

Watchwords

“Go forth! Be brave! Be proud! Be true!”

—Jane Leonard (1840-1924), IUP founding faculty member

Overview

The materials assembled in this handbook are intended for current and prospective faculty in IUP’s English Department. This information is supplemented by an array of other formal handbooks that have been prepared for various department programs and committees.

To curtail the frequency of revision, this handbook is generally descriptive of our department as it has operated over a number of years. Anyone wanting more specific detail about department programs, positions, and procedures should contact those presently working in those areas.

Current versions of department handbook materials, along with other related handbooks, are available on the English Department website under Faculty Resources. New versions will be uploaded there when approved, so please check to ensure you are referring to the latest version.

Glossary

CBA: the collective bargaining agreement (current contract online at www.apscuf.org)

LSE: Liberal Studies English

PASSHE: Pennsylvania’s State System of Higher Education (www.passhe.edu)

TESOL: teaching English to speakers of other languages

Acknowledgements

This handbook would not exist without the help of all department faculty. Its creation was also greatly eased by the many excellent handbooks already devised for various department programs.

Particular thanks are extended to Gian Pagnucci, Ben Rafoth, Heather Powers, Dan Weinstein, and Todd Thompson, and to all those who generously responded with detailed information about particular areas of departmental administration, service, and other expertise.

Updates and Corrections

This handbook is intended to be authored corporately going forward, and all department faculty are invited to supply revisions. Please direct any suggestions, corrections, or updates to Chris Kuipers and Todd Thompson. For broken links and website issues, please alert Dan Weinstein.

Christopher M. Kuipers

Last updated February 5, 2018