UCI School of Humanities
Internal newsletter
Ideas that matter
Film and Media Studies Gender and Sexuality Studies History Philosophy
Classics Comparative Literature East Asian Studies
African American Studies Art History Asian American Studies

# Fall 2021 Internal Newsletter

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## You're Invited!

### *School of Humanities Fall Reception*

**Tuesday, September 21 | 3:30 - 5:00 p.m.**
**Humanities Gateway 1030**

***Light refreshments will be served in the courtyard***

## New Faculty

Please join us in welcoming back our continuing faculty and lecturers and in welcoming all new faculty and lecturers! Dean Miller will introduce all new faculty separately.

## Staff Updates

**Amy Fujitani** has accepted the Department Manager position in Film and Media Studies.

**Arielle Hinojosa Garcia** has accepted the Department Manager position in African American Studies, Asian American Studies, and Culture & Theory.

**Robert Escalante** is now the Department Manager for Art History and Gender & Sexuality Studies.

**Jennifer Choy** took on a new position as Internship/Finance coordinator for Art History and Gender & Sexuality Studies.

**Liz Nguyen**, continuing her role in Humanities Core, graciously agreed to also serve as Interim Director of Graduate Study.

## Advancement

**Advancement Update**

Our donors continued to give during the uncertainty of the pandemic; we now turn our attention to thanking them by offering a new series and events featuring our faculty and students.

In March 2021, we started a zoom series for our donors, Behind the Scenes with UCI Humanities. This series features our faculty discussing topics such as how to cultivate a society of critical thinkers (philosophy); international perspectives on the pandemic (history); and a third event this fall about film as the new narrative (English). We'll host three of these sessions this academic year. We're also planning two events for our donors to meet the students who have received donor funding. Our donors will learn more about the impact of their philanthropy on our students. We hope these will be in person, but we will convert to Zoom, if needed.

We will look forward to seeing you on campus.

**Linda Haghi**
Executive Director, School of Humanities Advancement

## Communications

**New staff**

Please join me in welcoming **Lilibeth Garcia** as a writer and digital communications specialist! An award-winning storyteller, she uses a variety of traditional and new media to engage audiences and transform perspectives. She previously worked as a writer for UCI Strategic Communications and Public Affairs, but her experience with the school goes back to her student days. In 2019, she earned a B.A. in literary journalism. Her email is: lilibeeg@uci.edu and she will be located in Humanities Gateway 3010.

**Writing for the public**

Interested in writing for public audiences? Learn more about *The Conversation* and other outlets that publish scholarly content written for non-academic audiences here.

**Story opportunities**

Please continue to keep me updated on forthcoming faculty book publications, significant external faculty awards & exceptional alumni and student stories. See the types of stories we're looking for here.

**Annabel Adams**
Executive Director, Marketing & Communications

## Finance

Dear Colleagues,

As we look to return to normal operations, we wanted to provide some friendly reminders of relevant policies. We look forward to seeing you all back on campus soon.

**University Travel**

If you are considering travel this academic year, please review the campus executive directive on travel at the link below for information and any necessary steps prior to making your arrangements.

https://www.humanities.uci.edu/SOH/bin/cmsdl.php?f=1002_20210429025301.uci21-uci-travel-directive4.29.2021.pdf&nodl=1

Last month, Attorney General Bonta added 5 additional states to the AB1887 travel restrictions list. The following states are currently subject to California's ban on state-funded and state-sponsored travel. As such we cannot use state funds (19900) for travel to any of the states listed below. Please contact your department staff or your Dean's Office Finance analyst if you are planning travel to any of these states so we can verify your funding is allowable. For more information, please visit https://oag.ca.gov/ab1887.

* Alabama
* Arkansas
* Florida
* Idaho
* Iowa
* Kansas
* Kentucky
* Mississippi
* Montana
* North Carolina
* North Dakota
* Oklahoma
* South Carolina
* South Dakota
* Tennessee
* Texas
* West Virginia

**University Entertainment**

Business meeting purpose for entertainment reimbursement

1. Per the definition of Business Meeting according to Policy BUS-79. Business meeting expenditures are expenditures for meals or light refreshments and related services (e.g., labor charges, room rental, equipment rental, and similar expenditures) incurred in connection with meetings of employees to conduct official University business. At least one University employee or other individual representing the University must be present at any business meeting that includes non-University persons. If a business meeting involves UCI employees only, the employees should meet during regular business hours - not during their mealtime and have the University pay for their meals. If mealtime is the only time everyone is available to meet, please state so in the explanation. For more information, please use this link: https://policy.ucop.edu/doc/3420364/BFB-BUS-79,

2. Meal Expense Maximums for Meetings and Entertainment

* Per-person meal expense is for an entire event and Includes: Pre-meal items (e.g., beverages and hors d'oeuvres), meal, labor, sales tax, delivery charges, and other service fees.

* Frequency limit, meals to once per month per group.

For mor information, please use this link: https://www.accounting.uci.edu/travel/entertainment/meal-maximum.html.

**John Bodenschatz**
Director of Finance

## Office of Graduate Study

As you already know, OGS staffing is undergoing a number of transitions for Fall 2021 quarter. We are very fortunate to have Liz Nguyen serve as Interim Director, with Amy and Arielle staying on at 20% time to assist. Please note the following roles/responsibilities for each during this transitional period:

**Liz Nguyen**

* Primary point of contact for grad-related questions. Please cc' Amy to any emails you send to Liz.
* DocuSign: Advancement (MA/MFA/PhD) Forms (ebnguyen@uci.edu)
* Non-Block Fellowship Entry submitted via EEE Scout.
* Listserv Approvals: hum-grads & hum-dgs.
* Graduate-related curriculum and course changes for HEC review.

**Amy Fujitani**

* Grad Student Financials: Block fellowship entry, external fellowship tracking, etc.
* DocuSign: General Petitions
* UCPath: Approvals for all ASE hires

**Arielle Hinojosa-Garcia**

* ASE Hiring: UCPath entry, management of employment exception forms
* GSR/GSAR Hiring
* DocuSign: No change to routing; please continue to send MA Final, PhD II, LOA, IA to Arielle for

signature.
* International Student Visas

Thank you for your patience and flexibility during this time!

**Amy Fujitani**
Department Manager, Film & Media Studies

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## Human Resources

### Finance and HR Guidelines re: Employment and Service Providers

In January 2021, we had provided guidelines related to hiring and compensating a vendor or employee for service. It is critical that you contact your department 60 – 90 days prior to any work being delivered by an individual or entity. You can find the document at here. Please contact your manager if you have any questions.

### Staffing Structure Update

### Background

The academic support staff model in the School of Humanities over the last dozen years is a shared staffing model for small (5-9 faculty) and medium departments (10-19 faculty) and a dedicated staff for large departments (20-45 faculty). Between 2013 and the present, for the departments in the Humanities Gateway building, one manager handled 3 small departments (African American Studies, Asian American Studies, Gender & Sexuality Studies) and another manager handled 2 medium departments (Art History, Film & Media Studies).

### Rebalancing Assignments

Periodically, School leadership reviews changes in faculty size and student enrollment to assess if any changes are needed to the assignments. Substantial growth has occurred over the last five years in faculty and students in Film & Media Studies (FMS). With faculty growing from 12 to 19 and further growth planned, undergraduate enrollment increasing from 300 to over 500 students, a new graduate program under review, and a new production studio space to manage, the department qualifies to have a dedicated staff now. After the recent promotion of Beth Pace, the former manager of FMS and Art History, we decided to implement a reorganization before filling the vacancy.

After reviewing a few possible scenarios, and consulting with the current department chairs and managers, we decided to combine Art History and Gender & Sexuality Studies (GSS) staffing and combine African American Studies and Asian American Studies staffing.

By removing GSS from the staff unit supporting 3 departments, it will free up a percentage of staff time that will enable us to move the Culture & Theory graduate program support from the School's Office of Graduate Study back to the departments of African American Studies and Asian American Studies. The faculty advising these graduate students are primarily from the departments of African American Studies and Asian American Studies, and the TA assignments are also in these units

The new staff assignments and structure are summarized on the updated org chart.

I appreciate the input from and the adaptability of the staff and faculty in these units as we make these changes. The reorg includes the addition of 1.5 staff FTE, which will better support faculty and student growth.

Let me know if you have any questions about these changes.

### Future of Work Staff Initiative

The School is participating in the campus' Future of Work initiative. We created a brief set of guiding principles and planning assumptions in consultation with chairs and managers. In essence, we envision maintaining a thriving on-campus presence while at the same time offering some hybrid work opportunities when feasible. With students and faculty coming back this fall, we will resume office coverage throughout the week. Most staff will work the majority of time on campus, but depending on the position, many will work a day or two each week remotely.

In June, each manager prepared a proposed plan for their unit. We established a Hybrid Work advisory group that advised throughout our planning process. Its members are: Michelle Hu, Gloria Simpson, Dwayne Pack, Brittney Pinney, Mindy Han and Penny Portillo. The advisory group reviewed the plans submitted by the managers, seeking to apply the principles consistently across the School, and provided feedback. The dean and I reviewed the plans as well. The hybrid schedules begin in September.

If you have questions about how the hybrid work model is being implemented in your department, please ask the unit manager. If you have general questions about the program, you are welcome to contact Mindy Han or Penny Portillo.

Best,

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| **Penny Portillo** | **Mindy Han** |
| Assistant Dean | Director of Personnel |

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## Humanities Center

The UCI Humanities Center theme for 2021-2022 is: To Form a More Perfect Union?

The 2021-2022 academic year brings the possibility of new beginnings. Still in the midst of the COVID-19 pandemic and the racialized violence that too rarely is met with justice and accountability, how might we envision and work towards a different and better society? How might we do this collectively, given the political polarization that is readily apparent in our society? The UCI Humanities Center will be engaging in a year-long exploration by asking the question of how we might "form a more perfect union," a phrase in the preamble of the U.S. Constitution. Does creating a unified society necessitate exclusion? Is community possible without creating divisions and hierarchies? What is needed legally, culturally, politically, socially, educationally, and emotionally to form a more cohesive community that, in the words of Martin Luther King, Jr., "bends toward justice"?

To address some of these questions, the Humanities Center will be partnering with UCI Illuminations and a new initiative entitled the Wisdom Circle, to feature African American and former poet laureate Tracy K. Smith (October 21), Indigenous and current poet laureate Joy Harjo (November 16), Pulitzer Prize-winning Vietnamese American writer Viet Nguyen (February 3), and Chicana writer and artist Sandra Cisneros (April 28). We also are planning a kick-off virtual event during the week of October 4 that features Humanities scholars, musicians, and spoken-word performance. We hope this collective engagement will empower all of us to think, write, and create to work towards a more perfect union.

**Judy Tzu-Chun Wu**
Director of the Humanities Center

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## Undergraduate Study

### Welcome Week & New Student Convocation

Welcome Week is September 20-24. The New Student Convocation will be held on Monday, September 20, from 9:15 a.m. to 10:15 a.m. in Crawford Athletic Field. Registration for that event will be by invite only; eligible students will receive an email invitation. That event will be followed immediately by the Humanities Dean's Welcome. For more information on Welcome Week, or to advertise your events, please visit the Welcome Week website (www.welcomeweek.uci.edu). The first day of classes is Thursday, September 23.

### Office of Undergraduate Study Contact Information

Students should refer to this page for information about how to connect with an academic advisor in fall quarter: www.humanities.uci.edu/undergrad/about/acad_advising.php.

Staff and faculty can contact Brittney Pinney, Director of Undergraduate Study, with any questions related to undergraduate matters.

**Brittney Pinney**
Director of Undergraduate Study

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## Facilities

**SOH Facilities is moving forward with several renovation projects:**

- An automatic door has been installed at the main entrance to the Humanities Centers to improve access to individuals with disabilities.
- The Humanities lactation room on the first floor of MKH has been upgraded. We added a countertop and a sink with an instant hot water heater for the proper cleaning of equipment and a larger refrigerator for storage. New cleanable furniture has been ordered and we expect it to arrive soon. To access the room, contact Shabnam Malek-Cazares; this is one of several lactation rooms on campus.
- The Humanities Studio area located on the 2nd floor of HH has been fully abated. After a long delay due to bidding and contract issues the construction of two recording rooms in HH 269 has begun. Additionally, HH 217 will have a permanent wall constructed in place on the partition wall and new lighting will be installed throughout the Studio.
- The major project to overhaul the bridge and deck spaces on Krieger Hall and Humanities Hall is moving forward. All abatement has been completed. At HH, the new waterproofing material has been installed and the mortar bed for the new deck tile is being installed on the 3rd floor and will soon transition to the 2nd. At MKH, preparation of the deck surface is underway, and we will begin waterproofing soon. All storefront wall and door systems at both locations will be replaced.
- Major construction on the project in Philosophy to create a new TA space and a new faculty office has been completed but we are waiting for some additional light fixtures.
- The project to create a production space and additional equipment storage for the Department of Film and Media Studies is 85% complete. We are waiting for some materials to complete this project.
- We have submitted a proposal for a Small Capital Improvement project to improve some security features and improve ADA access for students, staff, and faculty in the Offices of Graduate and Undergraduate Study.
- We have installed plexi barriers and additional display monitors in each academic counselor's office in the Undergraduate Study Office for the safety of advisors and students.
- We are currently working with department managers to ready offices for all of the new faculty members that will be joining us.

In case you missed it, SOH Facilities hosted a town hall meeting with Campus Facilities and EH&S to discuss safety precautions being taken as we return to campus and answer any questions. The meeting can be viewed here. Please email any questions you may have to andrewsc@uci.edu.

Humanities Conference Rooms will soon be utilized again for events. We will be requiring 15 minutes between events to allow for the necessary cleaning of the rooms in addition to the time required to transition between configurations. We are strongly suggesting that events do not have communal food or drinks and that individuals eat outside whenever possible. Current guidelines require individuals to wear masks while inside all campus buildings. One can remove their mask only if they are alone in a private office and the door is closed.

We are continuing to stock sanitation stations in each department's lobby with hand sanitizer, disinfectant spray and paper towels, gloves, and other items, so please feel free to utilize them to keep your spaces safe. Additionally, each departmental conference room and library should now be equipped with cleaning supplies to be used between meetings and classes. These stations will be inspected and fully stocked on a regular basis, but if you find yourself needing anything, you can order more with our form here.

Parking permits are required again for all on campus parking areas. Individuals can log into mycommute located on the Transportation and Distribution website to see the different options and purchase their permits.

Campus core buildings are currently being unlocked at 7:00 a.m. and secured at 9:00 p.m. Monday – Friday.

The Humanities Study Tent will return to the lower plaza upon completion of the deck project.

Not everyone has the same comfort level with returning to campus; please be mindful of others and report any unsafe conditions or acts to SOH Facilities.

**Colin Andrews**
Director of Facilities

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## Office of Inclusive Excellence Fall Certificate Program

We would like to recognize the School of Humanities folks who completed the Inclusive Excellence Certificate Program. These courses promote and advance a campus culture where everyone expects equity, supports diversity, practices inclusion, and honors free speech. We invite you to enroll in the Inclusive Excellence Certificate Program for Fall quarter: OIE Certificate Program | Fall 2021.

**Annabel Adams**
**Colin Andrews**
**Esther Chung**
**Jasmine Diaz**

**Lisa Florentes-Mullens**
**Taylor Franco**
**Arielle Hinojosa-Garcia**
**Kristina Horn**
**Shabnam Malek-Cazares**
**Haleigh Marcello**
**Olga Muranova**
**Victorya Nam**
**Elizabeth Pace**
**Jon Pitt**
**Penny Portillo**
**Clara Quijano**
**Aziz Qureshi**
**Gloria Simpson**
**Chelsea Schields**
**Michelle Spivey**
**Brian Spivey**
**Amanda Swain**
**Miriam Torres**

Thank you for your contribution to building capacity for an equity-minded campus culture at UCI.

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UCI School of Humanities

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