

THE UNIVERSITY OF ARIZONA®

MATHEMATICS

UASCIENCE

STAFF
INFORMATION
AND
GUIDELINES

NOVEMBER 2005

Department of Mathematics
The University of Arizona
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<http://math.arizona.edu/>

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IMPORTANT INFORMATION

About our Department

Welcome to the Department of Mathematics at the University of Arizona! Our Department has always embraced a broad view of its mission, which includes leadership in the classical fields of Algebra, Analysis, Applied Mathematics, Geometry, and Probability, as well as cutting-edge interdisciplinary research involving the other Sciences. We emphasize the art of teaching as well as the cultivation of the next generation of Mathematics teachers, and we engage in outreach to our local and State communities.

Nick Ercolani

Professor of Mathematics

Department Head

Mission Statement

The central goal of the Department of Mathematics at the University of Arizona is to provide intellectual leadership in the mathematical sciences that is of direct benefit to the state and its citizens, and commands national and international respect for its depth of scholarship.

Specifically our goals are:

- to communicate the beauty, utility and excitement of mathematics, and to be at the frontiers of new discoveries.
- to prepare a broad and ethnically diverse spectrum of entering students, enabling them to meet the challenges of University programs whose quality will continue to climb.
- to build a first-rate, enthusiastic and vigorous faculty blending youth and maturity in a variety of overlapping fields across the broad spectrum of mathematical sciences, with the dual aims that each individual is internationally recognized for the depth and originality of his or her contributions, and that collaborations lead to an environment in which the whole is greater than the sum of the parts.
- not to do all things, but to do well those things we do.
- to provide flexible yet solid undergraduate and graduate programs that challenge the intellect, cater to the diverse interests of our majors, and complement, particularly at the graduate level, our internationally-recognized Interdisciplinary Program in Applied Mathematics.
- to encourage and foster creativity and scholarship in their broadest possible interpretations.
- to encourage students in the belief that they gain most from the university experience by developing self-discipline, self-reliance and, under appropriately supervised conditions, by giving full rein to their own creativity.

- to embrace the notion that change, manifested in computer technology and educational reform, can be beneficial, enhance learning and enriching the intellectual environment.
- to be a resource in the mathematical sciences for other disciplines whose own activities have an ever-increasing need for the power of mathematics.
- to work closely, not only with colleagues from other disciplines within the University, but also with colleagues from local schools and community college, who share the responsibility of ensuring the flow of a mathematically literate and confident generation of new students.
- to be part of a University that aspires to be the best, and that pursues policies compatible with this goal.

Disruptive or Threatening Behavior

One of the requirements of a scholarly community is to be free of disruptive, threatening and illegal behavior. The University of Arizona has rules for the conduct of faculty, staff, students and invited guests while on campus, both to provide an environment conducive to scholarly activities, and to ensure the safety of all. The mechanisms to enforce these rules are the disciplinary provisions of the Handbook for Appointed Personnel (<http://web.arizona.edu/~uhap/>), Classified Staff Manual (http://www.hr.arizona.edu/09_rel/clsstaffmanual.php) and similar provisions for students in the University Code of Conduct (<http://dos.web.arizona.edu/uapolicies/>).

With regard to members of the general public, both the University and the State of Arizona enforce statues and have specific procedures to enforce its rules of conduct and to maintain order on campus. Further information about these statues and rules may be found at: http://web.arizona.edu/~policy/exclusionary_order.shtml

While performing your responsibilities as an employee of The University of Arizona, **if you, for any reason, feel uncomfortable due to illegal or disruptive behavior, firmly ask the individual to leave. If you feel threatened with harm, immediately dial 9-1-1** to report this threatening behavior and ask that the individual be removed. If you are unable to reach a telephone, immediately speak to another employee, using the code phrase given to you by your supervisor.

If you hear the code phrase from another employee, either in person or on the telephone, immediately contact 9-1-1 to report threatening behavior.

If you are alone and feel you cannot speak with emergency personnel, you may dial 9-1-1 and leave the telephone off the hook. Emergency personnel will arrive shortly.

For purposes of definition:

- a. "Illegal or disruptive behavior" includes, but is not limited to: actions by an individual which threaten or cause offenses against persons or property, disruption of University processes or programs, violation of a previous order given by a University official, a continuing pattern of violation of University rules and regulations after actual notice of the rules, or falsification or misrepresentation of self or other information to a University office or official.
- b. Threaten, threat or threatening behavior for purposes of this policy means: Words or actions that reasonably convey to the recipient an immediate intent to harm the person or property of the individual to whom the words or behavior are directed.

Facts

FACULTY

8	Professors Emeritus
30	Professors
23	Associate Professors
11	Assistant Professors
1	Senior Lecturer
30-40	Adjunct Lecturers, Instructors, Teaching Post-Docs (<i>when VIGRE active, additional ~5-6</i>)
2-4	Co-Op Program Instructors (<i>High School; Community College</i>)
2-10	Visiting Faculties
2	Post-Docs (<i>Hanna Round and Richard Pierce Visiting Research Assistant Professors</i>)
3-8	Research Associates

STUDENTS

50-60	Graduate Students in M.S. and Ph.D. programs (<i>50 Mathematics, 50 Applied Mathematics</i>)
60	Supported Graduate Teaching Assistants/Associates (<i>40 Mathematics, 20 Applied Mathematics</i>) (<i>when VIGRE active, reduces by ~12-16</i>)
~450	Undergraduate Mathematics Majors (<i>including Engineering Math and Math Education</i>)

CURRICULUM

288	Fall Courses
~9,800	Fall Enrollment
~43,000	Student Credit Hours/yr

STAFFING

12	Administrative /Clerical Services (Dept Head, Academic, Grad Program, Business, Math Ctr)
4	Clerical, Video, Az Center for Mathematical Sci and Other Funded Research
4	Computer Services
~100	Grading, Tutoring, UG Research Asst, UG Teaching Asst, Computer Asst (UG student workers)

FUNDING

~\$6,000,000	State Funding
~\$1,900,000	Temporary Funding (Visitors, GTAs, Adjunct Faculty)
~\$2,000,000	45 Active Research (External) Awards with 30% faculty as PIs [major awards include NSF- funded VIGRE, IGERT, SW Center for Arithmetic Algebraic Geometry, MAPPS, CCLI, AFOSR research in Semiconductor Laser Modeling/Computational Photonics]

COMPUTING

Available equipment for faculty, staff, and students:
Linux, Windows, and Macintosh computing equipment

Labs/Classrooms
Special Purpose Electronic Classrooms (2)
Research and Graduate Labs

SPACE

4 Buildings---Occupancy of ~44,000 net assignable sq ft for over 250 occupants
Mathematics Building (~26,000 sq ft, 7 floors) (offices, classrooms, comp labs, admin. services)
César Chávez Building (~2,600 sq ft on 2nd fl) (research offices, clerical services, computer lab)
Mathematics Teaching Lab (~4,000 sq ft) (offices, computer services)
MathEast (~11,000 sq ft) (UG Math Center, tutoring, research offices, computer services)

Apr04

Administration and Staffing

	Room	Name & Phone
Department Head	Math 109	Nicholas Ercolani (621-2713)
Associate Head - Entry Level	Math 302	Elias Toubassi (621-2071)
Associate Head - Graduate Programs	Math 204	Doug Ulmer (621-6861)
Associate Head - Instruction	Math 205	Dan Madden (621-4665)
Associate Head - Undergraduate Programs	Math East 144A	William Velez (621-2259)
Academic Program Coordinator	Math 209	Tina Deemer (621-4765)
Math Readiness Testing	Math East 144	Cristina Schuster (626-8980)
Math Center Coordinator/Advising	Math East 146B	Chris Mikel (621-2056)
Operations Manager	Math 112	tba (621-1486)
Research Grants and Proposals	Math 112	Katie Borjon (626-5709)
Business Office Staff	Math 119	Sandy Braun (621-4726)
	Math 119	Roxanne Pizano (621-4344)
	Math 115	Denise Ingram (621-2562)
	Math 117	Kristen Lynch (621-2391)
	Math 117	Evelyn Weissman (621-2562)
Main Office Staff	Math 108	Jerrie Bieberstein (621-6881)
	Math 108	Yvonne Loya (621-6882)
	Math 108	Brooke Zang (621-6882)
	Math 108	Erin Hinton (621-3351)
Department Head Office Staff	Math 109	Christa King (621-2713)
	Math 109	Corey Novick (621-2868)
Graduate Program Support	Math 201	Sandy Sutton (621-2068)
Computer Staff	MTL 125	Bob Borys (621-2392)
	Math 229	Rosario Molina (621-8339)
	MTL 134	Karl Newell (626-1323)
	Math 210	Chris Orringer (626-3657)
MAPPS/CEMELA Staff	Math East 240F	Kelley Merriam-Castro (626-7606)
	Math East 245	Derek Griffith (626-8397)
	Math East 240A	Mary Schumacher (626-8397)
ACMS Staff	Econ 202	Main Office (621-8129)
	Econ 210B	Samuel Gaxiola (626-4886)
	Econ 202	Debbie Varelas (621-8129)

Committees

Colloquium	Dinesh Thakur (621-2416)
Entry Level	Elias Toubassi (621-2071)
Computer	Tom Kennedy (621-6696)
Graduate	Doug Ulmer (621-6861)
Peer Review	To be announced
Personnel	Nicholas Ercolani (621-2713)
Planning	To be announced
Promotion & Tenure	Tom Kennedy (621-6696)
Undergraduate	David Lomen (621-6868)

People List

Please see the Mathematics Website: <http://math.arizona.edu/people/> for a complete and up-to date list of Mathematics personnel.

Where to Go/Who to See

Area	Contact	E-mail	Phone	Location
Arizona Center for Mathematical Sciences (ACMS)	J.V. Moloney -Dir,Staff	jml	(520) 621-6755	César Chávez 218
Academic Integrity Issues, Code of	Tina Deemer	deemer	(520) 621-4765	MATH 209
Academic Questions	Jerrie L Bieberstein	jerrie	(520) 621-6881	MATH 108
Algebra Program	Brooke J Zang	brooke	(520) 621-6882	MATH 108
American High School Math Exam	Brooke J Zang	brooke	(520) 621-6882	MATH 108
Benefits	Denise Ingram	dingram	(520) 621-2562	MATH 115
Budgets	tba		(520) 621-1486	MATH 112
Building Repair/Maintenance	Denise Ingram	dingram	(520) 621-2562	MATH 115
Bulletin Boards	Denise Ingram	dingram	(520) 621-2562	MATH 115
CEMELA Program	Kelley Merriam	kmerriam	(520)626-7606	MATHEAST 240F
Class Lists	Yvonne Loya	yloya	(520) 621-6892	MATH 108
Classroom Problems	Jerrie L Bieberstein	jerrie	(520) 621-6881	MATH 108
Colloquia Refreshments	Erin Hinton	ehinton	(520) 621-3351	MATH 108
Common Final Room Assignments	Brooke J Zang	brooke	(520) 621-6882	MATH 108
Computing	Bob Borys	system	(520) 621-2392	MTL 125
Conference/Workshop Arrangements	Sandy C Braun	braun	(520) 621-4726	MATH 119
Course Changes	Brooke J Zang	brooke	(520) 621-6882	MATH 108
Course Evaluations	Jerrie L. Bieberstein	jerrie	(520) 621-6881	MATH 108
Curriculum	Jerrie L Bieberstein	jerrie	(520) 621-6881	MATH 108
Disability, Student Issues with	Disability Resource Ctr		(520) 621-3268	HIGHLAND CMNS
Department Head (questions)	Christa L King	cking	(520) 621-2713	MATH 109
Entry Level (student grades and enrollment)	Jerrie L Bieberstein	jerrie	(520) 621-6881	MATH 108
Faculty (files, lists, awards)	Christa King	cking	(520) 621-2713	MATH 109
	Corey Novick	cnovick	(520) 621-2868	MATH 109
Fax	Yvonne Loya	yloya	(520) 621-6892	MATH 108
Furniture Requests	Christa King	cking	(520) 621-2713	MATH 109
General Information	Brooke Zang	brooke	(520) 621-6882	MATH 108
Grades	Jerrie L. Bieberstein	jerrie	(520) 621-6881	MATH 108
Graders (assignment)	Tina Deemer	deemer	(520) 621-4765	MATH 209
Graduate Program (Mathematics)	Sandra L Sutton	sutton	(520) 621-2068	MATH 206
Grants/Proposals	Katie Borjon	kborjon	(520) 626-5706	MATH 112
Hiring/Recruitment (Regular Faculty)	Corey Novick	cnovick	(520) 621-2868	MATH 109
	Christa L King	cking	(520) 621-2713	MATH 109
Hiring/Recruitment (Grad Teaching Assistants)	Sandra L Sutton	sutton	(520) 621-2068	MATH 206
Keys	Sandy Braun	braun	(520) 621-4726	MATH 117
Library	Don Wang	dwang	(520) 621-8307	MATH 313
Mail Distribution	Erin Hinton	ehinton	(520) 621-3351	MATH 108
Mail (Express Delivery)	Yvonne Loya	yloya	(520) 621-6892	MATH 108
Mailboxes	Yvonne Loya	yloya	(520) 621-6892	MATH 108
MAPPS Center	Mary L Schumacher	schuma	(520) 621-6887	MATH 623
Math Major Advising	Christine H Mikel	mikel	(520) 621-2056	MATHEAST 146B
Math Center	Terri Croteau	croteau	(520)621-2056)	MATHEAST 146
Math Readiness Testing	Cristina Schuster	cschustr	(520) 626-8980	MATHEAST 146A
Meeting Rms (scheduling in math buildings/space)	Yvonne Loya	yloya	(520) 621-6892	MATH 108
Office Assignments-RegFac, Long-Term Visitors	Christa King	cking	(520) 621-2713	MATH 109
Office Assignments-Short-Term Visitors	Sandy Braun	braun	(520) 621-4726	MATH 119
Office Supplies - General	Mail Room			MATH 108
Office Supplies - Special	Roxanne Pizano	rpizano	(520) 621-4344	MATH 119
Payroll - General	Denise Ingram	dingram	(520) 621-2562	MATH 115
Payroll - Students	Evelyn G Weissman	eweiss	(520) 626-7989	MATH 117
Peer Review (faculty)	Christa L King	cking	(520) 621-2713	MATH 109
Photocopy	Erin Hinton	ehinton	(520) 621-3351	MATH 108

Where to Go/Who to See (continued)

Promotion and Tenure	Christa L King	cking	(520) 621-2713	MATH 109
Publicity	Christa L King	cking	(520) 621-2713	MATH 109
Purchasing	Denise Ingram	dingram	(520) 621-2562	MATH 115
Receiving	Roxanne Pizano	rpizano	(520) 621-4344	MATH 119
Schedule of Hours	Jerrie L Bieberstein	jerrie	(520) 621-6881	MATH 108
Space/Operations (e.g., telephone)	Christa King	cking	(520) 621-2713	MATH 109
Student Behavior & Code of Conduct Issues	Dan Madden	madden	(520)621-4665	MATH 205
	Christine H Mikel	mikel	(520) 621-2056	MATHEAST 146B
Teaching Assignments	Jerrie L Bieberstein	jerrie	(520) 621-6881	MATH 108
Textbooks	Jerrie Bieberstein	jerrie	(520) 621-6881	MATH 108
Travel Orders/Vouchers	Sandy Braun	braun	(520) 621-4726	MATH 119
Visa Application and Immigration—Fac & Staff	Christa L King	cking	(520) 621-2713	MATH 109
Visa Application and Immigration—Students	Ofc Int Fac/Scholars		(520) 626-6289	915 N. Tyndall
Weekly News	Submission on-line	system	http://intranet.math.arizona.edu/~weeklynews/submit.php	
Word Processing	Vicki Milne	vmilne	(520) 626-3920	MATH 108

DEPARTMENTAL POLICIES AND PROCEDURES

Business Services

For all business/operations questions, contact the Business Office in Room 117. Send requests (supplies, lights out, etc.) via email to business-office@math.arizona.edu. For other important information refer to: <http://math.arizona.edu/resources/businessoffice/faq.html>].

FAQs

How do I CHANGE the number of dependents for WITHHOLDING, my home address, or bank change for direct deposit of payroll?

Go to your Employee Link account, sign on and click "Online Services" on the left-hand side of the page. Other changes should be sent to Denise Ingram [MATH 115, (520) 621-2562, dingram@math.arizona.edu] for submission to Human Resources.

How do I get DIRECT DEPOSIT of my check?

Go to your Employee Link account, sign on and click "Online Services" on the left-hand side of the page. You will need your bank account number and routing number in order to set this up.

If I am LEAVING the Department, what is the checkout procedure?

Remove all personal belongings from your office space.

Return your keys to the Business Office (Rm 117, 621-4344) and leave your forwarding address, email address, and any other contact information in case we need to get in touch with you. Only first Class business mail can be forwarded to you in the United States. Mail cannot be forwarded to foreign locations. If you have checks pending, let the Business Office if you will pick them up or want them to be mailed.

What do I do if the LIGHTS go out in my office?

Report it to the Business Office at 621-4344 or business-office@math.arizona.edu, Rm 119 or contact Denise Ingram [MATH 115, (520) 621-2562, dingram@math.arizona.edu].

What do I do if I get LOCKED OUT of my office?

Come to Rm 117 to sign out a master key temporarily. It must be returned immediately so that others may also be helped.

Is there a NOTARY in the Math Building?

No. Currently, the most convenient access to a notary public is in the Tree-Ring Lab Office in MathEast.

If I am taking VACATION or have sick time, do I need to do anything?

Yes, call your supervisor within 15 minutes of your normal time of arrival. When you return to work, fill out a green form, have your supervisor sign it, and submit it to the Business Office, Room 117. For vacation requests, complete the green form (found in Room 117) in advance. Have your supervisor sign indicating approval submit to the Business Office, Room 117.

Keys

To change or add room keys, see Christa King [Room 109, 621-2713, cking@math.arizona.edu] She will give you a key form. Then see Sandy Braun in the Business Office, Room 117.

If you are locked out of your office during regular business hours, go to Room 117 to temporarily check out a master key.

Mailbox keys are distributed and maintained by the Main Office Rm 108.

Math Building/Office Maintenance

Report all building and office maintenance, repair, or temperature control problems to jerrie@math.arizona.edu, or room 108.

Payroll and Personnel Issues

See Denise Ingram in Room 115 or Evey Weissman in Room 119 regarding any payroll/personnel related matters.

Change of Address

Give your new address and phone number to the Business Office, Room 117, and to the Main Office, Room 108.

Office Space

Issues involving office assignments and telephones should be directed to Christa King [Room 109, 621-2713, cking@math.arizona.edu].

Email and Other Useful Computer Information

It is your responsibility to review and adhere to the University's policies concerning proper usage of computing facilities: <http://w3.arizona.edu/~policy/computing.shtml> . Please contact your supervisor if you have questions concerning this policy.

We have Anti-Virus software running on our main servers; however, it is not foolproof.

**NEVER open an attachment that you are not expecting,
even if you know the sender.**

There is a limited amount of space shared by all users. Please remove your mail from the servers and store it locally. (Remove it from your inbox and store in another folder.)

**It is the responsibility of all computer users to maintain
a complete backup (cd, zip-disc, etc.) of their
necessary and important computer files.**

General Information

UA NetID

To access your personal and payroll information, and to use many of the University's online services, you will need a UA NetID.

To create your UA NetID, go to <http://netid.arizona.edu> and click on "Crate UA NetID." Follow the steps to set up your account. This will create a username and password for you, but it will NOT create your actual email account.

Internet Connection

All active University Students, Faculty and Staff are eligible through Dakotacom.net for reduced pricing of dial-up services as the University's contracted Internet provider, providing a dedicated link to the University. Unmetered service is available at \$14.50 per month (plus a \$10.00 setup fee) including 1 E-mail account, 5 Megabytes of personal web space, Local Dial-Up account, and Local technical support from 7:00 AM - 11:00 PM. Enroll by (1) Phone: M- F 8:00 AM to 5:00 PM. Call 745-3900, Option 3, (2) Visiting the Tucson office [4003 E. Speedway Blvd., Suite 11] during regular business hours M – F 8:00 AM to 5:00 PM or (3) Online signup at https://secure.dakotacom.net/signup/ua_signup.php

For instructions on how to set up a home page on the web:
<http://support.math.arizona.edu/webpages/>

For instructions about how to use ssh and sftp:
<http://support.math.arizona.edu/account/remoteshell/>

For instructions about how to use vnc:
<http://support.math.arizona.edu/account/remotedesktop/>

An open access lab is available for faculty and visitors in Rm 103 (across from Rm 108, the Main Office); See staff in Rm 108 for the entry code.

Rooms 101 and 102 are computer classrooms. Email Yvonne Loya (yloya @ math.arizona.edu) to schedule these rooms.

Your Username and Email

The Computer staff will assign you a user name and temporary password. Please change this temporary password as soon as possible. See:

<http://support.math.arizona.edu/account/password.php>.

Safeguard your password at all times. Do not write your password down or leave it in a non-secure place.

Your email address is 'your username' followed by @math.arizona.edu

Email may be accessed by

WebMail: <http://support.math.arizona.edu/email/webmail.php>

Various email clients.

See <http://support.math.arizona.edu/email/mailsettings/> for instructions for some of these applications.

Email is to be used for work/academic related purposes only. Department accounts should not be used for non-work/academic listservs (e.g., Joke-of-the-day) or personal communications.

Contacting the System Staff

Please contact the computer staff by emailing system@math.arizona.edu

Please do tell them about problems! Unless you tell them when something is not working, the department computer staff generally will not know about it! Broken computers in labs will frustrate users for weeks, and they will exclaim to fellow users, "geesh, why don't they fix this?", yet no one bothers to let the computer staff know about the problem. They cannot fix things they don't know about. To notify the computer staff about a problem, please send email to system@math.arizona.edu.

The computer staff will answer every email as quickly as possible. An automated system tracks problems. They will keep you informed of the status. If your email goes unanswered for more than a day or so, please send a gentle reminder.

Email Aliases

Intranet aliases can be found at <http://intranet.math.arizona.edu/~system/emailaliases.html>.

Our aliases are based on the official People List. In case the system-wide aliases do not meet your individual needs, we encourage you to create personal aliases. (Please see your email program's instructions about creating groups or lists in your addressbook.)

Facilities for Faculty

Computing arrangements for new faculty members are facilitated through the relevant hiring office (either the Department Head in Room 109, or the Entry Level in Room 108). Accounts for visiting faculty and guests should be requested through the Department Head's Office (Room 109). Please contact system@math.arizona.edu, two weeks prior to your guest's arrival in order to arrange computer access.

Computers are available in the Math Building, Room 103 (no account necessary) for visitors needing telnet/ftp/web communications. The University of Arizona does not provide the Department of Mathematics with resources to purchase computers for all instructional faculty or to maintain and support existing office computing system, even though such may be necessary for essential research, service and instructional activities. Maintenance and support of existing systems is provided as finances and staffing allow.

Facilities for Graduate Students

Mathematics Department graduate students have access to a local cluster of Linux

workstations as well as central University systems. Graduate student accounts on the departmental systems are arranged through the graduate offices (Mathematics and Applied Mathematics). The departmental graduate computing systems provide local access to commonly used applications software such as TeX, Mathematica, Matlab, Maple, Netscape, email, and the C/Fortran/Pascal compilers. Information about departmental graduate student computing is available from the Mathematics web server [<http://math.arizona.edu>], and Graduate Student Software Interest Group (SWG) web pages at <http://math.arizona.edu/~swig/>. Information about accounts on the central University systems can be obtained from <http://www.ccit.arizona.edu/>.

Math Department Home Page

The Mathematics Department maintains a webserver located at <http://math.arizona.edu>. The departmental webserver provides links to faculty and graduate student homepages, building/telephone/office directories, graduate/undergraduate program bulletins, the University course catalogues, departmental colloquia and seminar schedules, the Mathematics Weekly News articles, computing and web documentation, search engines, and various other hopefully useful information. Personal homepages can be set up on the various University systems, including math department accounts. Information and templates to assist with setting up personal homepages are available from the SWIG pages, <http://math.arizona.edu/~swig/>.

Please be aware that appropriate use of the facilities and resources of The University of Arizona is accordant with formal University and departmental mission and objective statements.

Campus Computing Information

Computing information and support is available via the Center for Computing and Information Technology (CCIT) help desk at 621-HELP. The CCIT homepage at <http://computing.arizona.edu> offers information, help, and resources for faculty, staff, and students. Free copies of CCIT's computing guide are available at many distribution points around campus, including the Computer Center.

System Home Page

Please refer to <http://support.math.arizona.edu> for useful information regarding departmental computing resources.

General and Teaching Supplies

Textbooks: Desk copies are available through the Main Office, Room 108.

Syllabi: Course Coordinators will provide course syllabi, including information on textbooks, topics covered, and approximate pace. Syllabi for courses are available from the Main Office or the Math Center.

Overhead Transparencies: Please see the Office Assistant in Room 108A. Write-on transparencies are available in the Mailroom, 108A.

Chalk, Markers and Erasers: Chalk, white board markers, overhead markers, and erasers are available in the Mailroom, 108A. Please re-cap all markers after use and keep them for

future use. These items are not to be left in the classroom.

Office Supplies: Supplies needed for teaching, such as grade books, pens, paper, tape, staples, paper clips, and notepads are available in the Mailroom, 108A. (If special supplies are needed email to Roxanne Pizano, rpizano@math.arizona.edu).

Overhead Projectors: Classrooms should be equipped with overhead projectors. If a classroom does not have an overhead projector, one may be signed out at the Main Office, Room 108.

TI- Calculators. A limited number of Texas Instruments graphing calculators are available to be checked out for single-day usage. The department also has Texas Instruments graphing calculator projectors that may be checked out for single-day usage. If a course requires a graphing calculator, one may be borrowed in Room 108 for the semester. Calculator projectors are checked out in Room 108.

Toner Cartridges. For printer toner cartridges email system@math.arizona.edu. For copier or fax machine toner cartridges email business-office@math.arizona.edu. In each case provide the make & model of the equipment.

Performance Reviews

Midway through, and prior to the conclusion of your probationary period, and at least annually thereafter, your work performance will be reviewed by your supervisor. The review will cover **Key Responsibilities** (your major responsibilities, primary duties or important functions), **Accomplishments**, and **Key Performance Factors** (your performance in each area, with information about where you excel and where improvement is necessary). The Key Performance Factors are:

- **Job Knowledge:** Applies technical and procedural know-how to get the job done; serves as a 'resource person' on whom others rely for advice; answers difficult questions; keeps informed of the latest developments in area of specialty; monitors events which impact functional areas.
- **Communication:** Listens effectively; responds clearly and directly; uses appropriate vocabulary; prepares clear, concise reports or records; ably receives written or oral instructions; ably gives or explains instructions and ideas to others.
- **Interaction with Others:** Works cooperatively; interfaces effectively with customers, co-workers and the public; gains confidence and trust of others; recognizes strengths and limitations of self and others; exhibits appropriate sensitivity to others' feelings; focuses on performance rather than personality in relating to others.
- **Responsibility and Planning:** Performs tasks thoroughly, on time; works within organizational policies and guidelines; establishes work plans; considers priorities in completing assignments; forecasts problems and changes; encourages the flow of information about decisions, problems and successes.
- **Assertiveness and Motivation:** Pursues goals with commitment and takes initiative eagerly; results-oriented; desires to excel on the job; works steadily and actively; demonstrates self-confidence and positive attitude towards self and others; maintains high energy level.

- **Supervision:** Assigns work to maximize group strengths; involves employees in the identification and solution of work related problems; promotes teamwork and cooperation; exercises discipline and resolves conflict fairly and constructively; trains, coaches and develops subordinates; delegates responsibility and authority.
- **Quality:** Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures; handles information flow.
- **Judgment:** Makes decisions which are appropriate and consistent with situation; obtains and evaluates pertinent information to determine source of and alternative solutions to problems.

In each of these areas, you will be given one of the following ratings:

1	2	3	4	5
UNSATISFACTORY PERFORMANCE	MEETS SOME EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	EXCEPTIONAL PERFORMANCE
Has not demonstrated ability to meet or continue to meet the minimum requirements of the job.	Meets some job requirements with some aspects needing improvement.	Consistently fulfills all requirements of the job in all aspects and responds positively to change or additional responsibilities.	Clearly and consistently above what is required and requested.	Unique and exceptional, far beyond what is usual.

With your assistance, your supervisor will complete the following plans for your next year's review:

- **Performance Plan:** (specific actions/behaviors the employee needs to either start doing, stop doing and/or continue in the upcoming performance period)
- **Development Plans:** (specific work assignments and topics for training designed to increase individual's effectiveness on present job and prepare for future job assignments)

After the you and your supervisor discuss the review, you will have an opportunity to add any comments you wish to make about your appraisal or the objectives

Photocopy Services

Photocopy services are available by submitting work to be copied with a Work Request form available in the Main Office, Room 108. A 24-hour turnaround time is suggested. Please keep emergency requests to a minimum. We discourage use of small copying machines except for very small copy jobs. It is much more economical to use the large machine. Very large copy jobs or special jobs may be submitted to:

Fast Copy (located in Student Union)

- Non-copyrighted material is guaranteed to be ready for sale/distribution within 5 business days. Due dates are negotiable should you require a faster turnaround.
- Copyrighted materials are guaranteed to be ready within 5 weeks. Due dates ARE NOT negotiable. Fast Copy uses this 5-week span to obtain permission to reproduce the

materials. In some cases, copyright clearance may not take as long, and the packet will be ready much sooner.

- All packets are sold in the textbook department at the Bookstore (Student Union Bookstore only). The original quantities stocked are based on class enrollment. Once these quantities are used up, the student will have to place an order with the bookstore. The packet will then be ready for pick-up the next morning.
- Packets can be produced to the instructor's specifications. Options include page numbering, stapling, 3-hole drilling, binding, and more. In addition, Fast Copy "cleans" up the document to give it a more professional look.
- Fast Copy contact information for Class Note & Copyright Department: Kristin Sweetser or Kristin Kamell 621-5313

Arizona Print/Copy (1033 N. Park, south of Speedway next to Domino's)

They use Online Permissions for copyrighted materials and claim, in many cases, that permissions are granted almost immediately. They need the publisher, title, author, year published, and the page numbers for permission to use the material. In the case of non-copyrighted materials, they will offer a turnaround of 3-5 days (depending upon how many pages). Once the semester begins, the turnaround time can be less. They also supply the instructor with a complimentary copy of the course pack. For more information about Arizona Print/Copy, please call 882-3995

For additional information about how to submit your request to either Fast Copy or Arizona Print/Copy, see your supervisor.

Room Scheduling

To schedule a room *in the Math Building* for a meeting or study session, email Yvonne Loya (yloya@math.arizona.edu). For all other office assignment issues, see Christa King, Room 109. Offices for short-term visitors or speakers are available from Sandy Braun, Room 117.

Word Processing Services

Word processing services are available to instructors through the Technical Word-Processing Staff, Room 108, by submitting a Work Request Form along with the work. There is a 48- hour turnaround time. However, please take into account additional time needed for photocopying.

POLICY FOR STUDENTS AND INSTRUCTORS--UNIVERSITY

Below is a synopsis of The University of Arizona Code of Academic Integrity. Forms for filing a complaint can now be found online at: <http://web.arizona.edu/~dos/surveys/codeofconductform/index.html>.

Code of Academic Integrity

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own.

Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code whether or not faculty members establish special rules of academic integrity for particular classes. Failure of faculty to prevent cheating does not excuse students from compliance with the Code.

Conduct prohibited by the Code consists of all forms of academic dishonesty, including, but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Code of Conduct; modifying any academic work for the purpose of obtaining additional credit after such work has been submitted to the supervising faculty member unless the supervising faculty member may approve such alterations; failure to observe rules of academic integrity established by a faculty member for a particular course; and attempting to commit an act prohibited by this Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts.

Students found guilty of violating the Code are subject to any one or a combination of the following sanctions: written warning, disciplinary probation, loss of credit for the work involved, reduction in grade, failing grade assigned in the course, suspension, expulsion, or other sanctions imposed by a University Hearing Board.

Student Classroom Code of Conduct

Students at The University of Arizona are expected to conform to the standards of conduct established in the Student Code of Conduct. Prohibited conduct includes:

- All forms of student academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism.
- Interfering with University or University-sponsored activities, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services.
- Endangering, threatening, or causing physical harm to any member of the University community or to oneself or causing reasonable apprehension of such harm.
- Engaging in harassment or unlawful discriminatory activities on the basis of age, ethnicity, gender, handicapping condition, national origin, race, religion, sexual orientation, or veteran status, or violating University rules governing harassment or discrimination.

Students found to be in violation of the Code are subject to disciplinary action. For more information about the Student Code of Conduct, including a complete list of prohibited conduct, see <http://dos.web.arizona.edu/uapolicies/> .

If you have any questions regarding the Student Code of Conduct, please contact the Dean of Students Office, Old Main, Room 203, phone 621-7057.

Students' Right to Privacy

The University complies with all provisions of the Family Educational Rights and Privacy Act of 1974 dealing with the release of educational records. A copy of the University's policy for implementation of the act is available in the Dean of Students Office, Old Main 203.

In general, instructors may not reveal information regarding a student's progress or status in a course in any public way. Public posting of grades by name or student ID number is not permitted. Due to the public nature of electronic mail, instructors may not e-mail any such information to a student without prior written consent. Student information is considered private, and should be released **only** to the student him/herself. In particular, an instructor can not discuss a student's progress or grades with the student's parents. Parents can be referred to the Dean of Students about this policy.

It is important that all instructors be aware of, and adhere to the following:

1. You may NOT post student's grades unless you use the method described below. You may not post grades by name; it is a federal offense to use any portion of a social security number; it does not matter if you have a student's written permission. EXCEPTION: each student is assigned a random ID number, and grades are posted in random order (i.e., not alphabetically).
2. You may NOT leave homework, tests, etc. in a public place for students to pick up.

Policy on the Accommodation of Religious Observance and Practice

If a student initiates legal action concerning violation of these rules (and this HAS happened at UA) the instructor affected is on his/her own. If the instructor is a TA, the supervisor is also accountable. No employee, agent or institution under the jurisdiction of the Arizona Board of Regents shall discriminate against any student, employee, or other individual, because of such individual's religious belief or practice or any absence thereof.

Administrators and faculty members are expected to reasonably accommodate individual religious practice. A refusal to accommodate is justified only when undue hardship would result from each available alternative of reasonable accommodation.

No administrator or faculty member shall retaliate or otherwise discriminate against any student, employee or prospective employee because that individual has sought a religious accommodation pursuant to this policy.

It is the responsibility of the president of each university, and the executive director of the Board as to the central staff, to take such actions as are necessary to insure that the intent of this policy is implemented. In implementing this policy, the president of each university shall insure that the policy is included in the university catalog and in such other publications as will assure that all members of

the university community are advised of its existence, and the manner in which information regarding its implementation may be obtained.

Persons wishing clarification of the nature or proper application of this policy should consult the Dean of Students Office. See <http://catalog.arizona.edu/2003-04/policies> (Refer to Religious Accommodations).

Students on University-Sponsored Travel

Students may be excused from classes for university sponsored travel, but they must make arrangements to reschedule a test, exam, or assignment in order to participate in such a trip. The student must first make arrangements with the Dean of Students. They will receive a form from the Dean that includes the details of the trip, and, in particular, the times for which the student is excused.

The student is excused only for the times given on the form, but the instructor should be reasonable in dealing with late return times. The instructor can decide the timing of makeup work, and can schedule it before or after the student's trip. The student should notify the instructor of the travel as soon as possible after they receive authorization from the Dean's office.

The official policy states:

1. A student may be excused from classes for attendance at officially authorized functions, in accordance with the authorization directives below, and for regularly scheduled field trips announced in the General Catalog.
2. The instructor shall accept such excuses and shall impose no penalty if the students have complied with the prescribed procedures for excused absence. Instructors should also notify persons in charge of their quiz or laboratory sections of these excused absences.
3. Trips for groups of students shall be scheduled at times other than those days reserved for final examinations each semester.
4. For trips during the semester, the approval of the academic dean as well as that of the Dean of Students must be obtained. Normally the deans will not give approval for students on academic probation.

OTHER

Information with regard to Administrative Leave with pay, may be found in the following sections. For other questions about Classified Staff policy matters, consult www.hr.arizona.edu/09_rel/clsstaffmanual.php#toc.

Jury Duty or Material Witness Service

ELIGIBILITY

A Classified Staff employee called upon for service on a jury or as a subpoenaed witness, other than as a plaintiff or defendant, in a judicial or administrative proceeding, shall be granted leave with pay to perform such service.

EMPLOYEE RESPONSIBILITY

The Classified Staff employee shall notify her or his supervisor immediately upon notice of being scheduled for such service, advising the supervisor periodically during the leave if prolonged service is required, and return to work promptly upon completion of such service. A Classified Staff employee who can reasonably meet some or all of his/her regular work schedule is expected to do so. Employees who wish to receive administrative leave with pay for periods of jury duty service shall submit a juror excuse slip to their supervisors.

FEES EARNED

A Classified Staff employee who receives a fee for jury duty or as a subpoenaed witness shall either (A) remit the jury/witness fee to the University bursar through their supervisor or department head and record jury duty hours as Administrative Leave With Pay, or (B) accept jury duty fee and record jury duty hours as Excused Unpaid Absence. A Classified Staff employee with accrued vacation time may elect, with their supervisors prior approval, to take the jury/witness day(s) as vacation, in which event they may retain any jury or witness fee paid to them.

PROCEDURE

The employee shall notify his or her supervisor of the starting and ending dates of jury duty. The supervisor shall then notify the departmental payroll representative to adjust the Payroll Time Roster by entering the appropriate leave code in the "Time Recorded" section. The leave code "J" is entered to record jury duty hours for which the employee wishes to receive Administrative Leave With Pay or the leave code "A" is entered to record hours for which the employee wishes to keep the jury duty pay and take jury duty hours as excused unpaid absence.

Employees who elect to receive Administrative Leave With Pay shall submit a check, payable to the University of Arizona, for an amount equal to jury duty pay to the supervisor or department head upon completion of jury duty. The department head shall then submit the Check to the Bursar's Office.

Emergency Leave

The University President or designee may grant a temporary emergency leave in the case of natural disasters or other circumstances that may restrict or jeopardize the employee's safety and/or health.

Voting Leave

Classified Staff employees shall be granted reasonable paid time off for voting in a general or special election if the polls:

- open less than three (3) hours before the employee's regular work shift, or
- close less than three (3) hours after the end of the employee's regular work shift.

Requests for such absences shall be made prior to election day. The supervisor may specify the time of day the employee may be absent.

Annual Military Active Duty Leave

ELIGIBILITY

A Classified Staff employee who is a member of the National Guard or a reserve component of the U. S. Armed Forces shall be granted a leave with pay for active duty or active duty training for a period not to exceed 30 work days in any two (2) consecutive calendar years.

EMPLOYEE RESPONSIBILITY

Annual military active duty leave must be requested in advance. A copy of active duty orders must accompany the request.

Bereavement

A Regular Classified Staff employee may be granted administrative leave, not to exceed three (3) working days, because of the death of the employee's spouse, parent, parent-in-law, child, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any other person who is a member of the employee's household. A parent is defined as a natural parent, step-parent, adoptive parent or surrogate parent. A child is defined as a natural child, adoptive child, foster child or step-child.

An employee may be granted two additional paid working days in order to attend or arrange funeral services out-of-state.

Employees on Family and Medical Leave who would otherwise be eligible to apply for bereavement leave, may notify their supervisor of the event and be credited with the appropriate pay and leave designation. Bereavement leave shall not be credited toward Family and Medical Leave entitlement.

An eligible employee may use sick leave upon death of family members who are not covered under this policy. Employees may use up to three days of accrued sick leave for this purpose and two additional days to attend or arrange funeral services out-of-state.

Important University Websites

<u>Course Evaluation Report</u> (you must have a u.arizona email account to browse this site.)	http://aer.arizona.edu/ click on "Instructor Reports" Log in with UA Net ID and Password
<u>Disability Issues</u>	http://www.registrar.arizona.edu/schedules/finals.htm
<u>Final Exam Schedule</u>	http://drc.arizona.edu/
<u>General Catalog</u> You will also find information about Academic Policies, the Academic Calendar, and Important Deadlines.	http://catalog.arizona.edu/
<u>Important Dates and Deadlines</u>	http://www.arizona.edu/home/calendars.php
<u>Schedule of Classes</u> The Schedule of Classes, Final Exam Schedule, Important Dates, Registration Instructions and Class Availability	http://garnet.ccit.arizona.edu/schedule.cgi
<u>Student Link</u> students access to personal information, such as grades, class availability, and course evaluations	http://www.arizona.edu/student_link/
<u>UAInfo</u> The online information service, providing access to information posted by campus offices and organizations	http://www.arizona.edu/

Emergency Procedures

Fire - Medical - Police

- The quickest and easiest way to obtain professional help for any type of emergency is to phone:

UNIVERSITY POLICE - 9-1-1

- When calling to report an emergency, stay calm, identify yourself, and carefully explain the problem and location to the dispatcher. Remain on the phone until the dispatcher tells you to hang up. If you cannot stay on the line, tell the dispatcher that you must leave and where you can be reached.
- During normal operating hours, employees should notify their supervisor of the emergency and begin to take the appropriate action warranted by the situation as outlined in following pages.
- Emergency "blue light" phones are located throughout the campus with direct access to University Police. Look for blue location lights.

Keep Yourself Calm - Keep Others Calm

Major Incident: Immediate Procedures

- Attend to injured or contaminated persons and remove them from danger.
- Alert people to evacuate the area.

Call for Emergency Response:

FIRE: 9-1-1

CHEMICAL SPILL: 621-1790

RADIATION SPILL: 626-6850

RADIATION SPILL: 626-6850

AFTER HOURS CALL 9-1-1 FOR ALL EMERGENCIES

- Close doors to affected area.
- Have person knowledgeable of incident and area assist emergency personnel

Personal Injury

Medical and First Aid

In case of serious injury or illness on campus, immediately call University Police at 9-1-1, or use emergency phone. Give your name, describe the nature of the problem and the location of the victim. University Dispatchers will notify Emergency Response Personnel. Police Officers are trained in CPR and First Aid.

Quickly perform these five steps:

- Determine welfare of victim by asking, "Are you okay," and "What is wrong?"
- If victim is unconscious, check pulse and breathing and give CPR or artificial respiration if necessary.
- Control serious bleeding by direct pressure and elevation of the wound.
- Keep victim still and comfortable; have them lie down if necessary.
- Check victim's yellow emergency card for doctor, medical conditions, etc.

First Aid Instructions

Mouth to Mouth Rescue Breathing:

- Place victim on side and remove foreign matter from mouth with finger.
- Place victim on back.
- Tilt victim's head back to open airway.
- Close victim's nostrils with fingers.
- Exhale until victim's chest expands.
- Repeat every 1-2 seconds after chest deflates.
- Keep trying until help arrives.
- If unable to give breath, check victim for airway obstruction.

Severe Bleeding and Wounds:

- Apply direct pressure on wound.
- Use clean cloth or hand.
- Elevate body part.
- Apply pressure to blood vessel if necessary. Add more cloth if blood soaks through. Never remove bandage once applied.
- Keep pressure on wound until help arrives.
- Use tourniquet ONLY as a last resort.

Fainting, Unconsciousness and Shock:

- Have victim lie down and rest.
- Keep victim comfortable, not hot or cold.
- Place victim on side if unconscious.
- Ask or look for emergency medical I.D.
- Treat other injuries as necessary.

Burns, Thermal & Chemical:

- Immerse burned area in cold water.
- Flood chemical burn with cool water for 15 minutes.
- Cover burn with dry bandage.
- Keep victim quiet and comfortable.

Poisoning and Overdose:

- Determine what substance is involved and how taken.
- Call Poison Control Center at 626-6016 or 1-800-222-1222.
- Stay with victim and assist as directed by Poison Control.

Fractures and Sprains:

- Keep the victim still.
- Keep injured area immobile.

Choking and Airway Obstruction:

- If victim is coughing, or able to speak, stand by and allow victim to cough object

up.

- If unconscious, check victim's mouth and clear of foreign matter.
- Give abdominal thrusts (Heimlich Maneuver).
- Continue thrusts until airway cleared.

Counseling and Psychological Services

Student Counseling and Psychological Services (CAPS) is located on the 2nd Floor of the Campus Health Center. CAPS provides crisis intervention, brief counseling, and consultation to help students resolve personal problems/crises that get in the way of academic success. If you know a student who is undergoing such a problem/crisis, you can either refer the student directly to CAPS or call CAPS yourself to consult with a mental health professional. When in doubt, call and consult: 621-3334. Contact Ken Marsh.

The following family of services offered by the Life and Work Connections [<http://lifework.arizona.edu/>] office allows us to address a variety of employee needs:

Contact information:

(520) 621-2493

David Swihart [dswihart@email.arizona.edu]

Darci A. Thompson [darci@email.arizona.edu]

Employee Assistance Counseling / Consultation provides individual counseling and departmental consultation services on a variety of personal and workplace issues. Group presentations are also available by request.

Worksite Wellness offers educational presentations and activities, such as a flu prevention program and worksite wellness screenings for employees in support of wellness goals.

Child Care and Family Resources provides a broad spectrum of information referral and educational services to employee and student parents with current or anticipated childcare and parenting issues.

Elder Care and Life Cycle Resources offers information, referral and educational services for employees who have, or anticipate having, elderly care and family care giving issues.

Work/Life Support and resources are offered to employees and departments on current issues and emerging trends in the work/life field. We work in tandem with other campus and community partners to provide professional consultation and advisement services on the dynamics of work and life.

Creating Respectful Workplaces

Equal Opportunity and Affirmative Action Office
University Services Building-Room 217
888 N. Euclid Avenue
520 621 9449

Portions of the following were taken from *With All Due Respect. Promoting a Respectful Workplace Participant's Workbook*, Jodi Lemacks, Esq. and Dan Thompson, HRD Press, Inc. (2001)

Most of us spend a significant amount of time in our workplaces. It is, therefore, essential that our workplace be the kind of place we want to spend a significant amount of time in—a respectful workplace.

A respectful workplace starts with each one of us and is built on a foundation of very important principles



Equality

We must be willing to acknowledge that all **persons have an equal right to work**. Each person should have an equal opportunity to make the best use of his or her abilities regardless of race, sex, religion, national origin, or any other characteristic.

Accepting Differences

Acknowledging equality requires that we be able to accept differences between us. We may look different, sound different, practice a different religion, come from a different cultural background, and even behave differently. We must realize that **these differences do not prevent us from having an equal right to work**.

Appreciating Diversity

The variety of experiences, viewpoints, abilities, and ways of thinking to be found in today's workforce is an advantage for any organization. This **diversity adds depth and strength to the workplace**.

The Respectful Workplace

The respectful workplace is a **place of mutual respect** for all employees, where no one feels harassed or scared. It is possible if each of us is willing to do our part.

Harassment in Our Workplace

- A workplace full of conflict and harassment is a workplace of discrimination and discomfort and is not only harmful to our organization, but also illegal.
- Quid Pro Quo or Same-Sex Harassment exists when the supervisor demands sexual favors in return for better treatment of the subordinate, or threatens the subordinate with firing, demotion, or transfer unless sexual favors are given. This also applies to non-employees such as vendors, students, or visitors.
- Hostile Environment Harassment exists when there is extremely vulgar language, sexual touching, pornography, embarrassing questions or jokes, degrading comments, and where there are sexual propositions being made, depending also on the frequency of the discriminatory conduct, the severity of the conduct, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance. This also occurs as third-party harassment when behavior between employees is not found by themselves to be offensive but creates an offensive environment for another employee.
- Other types of harassment that are unacceptable include disrespectful or harassing behavior based on race, religion, national origin, age, disability, sexual orientation, political affiliation, physical appearance or pregnancy.

Things to remember:

- All types of sexual harassment are always illegal. This and other offensive harassment will not be tolerated.
- If you observe harassing behavior in your workplace, report it as soon as possible to the proper authorities.
- Harassing behavior should not be allowed to continue in your workplace and it is each person's responsibility to prevent it.
- If your behavior is found to be unwelcome, severe, and pervasive enough to alter the conditions of the victim's employment and such that it creates an abusive working environment, you may be held personally liable in court.
- If you are in a position of authority, and abuse that authority to obtain sexual favors, you may be held personally liable.

When disrespectful or harassing behavior does occur in the workplace, who has the responsibility to put a stop to it?

- If we have any reason to believe that we are the **Source** of the disrespectful behavior and that our actions might offend someone else, we need to change those actions.
- If we are the **Target** and are offended by other's actions or words, we need to let them know and ask them to stop. If then, the offensive behavior continues, we need to take further action by reporting this behavior to the appropriate person in the organization so that corrective action can be taken.
- If we **Observe** harassing behavior, we have a responsibility to stop it. There is no such thing as

an innocent bystander. We need to call attention to disrespectful behavior when we see it. This may involve telling the harasser to stop, or reporting harassing behavior to the appropriate person.

- Any *Person in Authority* within the workplace has a duty to keep the workplace respectful and free from offensive and harassing behavior. We should expect our organization's leaders to challenge disrespectful behavior when they witness or are told about it, to seriously investigate reports of such behavior, to take action to build and maintain a respectful workplace, and to prevent any retaliation in the workplace.