PURDUE UNIVERSITY

Interdisciplinary Studies

Handbook for Interdisciplinary Programs
2015-2016

Beering Hall of Liberal Arts and Education, Room 1289
100 North University Street
West Lafayette, IN 47907-2098 U.S.A.

Phone: (765) 496-1848
Fax: (765) 494-3660
http://www.cla.purdue.edu/SIS/SIS/

**THINK BROADLY.
LEAD BOLDLY.**

Last updated: June 2015

TABLE OF CONTENTS

Appendix A – Tiered Budget Structure for SIS Programs

Appendix B – Hospitality Expenditure Policy

Appendix C – Printing Policy, July 1, 2010

Appendix D – 2015-2016 Graduate School Fellowships/Assistantships

Appendix E – Key Dates

Appendix F – Undergraduate Plans of Study

THE HISTORY OF INTERDISCIPLINARY STUDIES PROGRAMS AND THE INTERDISCIPLINARY STUDIES OFFICE IN THE COLLEGE OF LIBERAL ARTS

History of the Interdisciplinary Studies Programs
Beginning with the creation of American Studies in 1964, Medieval Studies in 1970, through the addition of two new undergraduate minors in 2008 (Asian American Studies, Latin American and Latino Studies and Native American and Indigenous Studies), the collaboration of interdisciplinary scholars and students in the College is a long-standing tradition. Each of the interdisciplinary programs was founded at a different historical moment at the instigation of various coalitions of faculty and students. Each formation was initially the product of the scholars who envisioned working together in an interdisciplinary field. Most of the programs emerged because of shared intellectual interests on the part of faculty in more than one department, and for some programs, the shared commitments and interests have sustained the momentum of program development even when resources have been limited. Faculty members of interdisciplinary programs convey enthusiasm and intellectual innovation to the students who enter their programs – at the undergraduate as well as graduate levels. Below is a listing of the current SIS programs and their creation year.

African American Studies – early 1970s
American Studies – 1964
Asian Studies – 1992
Asian American Studies – 2008
Comparative Literature – early 1970s
Film/Video Studies – 1973
Jewish Studies – 1981
Latin American and Latino Studies – 2008
Linguistics – 1995
Medieval and Renaissance Studies – 1970
Peace Studies – 2006
Philosophy & Literature Ph.D. Program – early 1970s
Religious Studies – 1972
Women's Studies – 1980

History of the Interdisciplinary Studies Office
In May 2003, Howard Zelaznik, then Associate Dean in the College of Liberal Arts, created an Office of Interdisciplinary Studies for the college. The SIS programs had long been integral part to the College of Liberal Arts and the creation of an office to service their needs further enhanced their efforts. Susan Curtis, Professor of History and American Studies, was appointed to serve as the first Director, and over the summer of 2003, Delayne Graham was hired to serve as the Secretary and Graduate Secretary for Interdisciplinary Studies. In August

2003, the office, located in 1289 Beering Hall, opened. In August 2004, Victor Raskin, Professor of English and Linguistics, assumed the duties of Interim Director of Interdisciplinary Studies while Professor Curtis was on sabbatical leave. In June 2005, Delayne Graham was promoted to Administrative Assistant for SIS Programs and a work-study student was hired to assist her. In 2006, Professor Curtis was appointed Associate Dean for Interdisciplinary Programs and Engagement; a half-time staff member was also added to support the expanded responsibilities assigned to the office. Professor Curtis stepped down as Associate Dean on May 15, 2008. On July 1, 2008, Professor. JoAnn Miller assumed the responsibilities of Associate Dean for Interdisciplinary Programs and Engagement. In Spring 2014, the Board of Trustees approved the creation of the School of Interdisciplinary Studies. This new designation will enable the programs to have representation for promotion and tenure and also increase available resources. In January 2015, Susan Curtis was appointed Interim Head of the School of Interdisciplinary Studies after the death of JoAnn Miller in December 2014.

The purpose of creating the Office of Interdisciplinary Studies was to provide administrative support for American Studies, Asian Studies, Classical Studies, Comparative Literature, Film Studies, Italian Studies, Linguistics, Medieval Studies, Peace Studies, Philosophy and Literature, and Religious Studies; to facilitate communication and cooperation among these programs and three other interdisciplinary studies programs in the school—African American Studies, Jewish Studies, and Women's Studies; and to increase the visibility of interdisciplinary endeavors in the school. The Interdisciplinary studies programs together represent an academic unit with representation on the Council of Heads, with opportunities to garner resources previously available mostly to Departments, with a staff devoted to serving the needs of the programs, and with office and meeting space.   In Fall 2011, Classical Studies was moved under the administration of the School of Languages & Cultures. In Fall 203, Italian Studies was moved under the administration of the Schools of Languages & Cultures.

Each program has its own history and traditions, which have left their stamps. Under the auspices of the School of Interdisciplinary Studies, each program enjoys autonomy in making decisions about curriculum, degree requirements, staffing of courses, recruitment of students, and special events and programs. The Office of Interdisciplinary Studies provides staff and administrative support to enable the programs to carry out their work more efficiently and effectively.

This handbook has been developed to help Directors of programs make full use of the resources available to interdisciplinary programs in the school. It is organized around activities typically overseen or administered by Directors and provides information about services performed in the School of Interdisciplinary Studies. The handbook also establishes guidelines for working with the Department Head and Administrative Assistant.

What is in the SIS Office, and who can use the facility?

The suite of offices located in Room 1289, Beering Hall houses the office of the Administrative Assistant, a conference room, and a storage area for the files of graduate students enrolled in American Studies, Comparative Literature, Linguistics, and Philosophy & Literature Ph.D. program. In the main office are mailboxes, which are available to graduate students on fellowships and to Visiting Scholars in interdisciplinary studies, and a bulletin board, where announcements, flyers, and newsletters can be posted.

The SIS office resources and staff are available to assist you with all SIS program-related business.

When is the SIS Office open?

In the academic year 2015-2016, the office will be open during the following hours: 8:00 a.m. to 4:00 p.m. Monday through Friday. This includes the 12:00-1:00 pm. hour, for your convenience. Delayne Graham works from home every Tuesday & Friday and is available through email at dkgraham@purdue.edu.

Conference Room Availability

The office conference room is available upon request for meetings and thesis and dissertation defenses. Please contact the SIS office for scheduling. The room has a table and chairs to seat between 8-10 people. A laptop and computer projection are available.

Mailboxes

Mailboxes for SIS graduate students are available only during regular office hours. There is no access after 4:00 p.m. Monday through Friday and on weekends. Please contact the SIS office to assign boxes to students in your program.

Bulletin Board

Please send all items to be posted to the SIS office either through email or hard copy.

Program Budgets

How are Budget Allocations made?

As of 2015-2016, compensation packages vary based on the structured tier approved by the Dean in 2007 (See Appendix A). Programs carrying large balances from one fiscal year to the next may receive smaller infusions at the beginning of each fiscal year. All allocations are made shortly after July 1, the beginning of the fiscal year.

Funds used to support the SIS office indirectly benefit the programs, as the materials purchased are used to conduct business related to program activities, to advertise program events, and to facilitate the recruitment of students.

Are other sources of funding available to SIS programs?

One strategy from the past that has allowed programs to stretch limited funding is to invite other SIS programs and/or Departments to co-sponsor lectures, symposia, speakers' series, or workshops. **Co-sponsorship** not only productively combines the resources of two or more academic units, but also cultivates greater interest in the event being sponsored and a spirit of collaboration that pays less tangible but nonetheless rewarding dividends.

The SIS Department Head has a modest **SIS gift fund** to which programs can invite faculty, students, and alumni to contribute. We also have a Purdue Research Foundation account, which will allow SIS to take part in annual fundraising activities.

Each Spring, the College of Liberal Arts requests proposals for **Instructional Equipment and Instructional Computing**. Programs that have needs in this area should submit a proposal by the end of January to the SIS Department Head, who will prioritize requests and submit them for the Dean's consideration.

Special requests can be made to the Dean and/or the SIS Department Head for support of specific proposals for events or initiatives. The proposal, the likely impact of the event/initiative, an estimated total cost, and a specific request should be submitted. Such proposals will be handled on a case-by-case basis.

Special Events Sponsored by SIS Programs

How can the SIS office assist my program in sponsoring a special event?

Delayne Graham can post the flyer or program on your website and send electronic mass mailings to individuals if you provide the materials and names and email addresses of recipients.

The SIS office can assist in making hotel reservations or travel arrangements for invited guests and can assist in completing forms requesting honoraria. For help with the business procedures, contact the CLA Business Office.

If you need extra funding for the event, contact the SIS Department Head. These extra funds are granted on a case-by-case basis. If you plan to charge a registration fee, you must work with the Conferences Office in Stewart Center.

See **Appendix B** for the Hospitality Policy for the use of program funds for special events.

Policies and Charges for Event Promotion
Design
In order to insure the best possible promotion of events, please consult with Delayne about designing programs, flyers or brochures as far in advance as

possible.

Printing
The SIS office has a color, laser printer for use in promoting special events sponsored by the programs. **Please see Appendix C for details on the printing policy and costs**.

Duplication
Duplication services are available with **48-hour** notice. Delayne will submit your requests to Printing Services or the Boiler Copy Center. These charges will be billed at the rate of the service used and will be charged directly to your account.

Administering Graduate SIS Programs

How does the SIS office assist in the administration of graduate programs?
Delayne Graham is the Administrative Assistant for Interdisciplinary Studies programs. In that capacity, she maintains student files from application for admission to the program to graduation. She assists students who wish to register for courses, and helps students complete and submit plans of study. M.A. or Ph.D. defenses are to be arranged by the student and members of his/her advisory committee, but Delayne will complete the paperwork requesting the final examination for the degree. She also submits the proper forms requesting preliminary examinations for doctoral students. Oral examinations can be scheduled in the SIS Conference Room if available.

How does the SIS office assist my program in securing fellowships for in-coming students?

Each year, the Graduate School gives the SIS Office an allocation of fellowships to be distributed to the graduate programs in SIS. These fellowships may include some or all of the following:

- Bilsland Dissertation Fellowship
- Lynn Fellowships

The SIS Departmet Head will send a request for nominations for these fellowships in early January of each year. Included in this request will be the guidelines and deadlines for submission. The nominations will be reviewed by the SIS Department Head and a committee of faculty members in the College and notification will be made to the students directly and to the program chairs.

As new fellowship programs are introduced by the Graduate School, the SIS Department Head will provide up-to-date information about them. Directors are encouraged to visit the Graduate School website (http://www.gradschool.purdue.edu/funding/) for information on and application deadlines for fellowships. See **Appendix D** for a summary of the fellowship programs available in 2015-2016.

How do I nominate a student for PRF grant?

The nominations for PRF grants for students in Interdisciplinary graduate programs are due to the SIS office by March 1st each year. Please follow the guidelines set out by the Office of the Vice Provost for Research (http://www.purdue.edu/research/vpr/funding/internal.php).

Can the SIS office assist my program in securing teaching assistantships?

Every Spring semester, the SIS Department Head is required to submit a "Teaching Needs" document to the Dean's Office, in which teaching assistant allocations for each graduate program are requested. Each request must be justified in terms of a teaching need. Information about the teaching needs of your program is essential and will be included in the document, provided strong justifications can be made and provided the information reaches the SIS Department Head by the end of January. There is no guarantee, however, that all requests will be granted by the Dean's office.

Undergraduate Programs

What distinguishes the undergraduate programs in SIS from each other?

Each of the undergraduate programs that are administered through the SIS office is classified by the tiered-structure approved by the Dean in 2007. Below is a listing of these undergraduate programs and a brief description of each. Please see Appendix A for further information on each category. You may also view the plans of study for each program in Appendix F.

SIS Undergraduate Program I

Programs in this category have large student enrollments and/or active student organizations with planned activities. The Director oversees curricular needs of the program, organizes lecture series and other program activities, gathers information for informational brochures, and needs student assistance to supplement clerical support provided by the SIS office.
- Film Video Studies
- Medieval and Renaissance Studies
- Religious Studies

SIS Undergraduate Program II

Programs in this category have smaller numbers of majors and minors, require less curricular oversight (the program exists because faculty in the participating departments regularly offer courses related to the SIS program), organize guest lectures to benefit students enrolled in courses as well as majors and minors, and plan student/faculty activities.
- Asian Studies
- Asian American Studies (administered through American Studies)
- Latin American Studies & Latino Studies

SIS Undergraduate Program III

Programs in this category are currently less well defined as interdisciplinary programs; they are underdeveloped in some ways or are in a state of flux. These programs are more deeply embedded in a single department than other programs.
- Global Studies
- Peace Studies

Course Scheduling

When must I submit course titles/instructors/days/times for scheduling?

All requests for courses must be submitted by the following dates:

– September 1 (Spring semester requests)
– November 1 (Summer semester and Maymester requests)
– February 1 (Fall semester requests)

All information must be provided including course title, course number, instructors, and day/time preferences.

If my program plans to offer a "meets with" or a team-taught course, who takes care of scheduling and room assignment?

Delayne will coordinate with the Schedule Deputies in the departments to arrange these types of courses. Room assignments generally come from the controlling department.

How can I monitor enrollments in meets-with courses?

Delayne receives enrollment reports from Space Management and Academic Scheduling. You may contact her for these enrollments.

Promoting Interdisciplinary Studies Achievements and Opportunities

How can the SIS office help publicize and promote my program?

One of the key objectives of the SIS office is to make visible the wide range of interdisciplinary programs, discoveries, learning opportunities, faculty and students, and endeavors present in the College of Liberal Arts. The Office will assist you in the following ways:

Website
Delayne Graham is the content manager for all SIS websites. She will introduce new information and pages on your site – you must provide the content.

Newsletter
One of the most effective tools for promoting awareness of the interdisciplinary activity in the College is the Summer newsletter. Sometime toward the end of the spring semester, you can expect to receive a request for information about students, faculty, alumni, and program activities that you would like to include in the SIS newsletter. Please submit information or stories (100-250 words) no later than the **end of June**. The newsletter will publish at the beginning of July.

If you wish to feature individual students, student groups, or faculty members, please send a photograph to Delayne. Photographs can also be scanned. Please send these types of photographs to Delayne along with your newsletter submission. All photographs and materials will be returned upon request.

Another way to get your information to the SIS office is to send notices via e-mail or campus mail throughout the year; we keep a hard copy and electronic file of items that might be included in the newsletter.

Some programs have also found it useful to produce their own newsletters throughout the year. You may consult with Delayne and she will help you with the production of these newsletters. All expenses for these will be the expense of the Programs.

Letterhead and Business Card Ordering
You may download an electronic version of the letterhead that can be obtained by emailing Delayne We encourage you to use these templates.

Orders for letterhead and business cards can be made through the SIS office, if necessary. These are placed through Printing Services and billed to your account. Please see Delayne for more information.

Selection of Directors for Programs

What is the basic appointment term for a Director of an SIS Program?
The basic appointment term for an SIS program director is three years. At the end of this term, a new person will be selected according to the procedure below.

What is the procedure for selecting a new Director for the program?
The preferred procedure for selecting a new director begins with nominations and self-nominations solicited by a search committee consisting of three faculty from the program and one senior faculty member not affiliated with the program. All individuals who are associate or full professors as of August 1, and affiliated with the program in question are eligible. If you nominate yourself, please include a copy of your curriculum vitae and a letter explaining your interests in the position. If you nominate someone else, please arrange for that individual to supply a curriculum vitae and a statement of interest in the position. All letters, curricula vitae and statements should be sent to Delayne Graham in BRNG 1289, where they will be available for perusal by the search committee. A deadline will be given for submissions. After the deadline has passed, each candidate for the position will be given an opportunity to meet with faculty and students to explain his/her interest in, qualifications for, and aims in serving as Director. Ballots will be distributed after the last open forum. The search committee will recommend one candidate for the appointment, and this recommendation will be sent to the SIS Department Head, who makes the appointment after a term of office and conditions for service have been agreed upon with the candidate.

Selection of Outstanding Senior in Interdisciplinary Studies

What is the procedure for selecting the outstanding Senior in SIS?

Every year, the College identifies one student from each department and one student from among all SIS programs as the "Outstanding Senior" who will be honored at the CLA Awards Banquet. In making the selection, we will follow this procedure:

1) In mid-January each year, an email requesting nominations will be sent to each program. A form will also be sent that should be completed and returned to Delayne Graham, BRNG 1289 by the due date.

2) Delayne compiles a list of eligible seniors in each SIS program from the Registrar and the CLA Advising Office, and each list will be forwarded to the appropriate director.

3) A group of five faculty members in CLA will be asked to consult with the SIS Department Head and Administrative Assistant to select the outstanding senior.

The SIS Office also sponsors a gathering to honor all SIS Outstanding Senior Nominees. This event is held in April.

Equipment Available in the SIS Office

The SIS office has state-of-the-art equipment and software available to assist Programs in promotion and publicity. There is a color, laser printer, copy machine and scanner. The software available includes all Microsoft 2010 (Word, Excel, PowerPoint, and Publisher) and all Adobe products.

Appendix A

Interdisciplinary Program Directors
Compensation Proposal

SIS Graduate Program I

Programs in this category are degree-granting. Directors oversee curriculum, graduate student recruitment and support, conference/lecture/symposium sponsorship, an annual newsletter, and program development/committee work.

- 1 course release per year
- .25 FTE Teaching or Research Assistant
- S&E for program of $10,000
- Memorandum of Understanding with Departments that specifies percentage of responsibility to program and department (e.g. 25% for the program; 75% for the department
- End-of-the-year Merit consideration = +1/4 of merit increase awarded by Department Head

Programs currently in this category report to the SIS Department Head and the Dean for funding—they include American Studies, Comparative Literature, and Linguistics

SIS Graduate Program II

Programs in this category are not degree-granting, but they are identified as a Field of Study by the Graduate School and are semi-autonomous. Directors oversee graduate student admissions and support, conference/lecture/symposium sponsorship, and representation of the program (SIS newsletter items, attending national or international meetings, external review, etc.).

- 0 course release per year
- .25 FTE Teaching or Research Assistant—assistant to Director for conference and lecture planning
- S&E for program = $6,000
- Memorandum of understanding with Department that specifies a percentage of responsibility to the program and the department (e.g. 25% for the program; 75% for the department) to recognize administrative responsibilities and contribution to the curriculum of the program
- End-of-the-year Merit consideration = +1/4 of merit increase awarded by the Department Head

Program currently in this category reports to the SIS Department Head for funding. It is Philosophy and Literature.

SIS Undergraduate Program I

Programs in this category have large student enrollments and/or active student organizations with planned activities. The Director oversees curricular needs of the program, organizes lecture series and other program activities, gathers information for informational brochures, and needs student assistance to supplement clerical support provided by the SIS office.

- 1 course release per year
- S&E for program = $3,500 (from which funds for hourly wages to hire a student assistant can be drawn)
- Memorandum of understanding with Department that specifies a percentage of responsibility to the program and the department (e.g. 25% for the program; 75% for the department) to recognize administrative responsibilities and contribution to the curriculum of the program
- End-of-the-year Merit consideration = +1/4 of merit increase awarded by the Department Head

Programs currently in this category report to the SIS Department Head for funding and include Film and Video Studies, Medieval and Renaissance Studies, and Religious Studies.

SIS Undergraduate Program II

Programs in this category have smaller numbers of majors and minors, require less curricular oversight (the program exists because faculty in the participating departments regularly offer courses related to the SIS program), organize guest lectures to benefit students enrolled in courses as well as majors and minors, and plan student/faculty activities.

- 0 course release per year
- S&E for program = $2,000
- Memorandum of understanding with Department that specifies a percentage of responsibility to the program and the department (e.g. 25% for the program; 75% for the department) to recognize administrative responsibilities and contribution to the curriculum of the program
- End-of-the-year Merit consideration = +1/4 of merit increase awarded by the Department Head

Programs currently in this category report to the SIS Department Head for funding and include Asian Studies, Asian American Studies (administered by American Studies), and Latin American Studies and Latino Studies.

SIS Undergraduate Program III
Programs in this category are currently less well defined as interdisciplinary programs; they are underdeveloped in some ways or are in a state of flux. Both programs are more deeply embedded in a single department than the other programs.

- 0 course release per year
- Budget on a request basis

Programs currently in this category are Global Studies and Peace Studies.

Programs not considered
This does not consider African American Studies, Jewish Studies or Women's, Gender & Sexuality Studies, because each of these programs has support systems unavailable to the other directors. All report directly to the Dean and have administrative responsibilities either on personnel issues or related to major fundraising.

<u>Appendix B</u>

Hospitality Expenditure Policy II.A.1
http://www.purdue.edu/policies/business-finance/iia1.html
PDF version

Appendix C

SIS Office Printing Policy
Effective July 1, 2010

The SIS office has a color, laser printer for use in promoting special events sponsored by the programs. The CLA Business Office has requestd that we set a policy to limit the number of copies done here in the office to prevent the excess wear on the printer and the cost of cartridges.

1. A 48-hour notice is required for all printing requests.

2. The SIS office will provide 20 color copies.

3. Amounts over the limits set above will need to be requested from Printing Services. Complete the Form 3 Printing Services form and submit the job to Printing Services for the Program if needed.

4. **Approximate quotes** for Printing Service jobs are as follows:

   Color Copies
   up to 100   .77/copy
   100-500   .68/copy

   Black and White Copies
   up to 100   .05/copy
   100-500   .04/copy

5. A PDF file will be made of any document designed in the SIS Office. It will be placed on your website for advertising of events and can also be emailed to CLA faculty and staff.

Appendix D

2015-2016 Graduate School Fellowships/Assistantships
http://www.gradschool.purdue.edu/funding/announcements/summary.cfm

<u>Appendix E</u>

Yearly Calendar

January

By 1/31   Submit nominations for SIS Outstanding Senior
By 1/31   Teaching needs due to SIS
By 1/31   Fellowship nominations due

February

By 2/1   Fall course requests due to Delayne

March

By 3/1   Graduate Programs – PRF nominations due to Delayne

April

4/15   Fellowship Offer response deadline

Outstanding Senior Reception

June

6/30   Submit items for SIS summer newsletter

July

7/10   SIS summer newsletter published

August

Submit faculty and student changes for rosters to Delayne (additions and deletions)

September

By 9/1   Spring course requests due to Delayne

October

November

By 11/1   Summer/Maymester course requests due to Delayne

<u>Appendix F</u>

SIS Undergraduate Majors Plans of Study
http://www.cla.purdue.edu/academics/programs/majors/

SIS Undergraduate Minors Plans of Study
http://www.cla.purdue.edu/academics/programs/minors/