

Department of English at ASU

Onboarding and Resource Guide

<https://english.asu.edu/>

Arizona State University | Last modified Jul 31, 2025



Welcome!

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Chair's Welcome: Nush Powell

Greetings!

Welcome to the Department of English at ASU. You are joining a dynamic and productive community of students, staff, and faculty whose activities are as expansive as their imaginations. Because we hope to make your transition to ASU as smooth as possible, we're providing you this manual. It should help you navigate the process of onboarding at ASU and, in the process, get to know us a little better too. And for those of you who have been around for a while, the information may serve as reminders.

The Department of English is a busy place, and you will soon discover that ASU runs at a very fast pace. English joins other departments and schools at ASU in conducting the work of the university, which is to generate knowledge via teaching/learning, publishing scholarship, and engaging with local, national, and global communities. Our department is home to six degree-program areas as well as the university [Writing Programs](#)—all of which provide students with knowledge and critical thinking and writing skills that help them not only succeed at ASU but also to be productive citizens, employees, and life-long learners. Our six program areas—which offer degrees at both the undergraduate and graduate levels, both on campus and online—include: [Creative Writing](#) (CW), [English Education](#) (EED), [Film and Media Studies](#) (FMS), [Linguistics and Applied Linguistics/TESOL](#) (LAL), [Literature](#) (LIT), and [Writing, Rhetorics and Literacies](#) (WRL). We also house the cross-humanities [Culture, Technology and Environment](#) (CTE) degree and now also offer a [Narrative Studies](#) concentration in our English major.

We are also home to several faculty who run centers, institutes, and initiatives at ASU: [Arizona Center for Medieval and Renaissance Studies](#) ([Ayanna Thompson and Ruben Espinosa](#)), [Center for Imagination in the Borderlands](#) ([Natalie Diaz](#)), [Center for the Study of Race and Democracy](#) ([Lois Brown](#)), [Humanities for the Environment](#) ([Joni Adamson](#)), [Humanities Institute](#) ([Ron Broglio](#)), [Project Humanities](#) ([Neal Lester](#)), [Virginia G. Piper Center for Creative Writing](#) ([Alberto Ríos](#)), and [Worldbuilding Initiative](#) ([Matt Bell](#)).

No matter what part of the department you are joining, please know that we strive to work as a team, supporting each other to give students the best possible experiences they can have at ASU. So if you have any questions about your new job, all you have to do is ask!

Best wishes,

Manushag “Nush” Powell
Professor and Chair of English

p.s.: If you're new to the Valley of the Sun as well as to ASU, be sure to check out the [Phoenix Relocation Guide](#) for helpful tips.

Preface

This Onboarding Handbook outlines relevant policies and procedures of Arizona State University (ASU) and the Department of English and is only intended to be an overview of the same. The manual is by no means exhaustive and the employee is encouraged to also consult as necessary the [ASU Academic Affairs Manual](#) or [ASU Staff Personnel Manual](#).

ASU Academic Affairs Manual

The [ASU Academic Affairs Policies and Procedures Manual \(ACD\)](#) provides information for ASU [faculty](#), faculty with administrative [appointments](#), [academic professionals](#) and their [administrators](#) on academic organizations, governance, personnel, and programs. This manual is intended to be consistent with the Board of Regents' *Conditions of Faculty Service* and the *Conditions of Professional Service*, the policies under which faculty and academic professionals at ASU are employed.

New faculty information: Office of the Provost

[New Faculty Information | Office of the University Provost \(asu.edu\)](#)

Visit this site for information related to:

- Welcome events
- Sun Card
- University event and academic calendars
- Computing services
- Other helpful resources

Office of Academic Personnel: The College of Liberal Arts and Sciences

[Office of Academic Personnel | The College of Liberal Arts and Sciences \(asu.edu\)](#)

Visit this site for information related to:

- Academic personnel definitions and events
- Recruitment and hiring
- Schedule of actions
- Tenure-track personnel
- Additional resources

Department resources: Department of English

[Department Resources | Department of English \(asu.edu\)](#)

Visit this site for information related to:

- Department letterhead
- Faculty process guides
- Preparing your portfolio for promotion and tenure
- Criteria for promotion and tenure
- Mentoring program (English)
- Peer evaluations of teaching (guidelines)

- Grade grievance process

ASU Staff Personnel Manual

The [Staff Personnel Policies and Procedures Manual \(SPP\)](#) provides personnel-related information for ASU classified employees, university staff, and non-faculty administrators and their supervisors.

Department of English Contact Information

Campus Location / Physical Address (use for FedEx / UPS and other campus deliveries)	Ross-Blakley Hall (RBHL) 1102 S. McAllister Ave. Tempe, AZ 85281
Mailing Address	PO Box 871401 Tempe, AZ 85287-1401
Web Address	https://english.asu.edu
Main Office Telephone: Public (directory) Main Office Telephone: Direct	480-965-3168 480-965-3535
Social Media Facebook: https://www.facebook.com/ASUEnglish Facebook group (public): https://www.facebook.com/groups/asu.english X/Twitter: https://twitter.com/asuEnglish LinkedIn: https://www.linkedin.com/showcase/asu-english Instagram: https://www.instagram.com/asuenglish/ YouTube: https://www.youtube.com/c/DepartmentofEnglishArizonaStateUniversity Flickr: https://www.flickr.com/photos/asuenglish/ Threads: https://www.threads.net/@asuenglish Bluesky: https://bsky.app/profile/asuenglish.bsky.social	

Getting Situated

Mandatory trainings

All faculty, staff and student employees must complete the following training within 30 to 90 days from your hire date. Steps:

1. Log into asu.edu/myasu
2. Click on Employment
3. Look under My Tasks and a list of trainings should be listed
 - Arizona public service policy | cfo.asu.edu/public-service-policy
 - ASU information security training | getprotected.asu.edu/training/basics
 - Fire Safety and Prevention | cfo.asu.edu/ehs-training
 - Preventing harassment and sexual violence | el.lawroom.com/shib/asu
 - Title IX Duty to Report training | cfo.asu.edu/OEI-training
 - Community of Care | eoss.asu.edu/communityofcare

Getting a Sun Card

Sun Cards: Identification Cards – MU Lower Level 480-965-2273

[ID Card | Arizona State University \(asu.edu\)](https://asu.edu)

Securing a parking permit

Please contact Parking & Transit Services: <https://cfo.asu.edu/pts> or 480-965-6124. New employees must physically visit the Parking office, off campus, to apply for permit and take advantage of payroll deduction.

Setting up a phone number and voicemail

The adoption of [Zoom Phone](#) (as our university “phone” system) is intended to enable “flexibility and accessibility for the university’s ever changing communication needs.” With this service, your phone number rings through to your laptop and/or cell phone without having to use your personal cell phone number for ASU business.

- Download [Zoom](#) and begin using the service.
- [Voicemail setup instructions](#).
- Individuals who require a physical phone can place a workplace accommodation request process by [clicking here](#).
- [ASU Zoom Phone FAQs](#)

Updating an ASU Directory profile

You can edit what appears on your [ASU directory](#) profile by going to [My ASU](#) > Profile > Edit Profile. All profile updates should appear on the ASU Search page and the [Department of](#)

[English site](#) within 48 hours. If your profile updates are not on the English site within 48 hours please follow up with the [Director of Technology](#).

Ross-Blakley Hall access

Ross-Blakley Hall is open from 8 a.m. to 5 p.m. Monday through Friday. The main entrance to Ross-Blakley Hall is locked after hours and on weekends. The northwest entrance is locked 24/7. Faculty, staff, and graduate students in the Department of English have ISAAC access to the building after hours and on weekends (access is activated after you receive and activate your Sun Card). To open a locked door, simply tap your Sun Card on the card reader near the door and the red light will flash green and the door will unlock. Sun Cards are automatically deactivated five years after being issued. If your card no longer functions, contact the [Director of Technology](#) to have your card reactivated.

Department of English printing/copying policies and procedures

All employees are added to the department Canon copier/printers. To access the device, use the last four digits of your ASU Affiliate ID found on your Sun Card as your Department ID (leave the passcode field blank). If you need assistance using any of the copies or printers in RBHL, or if they are out of paper, contact the Department of English main office. To set up printing from your computer, follow the instructions located on the [Ross-Blakley Hall's tech features page](#).

To locate useful information about the building's printers, copiers, mediated conference rooms, and mediated enclaves, consult the [Ross-Blakley Hall's tech features page](#).

Since sustainability is one of ASU's core values, we use centralized network printing/copying in line with ASU's carbon neutral goal. We have Canon copier/printers on each floor; please consider using the duplex (two-sided) capabilities to [reduce carbon output](#).

Teaching Assistants (TAs) and graduate students are allowed to print material to support the classes they are teaching for the department. All graduate students, including TAs, receive a 500 page print allotment per semester for research and course-related print needs.

For computer questions or technology related issues, submit a service ticket by going to <https://asu.service-now.com/sp> and select "Get Help."

Creating and printing flyers and posters

The Department of English typically does not create print flyers but instead utilizes digital communications and social media to promote most events and initiatives. Large events and/or special initiatives may be an exception. Please contact the [Director of Communications](#) to make arrangements for event promotion. *Faculty are responsible for creating their own course flyers.*

Upcoming Department of English-sponsored events are advertised on its [web calendar](#), on the university-wide [ASU Events website](#), on social media, and on other university and community calendars as necessary.

Arranging a professional portrait

Please contact the ASU Marketing Hub to schedule your professional portrait:

[Employee portraits \(headshots\) | Enterprise Brand and Marketing Guide \(asu.edu\)](#)

Email matters

Creating an email signature

Visit the [ASU Brand Guide](#) for instructions and a template for creating an email signature.

Department of English listservs

ASU's Global Address List in Outlook contains listservs for sending group emails. The [Department of English lists](#), to which all department employees are added, are grouped by faculty, staff and student ranks and start with the prefix "DL." You can search for them by typing them in the "To" line after selecting "Global Address Book."

Faculty, staff, and graduate students who are added to any of these lists are able to send emails to the lists. Undergraduate student lists are only accessible by English's [undergraduate advising team](#). Please contact the [Director of Technology](#) or the [Director of Communications](#) with questions about using email lists.

Submitting an item for the newsletter

Email the [Director of Communications](#) for consideration in the Department of English weekly "e-blast" newsletter. For more information about where we advertise our good news, see: [Information on Event-Planning, Multimedia, News Submission, Directory Profile Updates, and Media Requests](#) in the (password protected) [Employee Resources](#) section of the [Department Resources](#) site.

The Undergraduate Advising team sends a separate newsletter to all enrolled undergraduate students once-per-week. Arrangements for including items to be distributed to undergraduate students can be made by contacting the [Director of Communications](#) or the [Undergraduate Advising](#) team.

Technology

Technology needs are addressed during the hiring process. To discuss technology needs that emerge after joining the Department, please reach out to the [Director of Technology](#).

Personnel Matters

Payroll and benefits

There are 10 pay periods per semester and 6 pay periods in summer. For a list of pay periods and pay dates visit <https://cfo.asu.edu/academic-pay-schedule>.

- [Your paycheck | Arizona State University \(asu.edu\)](#)
- [benefits-enrollment-checklist.pdf \(asu.edu\)](#)
- [Benefits and mandatory retirement effective dates | Arizona State University \(asu.edu\)](#)

For more information on employee benefits and enrollment, employee wellness, or the employee assistance office, go to [Human Resources | Arizona State University \(asu.edu\)](#).

Course buyouts

If you have questions about course buyouts or course releases, email the [Chair](#) or the [Business Operations Manager](#).

The leaves management process

Questions about the [leaves management](#) process should be directed to the Department's [HR Manager](#). The different types of leave include: FMLA paid, FMLA unpaid, ASU - nonFMLA - leave paid, ASU - non-FMLA - leave unpaid.

Academic personnel actions

The Department of English (similar to all units on campus) is governed by the The [ASU Academic Affairs Policies and Procedures Manual \(ACD\)](#). The Department of English also follows deadlines established by The College of Liberal Arts and Sciences and outlined in [The Schedule of Academic Personnel Actions](#). The Associate Chair of Personnel communicates relevant deadlines to faculty and provides guidance on materials preparation. The Office of the University Provost provides [Faculty Process Guides](#) for all personnel actions, including:

- Annual evaluation
- Progress-toward-tenure review
- Probationary review
- Promotion and tenure review
- Promotion to full
- Promotion of non-tenure eligible faculty

The College has also posted this useful [Guide to Junior Faculty Reviews](#).

Sabbatical leave

Consistent with [ACD705](#), sabbatical leave is granted or denied based on the merits of the individual proposal upon the recommendation of the university. The following personnel are eligible to apply for sabbatical leave:

- Administrators with faculty rank who have completed six years of full-time service at ASU.
- Faculty members who have achieved tenure and completed six years of full-time continuous service with the rank of assistant professor or higher at ASU.
- Academic professionals who have achieved continuing status and completed six years of full-time continuous service at ASU are eligible to apply for sabbatical leave.

Individuals returning from sabbatical leave must submit a concise final report to the college through their unit administrator which addresses accomplishment of the purposes stated in the application for sabbatical leave. The sabbatical report should be submitted using the [The College Report on Sabbatical Leave](#).

For instructions and forms related to this process, please follow the *Process Guide for Sabbatical Leave* as found on the [Office of the Provost's Personnel Processes page](#).

Peer evaluations of teaching

Tenure-eligible and non-tenure-eligible candidates for promotion are required by the University to include 3 types of evidence of excellence in teaching in their dossiers. To ensure that candidates will have access to one of the most valued types of evidence (the peer evaluation of teaching), the Department has established a procedure by which candidates may request that their teaching be evaluated. More information about the Department's procedures for coordinating peer evaluations of teaching is located on the Department's (password protected) [Employee Resources](#) page.

Department of English mentoring program

The faculty mentoring program focuses on two areas: career advice (preparing for annual reviews, progress toward tenure, third year reviews, and tenure and promotion) and advice on the culture of the unit and the university. Professional and intellectual mentoring (e.g., reading articles) is addressed by other departmental and university-wide initiatives, such as faculty lecture series, faculty reading groups, or research clusters at the Institute for Humanities Research.

Soon after the track faculty member's initial appointment, the Associate Chair of Personnel (in consultation with the Chair and tenured members of their area) assigns the new faculty member a tenured mentor. More information on the mentoring program of untenured faculty in English is located on the [Department Resources](#) page.

Course evaluation statistics

The Department compiles course evaluation statistics (e.g., the mean) according to rank and level of courses taught. Course Evaluation Statistics are listed at the bottom of the [Department Resources](#) page.

Curricular Matters

Academic calendar

To check the academic calendar for past, current or future semesters, go to: [Academic Calendar](#) | [ASU Students](#) | [ASU](#)

University holidays

Administrative offices are open during summer, fall, winter, and spring breaks. For a list of university holidays and closures visit <https://cfo.asu.edu/holiday-schedule>

Hiring graders/instructional specialists

Some courses are designed to scale up with help of a grader(s). If you are teaching a course that will require a grader, the Program Manager for Curriculum and Scheduling will reach out to you with more information.

The [Associate Chair of Curriculum](#) and the [Program Manager for Curriculum and Scheduling](#), in consultation with the [Director of Online Programs](#) and Program Directors determine the need for graders for each course, advertise the position, interview candidates, and hire. Questions about hiring graders can be directed to the [Associate Chair of Curriculum](#) and the [Program Manager for Curriculum and Scheduling](#).

Fiscal Administration

Ordering ASU business cards

Business cards can be ordered by emailing a [Business Operations Specialist](#).

Travel

Travel policies vary depending on funding sources, destination and ASU COVID policies. Please see below for current instructions for domestic and international travel requests. After the completion of your travel, you will need to submit an Expense Report in Concur to be reimbursed and/or to close the trip.

ASU uses Concur as its travel system. Concur can be accessed through your MyASU. For Trip Requests and Expense Reports: Once logged into your MyASU account, kindly click on Travel under My Employment>ASU TRIP Travel System and you will be directed to Concur.

Creating a domestic travel request

Domestic travel requests can be submitted directly through Concur by creating a Trip Request. The accounting information (Cost Center and Program Code) will be provided to you by a Business Operation Specialist. If any issues or questions arise while submitting travel in Concur please contact an English [Business Operations Specialist](#). The trip request must be submitted and fully approved PRIOR to the date of travel and PRIOR to any travel purchases. Please note the trip request only contains estimated expenses for your trip, but it is important to estimate expenses as close to the actual costs as possible. It is also important to note that once the request is created and approved, all bookings should be made through Concur unless approved otherwise. Additional information for domestic travel can be found here:

<https://cfo.asu.edu/domestic-travel-guidance>.

Creating an international travel request

International travel requests must be approved before making any reservations in the Concur system. To receive approval for your international travel request, the first step is to complete [this document](#) and submit it to the [Chair](#) for approval. Once approved by the Chair, the document will be forwarded to the BOM who will request Dean/Provost approval. You will be notified when all approvals have been received. The trip request must be submitted and fully approved PRIOR to booking the trip (using Concur). Once the request is created and approved, all bookings should be made through Concur (following steps listed above) unless approved otherwise. Please note that, although the trip request submitted to Concur only contains estimated expenses, it is important to estimate expenses as close to the actual costs as possible.

See the [ASU Trip Manual](#) for an additional guide through Concur. See the [ASU Travel page](#) for important updates regarding ASU's travel policies, information about the carbon project, and quick reference guides.

Creating a travel expense report

After completing your trip, a travel expense report is to be completed in Concur for reimbursements and to close the travel. Please note that the expense report should be submitted within 30 days of the last date of travel. Any reports that are completed after 30 days require Dean's approval. To ensure a smooth submission of the expense report, please retain all receipts pertaining to your travel. Your [Business Operations Specialist](#) will assist you with the submission of the report.

Purchasing/reimbursements

Faculty who receive departmental funds for travel/research/teaching during an academic year should enter your travel requests in Concur as described above or submit your purchase requests to the [Business Operations Manager](#) and the item(s) will be ordered. If reimbursements are needed, see below. These funds do not carry over from one year to the next and must be spent by the first week in June.

Faculty with discretionary funds in the Department of English (e.g. Startup Research, President's Professor, or Regents Funds, etc.), kindly send your purchase requests to the [Business Operations Manager](#) and the item(s) will be ordered. All Amazon purchases should go through the [Business Office](#) as the preferred method of purchase.

If no dedicated funding is available, please submit requests for the desired items with a justification for purchase in an email to the [Business Operations Manager](#). If director or chair approval is required, a [Business Operations Specialist](#) will secure the approval. If approved, the order will be placed by the Business Office, and you will be notified by the front office once the item(s) is received.

All **reimbursements** from the Department of English funds require prior approval from the [Business Operations Manager](#). The approval depends on the nature of the reimbursements. Once approved, the Business Operations Manager will work with the appropriate Business Operations Specialist to process your reimbursement. You will then receive an email asking you to log in to the Workday system and to approve the transaction (the transaction cannot be processed without your input). The link to Workday will be provided in the email.

Important reimbursement notes:

- Alcohol purchases are prohibited using ASU funds and are not reimbursable.
- You must verify the details of your reimbursement in Workday. Once in Workday, please go to the Workday inbox, look over the details of the reimbursement and ensure all amounts are correct. After verification, please click on "approve." If something is wrong, please inform the individual who processed the reimbursement (the name will be listed in Workday), and they will work with you to correct it.
- If you have discretionary funds in the Department of English (e.g. startup funds, President's funds, Regents funds, etc.), no prior approval is needed for reimbursement requests so long as the request falls in line with the ASU-related business purpose.
- Any reimbursement over \$999 requires Dean and Provost approval, which is obtained by the Business Operations Manager. You must submit a detailed justification to the [BOM](#) in order to be reimbursed for this expense. If at all possible, please communicate with the English [Business Office](#) *before* making purchases over \$999 since the purchase could instead be made by a Business Operations Specialist directly, thereby avoiding the reimbursement process.

Purchasing gift cards

- The Department of English is not allowed to purchase gift cards directly using department funds. Individuals who wish to purchase gift cards with their dedicated research funding to be used as incentives for research-related work will have to purchase them using their personal funds and seek reimbursement.
- The University treats gift cards as cash equivalents and must be handled with the same guidelines as cash. Proper controls must be in place to ensure the cards are safe and locked in a secure space. Gift cards cannot be given out as gifts or awards but must be

used for participant payments. Gift cards must be under \$25; amounts over \$25 must be processed through payroll, and gift cards are no longer required.

- When gift cards are disbursed, a log must be kept and must be included when requesting reimbursement. The log must include: (a) the justification for participants, (b) recipient's name and signature, (c) date of distribution, (d) purpose of gift card, (e) amount or value, (f) how was the value determined, (g) indicate if the individual receiving the card is an ASU employee or student, (h) if the recipient is a US citizen, permanent resident or a nonresident alien. If confidentiality is an issue please note this in lieu of names and signatures.

Using your startup/research funds

- Faculty members who receive startup / research funds per their offer letter will have access to those funds after they submit their budgets (typically fall semester).
- Faculty members who receive startup / research funds per their offer letter will receive a spreadsheet to budget expenses for the period of time stated in the offer letter; if applicable, expenses for a student worker/research assistant should be included.
- All startup funds must be expended by the end of the period indicated in the offer letter.
- NOTE: Expenses budgeted for any given academic year must be spent by the first week of June.
- To use your startup/research funds to purchase books or other supplies, contact a [Business Operations Specialist](#) to place your order.
- To use your startup/research funds to purchase a computer, contact the [Director of Digital Technology](#).
- Although reimbursements for business purposes are permitted, purchasing by the department is the preferred method. **See the section about reimbursements above.** Receipts submitted for reimbursements must be accompanied by a rationale indicating the ASU-related purpose of the purchase.

Planning and advertising events

Protocol for hosting, planning and advertising an event or a conference

The Department of English has created a useful [Protocol for Organizing/Hosting an Event or a Conference](#) that involves staff and/or funding from the Department of English. This protocol takes into consideration the required timeline for planning as well as the department's budget, the building's amenities and the culture of the larger university. This Protocol contains useful information about setting a budget; requesting support from the Department, The College, and/or other units on campus; and enlisting the support of staff to advertise the event.

Reserving rooms for events

To reserve a room in Ross-Blakley Hall, use this [room reservation form](#).

For events held outside Ross-Blakley Hall, reservation procedures vary. To reserve a meeting room in Armstrong Hall, or to reserve the outdoor courtyard space between Armstrong and Ross-Blakley, contact [Aida Lyon](#). Other spaces commonly utilized include the [Memorial Union \(MU\)](#), the [University Club](#), the [Student Pavilion](#), and [Old Main](#). Each has a separate reservation process and some require contracts and/or fees. Please contact each space directly to make reservations or inquiries.

ASU classrooms are also available for use, pending course scheduling. Please note that classrooms do not allow food or drink inside. To inquire about classroom use, please contact English's [Program Manager for Curriculum and Scheduling](#).

Requesting equipment for an event or a conference

The Department of English has a limited supply of event equipment. Please contact the [Main Office Coordinator](#) if you would like to utilize one of these items (number in parentheses is the amount in supply):

- Tripod easel (14)
- 6 ft. table (1)
- Department of English tablecloth (2 black [fabric], 1 maroon [canvas])
- Audio recorder (1)
- Video projector (VGA) (1)
- Large A-frame sign holder, ASU approved (5)

Other equipment (tables, chairs, podiums, stanchions, trash/compost/recycling bins) can be requested via [ASU Moving Event Services](#).

Inviting a guest speaker

If you wish to invite a guest speaker to campus or for an online lecture, kindly notify a [Business Operations Specialist](#) at least 30 days in advance. This is to make sure the appropriate paperwork is filled out by the guest speaker and to also ensure the guest speaker is active in Workday for payment..

Guest Speaker (No Honorarium)

Any guest speaker who delivers a lecture at ASU (without honorarium) is required to fill out a volunteer form prior to the lecture.

Guest Speaker (Honorarium)

Any guest speaker who delivers a lecture at ASU (with honorarium) is required to fill out a Speaker Artist Performer Agreement which is approved by the Dean of Humanities *prior* to the lecture. Honoraria and event funding are raised by the faculty organizer (e.g., grants, other ASU departments). With Chair approval, limited funding may be available from Department of English funds on a case by case basis. The guest speaker is also required to register as a "supplier" in the ASU Financial Management System to ensure completion of payment. Kindly contact the [Business Office](#) as soon as the dates and

speaker are confirmed, please include the speakers contact information. Additional documents will be provided.

Please note that any event utilizing university resources that involves a guest speaker or that is open to the public needs to be submitted at least 30 days prior to the [Special Events Registry](#).

Navigating spaces in/near Ross-Blakley Hall

General issues related to Ross-Blakley Hall

Please submit all inquiries about Ross-Blakley Hall to: RBHL-requests@asu.edu. This email account is checked regularly and communications are forwarded to the appropriate individual.

The types of issues that should be reported to this email address include but are not limited to:

- Building/ISAAC access (adding access, changing access, Sun Card issues)
- Cleanliness of offices or shared spaces, trash and recycling issues
- Emptying or replacement of [Blue Bag Recycling](#) containers
- New or replacement office keys
- Furniture or building equipment malfunction
- Printing issues and/or copy machine maintenance
- Reporting interrupted telephone or internet service
- Configuring office telephones
- Locker assignments and access
- Lateral file drawer assignments and access
- Conference and meeting room technology troubleshooting
- Non-emergency security issues (doors found unlocked or left open)
- Issues related to building cleanliness or maintenance also reported to Facilities Management. More information about this below.

Reserving a meeting room in Ross-Blakley Hall

To reserve a meeting room in Ross-Blakley Hall, use this [room reservation form](#). This is the same process as requesting a room for an event in RBHL. If you would like to reserve a meeting room in Armstrong Hall or an ASU classroom, please see instructions above under [Reserving rooms for events](#). Please note that classrooms do not allow food or drink.

Current usage/availability of meeting rooms and enclaves (small meeting rooms) in Ross-Blakley Hall can be viewed by opening the Shared Calendar on Microsoft Outlook and searching for the room using the associated Exchange address listed below.

RBH 103	m.room.rbh.103@exchange.asu.edu
RBH 115	m.room.rbh.115@exchange.asu.edu
RBH 117	m.room.rbh.117@exchange.asu.edu
RBH 170H	m.room.rbh.170H@exchange.asu.edu
Enclave 120:	m.room.rbh.120@exchange.asu.edu
Enclave 128:	m.room.rbh.128@exchange.asu.edu

Enclave 201a: m.room.rbh.201a@exchange.asu.edu

Enclave 340: m.room.rbh.340@exchange.asu.edu

Not permitted

- Do not use tape or any adhesive to hang items (e.g., posters, signs, artwork, decorations) from the glazed glass walls. This causes damage to the glaze, and this is costly to repair.
- Do not paint or write on the glazed glass walls in your office.
- No refrigerators, microwaves or coffee makers in individual offices. There is a break room on each floor equipped with these items.
- No bikes, skateboards or scooters in the building.
 - Skateboards and scooters can be locked up just outside the North entrance.
 - For information about ASU's bike valets and card-access bicycle parking, go to ASU's page on [Bike Parking](#).
- ASU is a [smoke-free](#) campus.

Service issues

In addition to reporting to RBHL-requests@asu.edu, we ask that you please report **all service issues** (restroom or break room supplies not stocked or properly cleaned, office trash or recycling not emptied, offices not vacuumed, thermal comfort adjustments, etc.) directly and without delay to FACILITIES MANAGEMENT (FACMAN) by submitting a request via [My ASU](#).

We ask that you report any sort of service discrepancy—no matter the size of the problem—because reporting it to FACMAN creates a paper trail that helps us hold FACMAN or Olympus Janitorial Services accountable. Once you have submitted your ticket to FACMAN, then please forward any email confirmations you receive from FACMAN to us at RBHL-requests@asu.edu.

How to submit a ticket

1. go to My ASU
2. go to Service
3. select New Request under Facility Services
4. submit a description of the issue and/or your request

Disclaimer

At no time will the contents of this manual supersede ASU or Arizona Board of Regents policies, applicable laws or regulations, subject to any changes to applicable policies and statutes or the needs of the Department of English.

APPENDIX A—ByLaws

THE COLLEGE OF LIBERAL ARTS & SCIENCES

DEPARTMENT OF ENGLISH BYLAWS

Approved by the Department of English, May 1, 2019

Reviewed by the dean on May 29, 2019

[Bylaws and Criteria Documents | Office of the University Provost \(asu.edu\)](#)

APPENDIX B—Department of English Leadership & Staff

Leadership

Manushag “Nush” Powell	Chair and Professor	Manushag.Powell@asu.edu
Matthew Prior	Associate Chair of Personnel; Professor	Matthew.Prior@asu.edu
Julia Himberg	Associate Chair of Curriculum, Associate Professor	Julia.Himberg@asu.edu
Heather Maring	Director of Graduate Studies, Associate Professor	Heather.Maring@asu.edu
Shauna Dranetz	Assistant Director of Academic Services	Shauna.Dranetz@asu.edu
Roger Thompson	Director of Writing Programs, Professor	rthomp79@asu.edu
Caden Gillespie	Business Operations Manager, Sr	Caden.Gillespie@asu.edu
Tara Ison	Interim Director of Creative Writing, Professor	Tara.Ison@asu.edu
James Blasingame	Director of English Education, President’s Professor	James.Blasingame@asu.edu
Jacob Greene	Director of Writing, Rhetorics and Literacies; Associate Professor	jwgreen5@asu.edu
Aaron Baker	Director of Film and Media Studies, Professor	Aaron.Baker@asu.edu

Derek Pacheco	Director of Literature, Associate Professor	Derek.A.Pacheco@asu.edu
Mark James	Director of Linguistics and Applied Linguistics, Associate Professor	Mark.A.James@asu.edu
Kathleen Hicks	Director of Online Programs, Teaching Professor	Kathleen.Hicks@asu.edu
Sarah Florini	Director of Assessment, Associate Professor	Sarah.Florini@asu.edu
Kristen LaRue-Sandler	Director of Communications, Manager of Marketing + Communications	Kristen.LaRue@asu.edu
Ruby Macksoud	Director of Internships, Instructional Professional	Ruby.Macksoud@asu.edu
Bruce Matsunaga	Director of Digital Technology, Associate Research Professional	bruce.matsunaga@asu.edu

Staff

Undergraduate Advising	
Shauna Dranetz Assistant Director of Academic Services shauna.dranetz@asu.edu 480-727-6095	• Oversees undergraduate advising and student services • Supervises undergrad advising team • Serves on university and department administrative committee to represent undergraduate students • Serves on curriculum committee to address undergraduate curriculum issues • Assists with undergraduate program development, revisions, and implementation
Kara Von Holten Program Manager kara.vonholten@asu.edu 480-965-8270	• Serves as academic advisor for all undergraduate majors in Department of English, both in-person and online • Supervises main office operations and staff • Consults with staff and faculty on student services policy and procedure, academic advisor training and development, and academic program planning
Jesse Ortiz Academic Success Advising Coordinator	• Serves as academic advisor for all undergraduate majors in Department of English, both in-person and online • Manages department undergraduate student communications

Jesse.Ortiz@asu.edu 480-965-8169	
David Lucero Academic Success Advising Coordinator dzlucero@asu.edu 480-965-3168	• Serves as academic advisor for all undergraduate majors in Department of English, both in-person and online • Manages undergraduate student events and student engagement, both in-person and online
Natalia Lopez Osorio Academic Success Advisor nlopezos@mainex1.asu.edu [phone]	• Serves as academic advisor for all undergraduate majors in Department of English, both in-person and online • Participates in professional development opportunities focused on academic advising

Graduate Programs

Kira Assad Program Manager kira.assad@asu.edu 480-965-7454	• Manages all aspects of Department of English graduate programs offered on Tempe campus (except MFA), including recruitment, admissions, advising, monitoring student progress, professional development, facilitating graduate curriculum changes, and coordinating academic catalog updates • Manages teaching assistantships, scholarships, fellowships, travel awards, and monitors the block grant and TA budgets • Supervises and oversees work of the Academic Success Advisor
Arielle Torricelli Student Services Support Coordinator arielle.torricelli@asu.edu	• Supports and advises for in-person graduate programs: MA English (comparative literature, literature and WRL), MTESOL, MA linguistics and applied linguistics, and 4+1 accelerated programs. • Reviews and processes student admissions applications • Tracks student alumni placements

Online Programs

Kathleen Hicks Online Programs Director, Teaching Professor kathleen.hicks@asu.edu 480-727-0884	• Directs administrative functions of the department's five online programs. This includes curriculum development, faculty preparation and training, collaboration on staffing needs, graduate programs admissions, student success and retention, and online graduate student advising • Works closely with Associate Chair of Curriculum, area Program Directors, and oversees the work of the online Program Manager and Academic Success Coordinator
Stephanie Serrano Instructional Designer stephanie@asu.edu 602-543-4057	• Assists faculty with design and structure of online courses
Elizabeth "Lilly" Downs Program Manager eadowns@asurite.asu.edu 480-727-3133	• Advises students in MTESOL and MAS film and media studies online graduate programs • Assists faculty with requesting and setting up ASU Online courses • Collaborates with Director of Online Programs to identify online course needs
Ella Burrus Academic Success Coordinator Ella.Burrus@asu.edu	• Maintains, reviews, and approves or denies admission applications for the Online MA, MTESOL and MAS programs. • Oversees and academically advises Online MA students from admission to graduation from the program.

Business Operations	
Caden Gillespie Business Operations Manager, Sr. Caden.Gillespie@asu.edu 480-727-3445	• Leads operations of the Business Office, supervises HR Specialist Sr. and two Business Operations Specialists • Responsible for salary and operational budget projections including startup, Regents, President's and ASU Foundation funding • Analyzes, plans and interprets statistical financial and management data for Department Chair and in response to requests from The College of Liberal Arts and Sciences
Richelle Hubbell-Hudson Department HR Manager	• Responsible for the department's HR functions, payroll processing/reconciliation, Departmental Time Administration (DTA), recruitment, academic personnel actions, and leaves management

Richelle.Hubbell-Hudson@asu.edu 480-965-3770	• Assists with department onboarding communications
[TBD] Business Operations Specialist [email TBD] [phone tbd]	• Professor Travel • Pcard purchases • Payment Net • Supply purchase and management • Food purchases • Sunrise / non catalog • Conferences • Transfers • Account funding • Redistributions
Tashina Borrego Business Operations Specialist tashina.borrego@asu.edu 602-543-8183	• Teaching Asst/Assoc & Instructor Travel • Pcard purchases • Payment Net • Supply purchase and management • Food purchases • Sunrise/non catalog • Foundation scholarship processing • Student Relief • Payroll reconciliation • Student DTA time approval • Visiting Scholars
Christina Carrillo Academic Financial Specialist Christina.m.Carrillo@asu.edu 480-965-6043	• SAP Workday payment processing • Conference support • Grants • Cashiering deposits • PCard purchases • Payment Net • Graduate Travel

Administrative Support and Scheduling

Bridget French Assistant to the Chair Bridget.French@asu.edu 480-965-5624	• Supports and works collaboratively with the Department Chair, Associate Chairs and staff • Manages Department Chair's calendar • Assists with regular functioning of the department and special projects • Works on annual faculty reviews and promotion and tenure cases. • Supports the Director of Communications and is a resource
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	for department event planning • Manages campus visits for invited guests and job candidates
Michael Begay Coordinator Michael.Begay@asu.edu 480-965-3535	• Serves as the front office coordinator, supports building needs and event operations • Schedules rooms within Ross-Blakely Hall • Supervises student workers and their workload
Kimberly Fullerton Program Manager, Curriculum and Scheduling kim.fullerton@asu.edu 480-965-1317	• Manages the course schedule for each semester (build, modify, update) • Assists in the hiring process of graders based on need. • Works closely with HR to ensure all courses are accurately listed and accounted for to meet budgetary requirements • Manages the submission of new courses and updates to existing courses for approval from all necessary levels • Manages course evaluations for the department, and input student grades when necessary

Communications, Internships and Technology

Bruce Matsunaga Director of Technology, Associate Research Professional bruce.matsunaga@asu.edu 480-965-3884	• Manages and provides support and training for hardware and software/services for the department including: ○ Purchasing unit hardware and software ○ The Department of English website ○ iSearch (the ASU directory) ○ Video Studio ○ Media Learning Lab ○ First floor open computing area ○ RBHL building technology (digital signage, room technology) ○ ASU One Number (softphone) ○ Media Production ○ Email distribution lists (DLs) ○ Learning System Management (LMS) support ○ Course Evaluations ○ ISAAC building access ○ Canon networked printers ○ Adobe Creative Cloud licenses ○ RBHL room scheduling (backup for front office)
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Kristen LaRue-Sandler Director of Communications / Manager, Marketing + Communications kristen.larue@asu.edu 480-965-7611	• Manages public relations and outreach for the department • Strategic internal and external Department communications • Publicity and logistics support for Department events • Plays a role in development and alumni relations • Consults on issues related to department messaging • Designs promotional posters, brochures, and other publicity • Pitches, writes, edits, and publishes press releases and feature stories • Facilitates placement of faculty, staff and students in external and internal media • Produces newsletters, videos, and web content
Ashley Sorensen Multimedia Developer ashley.sorensen@asu.edu	• Produces video and audio in support of the mission of the Department of English. • Develops content—text, image, video and audio—for the Department of English which may be used in email, websites, social media platforms and more.
Ruby Macksoud Director of Internships, Instructional Professional Ruby.Macksoud@asu.edu 480-965-7659	• Directs the department's internships and career exploration programs • Internship and career mentoring for students in English • Designing and teaching academic internship courses (e.g., ENG 484, FMS 484, LIN 584, LIN 784) • Developing internship and career exploration partnerships with public and industry companies and organizations in domestic and global contexts • Designing and facilitating internship and career development activities for students, alumni, and employers
Mark LaRubio Program Coordinator, Internships mlarubio@asu.edu	• Assists with administrative support duties for the Internships Program • Support programmatic initiatives

Program Area Support	
Denise Hill	• Mentors and advises Writing Programs faculty • Handles student grievances and grade appeals

Assistant Teaching Professor / Assistant Director, Writing Programs dyburgess@mainex1.asu.edu	• Organizes convocations and professional development workshops for Writing Programs faculty • Offers orientation sessions for new Writing Programs faculty • Serves on the Writing Programs Committee and on search committees for hiring of Faculty Associates, Instructors, and Lecturers
Demetria Baker Sr. Program Manager/ Writing Programs dlb@asu.edu 480-965-2582	• Manages the Writing Programs by staffing and coordinating all writing courses • Assists students and advisors with matters related to the university's first-year composition requirement
Justin Petropoulos Program Manager/ Creative Writing Justin.Petropoulos@asu.edu 480-727-9130	• Responsible for the day to day operations of the Creative Writing Program • Supports faculty, graduate and undergraduate students • Responsible for event planning, budget maintenance, and course scheduling • Organizes undergraduate and graduate admissions and awards processes • Acts as the academic advisor for all the MFA students as well as acting as an advisor for undergraduate students in the creative writing concentration in collaboration with the English Department's undergraduate advisors
Kristen Belt Program Manager/ English Education Kristen.Belt@asu.edu 602-496-7904	• Works with professors in the English Education unit • Helps organize the YAWP Young Adult Writing Program, CAWP Central Arizona Writing Project, and Early Start programs • Works with and sends info to students interested in the English Education MA and PhD programs • Responsible for scheduling/ staffing, admissions, budgeting, and event planning for English Education • Program outreach and recruitment
Mary Beth Hollman Program Manager/ Literature Mary.Hollmann@asu.edu 602-543-5731	• Works in collaboration with the Program Director of Literature on daily operations and special projects • Maintains schedule of courses, including staffing, for the Literature program • Involved in hiring TAs and Graders • Plans events and maintains program budget • Works with Program Manager for Graduate Studies to

	maintain student records for Literature program and to oversees the Literature admissions process • Drafts annual reports for student retention, expenditures, and enrollment
LaMonte Key Program Manager/ Linguistics and Applied Linguistics LaMonte.Key@asu.edu 602-543-4551	• Works in collaboration with the Program Director of Linguistics and Applied Linguistics on daily operations and special projects • Maintains schedule of courses, including staffing, for the LAL program • Involved in hiring TAs and Graders • Plans events • Maintains program budget • Works with Program Manager for Graduate Studies to maintain student records for LAL program and to oversees the LAL admissions process • Drafts annual reports for student retention, expenditures, and enrollment
Jessica (Jeong Hyo) Lee Program Manager/ Film and Media Studies Jessica.H.Lee@asu.edu	• Works in collaboration with the Program Director of Film and Media on daily operations and special projects • Maintains schedule of courses, including staffing, for FMS • Involved with hiring TAs and Graders • Plans events • Maintains program budget • Works with Program Manager for Graduate Studies to maintain student records for Film and Media program and to oversees the Film and Media admissions process • Drafts annual reports for student retention, expenditures, and enrollment • Assists in collecting assessment data from faculty and assists program director in reviewing and revising assessment plans annually • Works with PD of Film and Media Studies to schedule and oversee online course revisions
Kendra Bloodworth Program Coordinator/ Writing, Rhetorics & Literacies; Writing Programs kbloodwo@asu.edu 480-965-3853	• Works in collaboration with the Program Director of Writing, Rhetorics & Literacies on daily operations and special projects • Maintains schedule of courses, including staffing, for the WRL program • Plans events • Maintains program budget • Works with Program Director for WRL and the Program Manager for Graduate Studies to maintain student records

	for WRL program and to oversees the WRL admissions process • Drafts annual reports for student retention, expenditures, and enrollment
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Center Directors

Faculty from the Department of English direct these Centers, Institutes, and Initiatives at ASU:

[Arizona Center for Medieval and Renaissance Studies](#) (Directed by [Ayanna Thompson](#) and [Ruben Espinosa](#))

[Center for Imagination in the Borderlands](#) (Directed by [Natalie Diaz](#))

[Center for the Study of Race and Democracy](#) (Directed by [Lois Brown](#))

[Humanities for the Environment](#) (Directed by [Joni Adamson](#))

[Humanities Institute](#) (Directed by [Ron Broglio](#))

[Lincoln Center for Applied Ethics](#) (Associate Directed by [Sarah Florini](#))

[Project Humanities](#) (Directed by [Neal A. Lester](#))

[Virginia G. Piper Center for Creative Writing](#) (Directed by [Alberto Álvaro Ríos](#))

[Worldbuilding Initiative](#) (Directed by [Matt Bell](#))

APPENDIX C

Quick Support Reference Sheet

ASU Hotline: Non-emergency concerns about ethics, safety, and noncompliance with laws, regulations and policies: cfo.asu.edu/asu-hotline 877-786-3385

ASU Police: Life-threatening – Call “911”

ASU Police: Non-emergency: cfo.asu.edu/police 480-965-3456

Incident Reporting: Injury, illness, property damage – Contact the [Business Operations Manager](#)

Leave reporting: Medical, Parental, FMLA Leaves: Contact [HR Manager](#)

Parking and Transit Tempe Campus, University Towers 480-965-6124

Document maintained by:

Manushag Powell, Chair

Bridget French, Assistant to the Chair

Kristen LaRue-Sandler, Director of Communications

Bruce Matsunaga, Director of Technology

Caden Gillespie, Business Operations Manager

Richelle Hubbell-Hudson, Department HR Manager

Michael Begay, Coordinator