), including the account number and name to be charged (and subaccount if relevant).

Normally flights, car rentals, hotels, and conference fees are booked in advance by Nora and are charged directly to the trip account. IU uses a per-diem system so receipts for meals and other incidentals are not needed. Out-of-pocket expenses such as parking fees are reimbursed based on receipts after the trip is completed (these receipts should be submitted to Nora, preferably electronically).

How do I get office and teaching supplies?

Many office and teaching supplies are available from the department office. Copier paper is stored near the photocopier on the 1ˢᵗ floor of the Geological Sciences Building (GY 1027). Take a ream or two as needed for printers and copiers in offices or labs. Some supplies are available in the mailroom, others are locked in the main office (GY 2013). Contact Nora Ferstead or other staff for access or for special ordering.

What are the department's regular events?

Weekly events
- Department Colloquium and iDEAS Seminar series ([link to schedule](#)), Monday, 3:30-4:30, Patton Room, GY 2022 (Julia Kelson organizer)
- Department Coffee, Friday, 9:30-10:30 am, GY 2029

Monthly events
- Faculty meetings, 2ⁿᵈ Weds of the month (nominally), 3:30 pm
  2024-2025 dates: August 30 (Retreat), September (none, 3 promotion meetings), October 9, November 6, December 18 (finals week), January 8, February 12, March 12, April 9, May 7 (finals week)

Annual events
- Start of year picnic, week before classes begin (Aug. 22, 2024)
- Advisory board meeting and dinner, Fall (Nov 14-15, 2024)
- Holiday party, arranged by student groups, December
- Crossroads Conference, organized by student groups, Spring
- Owen Award Lecture, Spring

What student groups are affiliated with the department?

- GeoClub is an undergraduate student organization
- American Meteorological Society (AMS) chapter is an undergraduate and graduate student organization
- Sigma Gamma Epsilon (SGE) is a geosciences honors society for undergraduate and graduate students
- EAGSA (Earth and Atmospheric Graduate Student Association) is the group for graduate student activities and formal representation of graduate views on matters within the department to the chair and DGS

What is the Advisory Board?

One of the ways the department interacts with our alumni is through the Advisory Board. The Board meets once a year on campus, usually in October, to hear about the state of the department and to offer advice for new initiatives. The board also plays a key role in fundraising. Members of the Board usually include a mix of alumni from academia and industry. Current members are listed at https://earth.indiana.edu/about/advisory-board/index.html.

What is the Owen Award?

The Owen Award is bestowed by the faculty on a distinguished alum on a roughly annual basis. Awardees are nominated by the faculty, shortlisted by the Policy Committee, and voted on by the faculty. Normally we try to alternate people who have had distinguished careers in research/academics and those in industry/business.

What is the Screwball Award?

The Screwball Award is bestowed annually by Geoclub, AMS, and SGE on the screwiest member of the faculty. Campaigns are organized by grassroots student groups who produce posters touting the virtues of their favorite candidate. Selection occurs by open vote (coins in cans) in the weeks before the end of the Fall semester. Proceeds go to the student groups. The Screwball Award was first made to Professor Donald Hattin in 1964.

How much should I budget in a grant proposal for a graduate student RAship?

Current minimum annual stipend [beginning Fall 2025] is $24,000 for a 10-month appointment, but please ask for 12 months of support for students in grant proposals at $28,800.

How do I hire postdocs, graduate student RAs, hourly workers, or other employees?

If you are fortunate enough to have external funds or startup to employ someone, start with the appropriate form on the department intranet page (https://earth.indiana.edu/faculty-staff-intranet/index.html).

Graduate research assistant (RA) appointments count toward the financial support package promised to students in their offer letter and should therefore be coordinated with Ben Kravitz (Director of Graduate Studies) and Callaghan Mayer (Graduate Services Coordinator).

Appointments of postdocs and other kinds of salaried employees normally require a national search (waivers can be obtained for direct appointments, especially for people named in a grant proposal), appointments of hourly employees and graduate RAs do not.

Dianne Dupree (didupree@iu.edu) processes hires and can provide advice.

How do I request summer salary payments from a grant?

If you have been awarded summer salary from an external grant or startup funds, you need to request that it be processed. Normally requests are made in <u>March</u> prior to the summer when you will be paid. Complete the EAS Summer Salary Form on the department intranet page (https://earth.indiana.edu/faculty-staff-intranet/index.html).

What support is available for grant proposals?

Brandon Ettelt and Carol Glaze provide some support for grant proposals (EASgrant@iu.edu), but most of the support comes directly through Proposal Development Services (PDS). Note that we no longer initiate proposal support through ORA – you should contact PDS to begin the proposal submission process 6-8 weeks in advance of the proposal deadline.

How do I monitor balances of grant and startup accounts?

Carol Glaze monitors research and grant accounts on a monthly basis. Brandon Ettelt (EASgrant@iu.edu) assists periodically produces updated reports that are sent to the account PI. The university also provides several tools to assist in monitoring them yourself, but note that the latest transactions and encumbrances may not be reflected there.

- Grants Management Toolkit (GMT) provides information about externally funded awards https://gmt.iu.edu
- Balance and Transaction Manager (BaTMan) lists transactions and balances of other accounts managed by the department https://finance.college.indiana.edu/Reporting/index.html

What policies exist at IU?

Like most universities, IU can entertain those hungry for policies for many hours. They are stashed all over the place to make tracking them something like a treasure hunt.

- Official department policies are on the College intranet page at https://intranet.college.indiana.edu/administration/departments/departmental-policies.html
- College Policy Committee policies on subjects like mentoring, creation of new departments or programs, or appointment and dismissal of department chairs are at https://intranet.college.indiana.edu/administration/policies.html
- College policies on tenure and promotion, sabbatical leaves, salary and the like are at https://intranet.college.indiana.edu/faculty/index.html
- Campus-level policies for the academic sector covering everything from promotion to academic freedom to online course questionnaires are at https://vpfaa.indiana.edu/policies/index.html
- Additional policy documents related to the Bloomington Faculty Council (the ultimate source of the campus-level policies for the academic sector), including the BFC constitution, resolutions, and statements, are at https://bfc.indiana.edu/policies/index.html
- Many graduate school policies are at https://graduate.indiana.edu/faculty-staff/policies.html
- Human resources policies (primarily related to non-academic staff) are at https://hr.iu.edu/policies/index.htm
- University-level policies for all sectors are at https://policies.iu.edu

- Travel policies are at https://travel.iu.edu/policies/policies.shtml

How do I get software?

Many standard software packages like Microsoft Office and Adobe Creative Cloud, can be obtained through https://iuware.iu.edu/. Most of these are available at no cost through IU's site licensing, but some do have one-time or annual subscription costs. Cloud versions of software are available at IUanyWare.

How are faculty evaluated?

In addition to major evaluations associated with promotion and tenure, all faculty undergo annual evaluation that determines annual salary raises. This process is variously called "merit evaluation", "merit raise", or "annual evaluation". For tenure-track faculty, our evaluation is based primarily on research (40%), teaching (40%), and service (20%), for lecturer-track it is 80:20 for teaching and service, and for research-scientist-track it is 80:20 for research and service.

Annual evaluation is based on information you enter into Elements (https://uap.iu.edu/elements/index.html). There is no restriction to what you can enter into Elements, but the following items are the most important for annual reviews.

- Publications and other formal research output
- Grants (external grants are automatically populated but in a confusing way, so edit this section so that reviewers can understand how many active grants you have and what the total award amount was)
- Courses that were not automatically populated and edit as necessary
- Student mentorship (graduate and undergraduate advising and committee membership)
- Awards or other recognition received (both for yourself and your students)
- Conference or other professional presentations
- Service, including department and university committees, service for professional societies or NSF panels
- Reviewing (no need to itemize each review, but provide at least a summary of approximate numbers of paper or grant reviews that you perform)

How do I know what to teach?

Teaching is formally set through discussion between the faculty member and department chair, but it is usually coordinated with the undergraduate and graduate committees. See our EAS two-year teaching plan. Our department has a three-course load (3x three credit course) for tenure-track faculty and twice that for lecturer-track faculty. Research-scientist-track faculty do not have teaching duties. Typically each person teaches two undergraduate and one graduate course each year. Courses can be distributed between Fall, Spring, and sometimes Summer sessions. Most courses are taught through our department and carry EAS numbers, but it is possible to teach College courses (COLL) and courses in special programs like Hutton Honors College, Liberal Arts and Management (LAMP), Human Biology Program, and others.

How do I schedule my class?

Dianne Dupree (didupree@iu.edu) manages course scheduling, including the room where your class is scheduled, the meeting time, and the course "mode" (online, in-person, hybrid, etc.). She usually polls faculty in the semester before the class is taught to make sure the information is correct. IU prioritizes

classrooms for courses that are scheduled at standard times. That said, "standard" has an odd meaning at IU because the times at which classes begin and end seldom have anything to do with hours and half hours (see the registrar's page on room assignments for a complete explanation https://registrar.indiana.edu/policies/room-assignment.shtml)

How do I get historical data on EAS course offerings and enrollments?

Visit our amazing EAS Enrollment Data Dashboard created and maintained by Cody Kirkpatrick.

How do I get rid of furniture or get used furniture through IU?

University surplus has used furniture and some kinds of equipment items. Normally the store is at a warehouse on east 10th Street, but it is closed because of the pandemic. You can still get items from them online (https://surplus.indiana.edu), The department also has some surplus items of our own, which John Hettle (jlhettle@iu.edu)can help with. John can also help you get rid of items you do not need in your office.

How big do my classes need to be?

Funding at IU is not allocated directly on the basis of numbers of students taught, so you can concentrate on quality more than quantity. That said, some indirect evaluation of the department is based on student numbers, including things like priority for new faculty lines, so we want to offer courses that give students the instruction they need for their degree and are in subjects that interest them.

Minimum enrollments are required for a course to count toward the formal teaching load: 10 students for an undergraduate course and 5 students for a graduate course. Faculty can offer courses with fewer students, but they do not count toward the teaching load unless an exception is granted by the dean's office.

Cody Kirkpatrick engineered a web tool to easily monitor enrollments for all courses taught through the department at http://courses.im/enroll/.   You can also monitor enrollments, waitlists, and grades through the "Faculty Center" at https://one.iu.edu/.

How do I get keys to offices, classrooms, and buildings?

John Hettle (jlhettle@iu.edu) manages keys for the Geological Sciences Building. Allen Cody (alcody@iu.edu) and Kristie Flanders (kmflande@iu.edu) manage them for MSB II.