

Guide to nearly everything in EAS

Last updated: 21 August 2023

Who covers what among the department staff?

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

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

Cami Albers is often the best starting point for graduate students. David Polly, Carol Glaze, or Dianne Dupree are the best starting points for faculty who have questions. Please also check the department website, especially the intranet pages that are accessible by link at the bottom of the main page.

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

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

You can also contact department chair David Polly (caschair@indiana.edu or 812-855-7994) or other departmental staff members. You can also get help straight from the campus student office or other sources (see <https://earth.indiana.edu/about/diversity.html> for options).

How do I access printing?

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

How and Where Can I Print?

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

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

1. Get assigned to an EAS security group that defines who can release documents on departmental printers. Normally this happens automatically for everyone who belongs to one of the departmental email lists. If you cannot print, please contact Ted Boardman.
2. From your system, submit the print job to either the BL-GEOL-Color1 or BL-GEOL-BW1 queues. We also have a Windows workstation in GY1027 that can be used to submit jobs to print.
3. Go to one of our printers to release the job there. We have printers in GY1027, GY4047, and on the 4th floor of MSBII. Swipe a Crimson Card in the card reader or enter your IU username and password. The touchscreen will show submitted print jobs for the authenticated user and from it you can select your job for printing.
4. Large format color plotter printing is available on a separate system on weekdays during the regular semester from 8 am to 5 pm. These jobs need to be submitted to it from the workstation in GY1052A, and John Walker is available to assist with printing.

How do I photocopy material?

The department photocopier is located in the mailroom GY 1027. Your office key should open the door if you have an office in the Geological Sciences building. For MSB II people, the same key that opens classrooms will open the mailroom door. The photocopier (which doubles as scanner and printer) can be accessed with your crimson card. If you have trouble with access, please see John Hettle.

How do I purchase things?

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

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

How do I mail things?

Ordinary mailing expenses are covered by the department, larger shipping costs are usually paid by the individual. For regular mail, write the account number on the envelop and place it in the “to be metered”

outbox and take it to the main office of the Indiana Geological and Water Survey (GY 1020). Departmental mailing supplies are available in our mailroom (GY 1027), including FedEx envelopes, packing tape, and a scale. You should pack items for shipping yourself, but Nora Ferstead (nferstea@iu.edu) can help with the shipping paperwork. Faculty, staff, postdocs, and graduate student can collect mail that you receive from your mailbox in GY 1027 (your office key should get you into the room).

How do I send emails to the entire department?

Faculty (including emeritus professors), post-docs, graduate students, and department staff are members of the geology-dept-l@indiana.edu list. You may post messages intended for this group there whenever you wish. If you have an announcement for a wider audience including undergraduate students, adjunct faculty, and people who have requested news from the department, please send it to Nora Ferstead (nfersea@iu.edu) or David Polly (caschair@indiana.edu) for posting to geology-announce-l@indiana.edu.

How do I arrange travel?

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

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

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

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

How do I get office and teaching supplies?

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

What are the department's regular events?

Weekly events

- Department Colloquium, Monday, 3:30-4:30, GY 2022 (Kaj Johnson organizer)
- Department Coffee, Friday, 9:30-10:30 am, GY 2029

Monthly events

- Faculty meetings, 2nd Weds of the month, 3:30 pm

Annual events

- Start of year picnic, week before classes begin
- Advisory board meeting and dinner, Fall
- Holiday party, arranged by student groups, December
- Crossroads Conference, organized by student groups, Spring
- Owen Award Lecture, Spring

What student groups are affiliated with the department?

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

What is the Advisory Board?

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

What is the Owen Award?

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

What is the Screwball Award?

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

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

Current minimum annual stipend is \$22,000 for a 10-month appointment, but please ask for 12 months of support for students in grant proposals at \$26,400. Students who previously served in as RA or AI get a 3% raise each year, so please budget for that. If the student is pre-G901, you must also pay a fee remission at \$422.21 per credit hour for in-state students (\$12,666.30/year for full-time) or \$1,330.51 per credit hour for out-of-state students (\$39,915.30/year, but note that out-of-state remissions are usually subsidized by the College to the in-state level). PhD students on G901 do not need fee remissions.

Mandatory fees per semester for full time students is \$738.85 (\$2,216.55 for the full year, including summer). International students also have an international fee of \$364.14 per semester (\$1,092.42 per year, including summer). Health insurance rate is \$3,724 per year. It is also recommended adding \$800 extra to the budgeting in case of rises in any of the fees. For an entry-level US student the annual cost is almost \$46,000 per year. These figures are current as of Fall, 2023; please discuss your proposal with Brandon Ettelt for the latest amounts.

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

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

Graduate research assistant (RA) appointments count toward the financial support package promised to students in their offer letter and should therefore be coordinated with Doug Edmonds (Director of Graduate Studies) and Cami Albers (Graduate Assistant).

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

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

How much should I budget for postdoc?

Post-doc salaries can vary, but a typical salary in the College of Arts & Sciences is \$55,000 per year for a 12-month appointment. Salaries much higher or lower than this usually require special justification to demonstrate the individual's duties or qualifications are substantially different from most other postdocs. In addition to salary, you should budget for benefits at 22.82% of salary, FICA at 6.55%, and retirement at 11.19% (which is 40.56% in total). These figures are current as of Fall, 2023; please check with Brandon Ettelt in case there are recent changes.

When do I request appointments for RAs?

Appointments for RAs typically need to be requested about two months before the start date to ensure that all levels of approval are obtained before the start date. Department staff usually send reminders about when they are due. While late-breaking changes in funding may require a last-minute appointment, the hurdles are real and students may find themselves without a paycheck the first month if the process starts too late.

How do I request summer salary payments from a grant?

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

What support is available for grant proposals?

Brandon Ettelt and Carol Glaze provide some support for grant proposals (EASgrant@indiana.edu), but most of the support comes directly through the Office of Research Administration (ORA).

How do I monitor balances of grant and startup accounts?

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

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

What policies exist at IU?

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

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

How do I get software?

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

How are faculty evaluated?

In addition to major evaluations associated with promotion and tenure, all faculty undergo annual evaluation that determines annual salary raises. This process is variously called “merit evaluation”, “merit raise”, or “annual evaluation”. For tenure-track faculty, our evaluation is based primarily on research

(40%), teaching (40%), and service (20%), for lecturer-track it is 80:20 for teaching and service, and for research-scientist-track it is 80:20 for research and service.

Annual evaluation is based on information you enter into the Digital Measures-Activity Insight (DMAI) system that can be found by searching for DMAI at <https://onc.iu.edu>. The DMAI system is engineered to be a one-size-fits-all, which means that it is replete with categories that don't apply to anyone in our department. There is no restriction to what you can enter into the DMAI, but the following items are the most important for annual reviews.

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

How do I know what to teach?

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

How do I schedule my class?

Dianne Dupree (didupree@indiana.edu) manages course scheduling, including the room where your class is scheduled, the meeting time, and the course “mode” (online, in-person, hybrid, etc.). She usually polls faculty in the semester before the class is taught to make sure the information is correct. IU prioritizes classrooms for courses that are scheduled at standard times. That said, “standard” has an odd meaning at IU because the times at which classes begin and end seldom have anything to do with hours and half hours (see the registrar’s page on room assignments for a complete explanation <https://registrar.indiana.edu/policies/room-assignment.shtml>)

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

University surplus has used furniture and some kinds of equipment items. Normally the store is at a warehouse on east 10th Street, but it is closed because of the pandemic. You can still get items from them online (<https://surplus.indiana.edu>), The department also has some surplus items of our own, which John

Hettle (jlhettle@indiana.edu) can help with. John can also help you get rid of items you do not need in your office.

How big do my classes need to be?

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

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

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

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

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