

Spring 2021 Internal Newsletter

Advancement

Dear colleagues,

Giving Day is April 28 this year. We'll be raising funds for our undergraduate and graduate students through the Dean's Excellence Fund, Asian American Studies, and the Center for Armenian Studies.

We're looking for people who will help get the word out about our students' need for support. Faculty, staff, and students all make excellent ambassadors. It can mean just forwarding the emails on Giving Day to people you know who may be interested in giving and encouraging them to give. Would you like to help bring in support for our students? If so, please contact Suzi Weaver for more information. Thank you!

Linda Haghi
Executive Director, School of Humanities Advancement

Communications

Commencement stories

We are looking to highlight a few graduating undergrads and grads on our social media platforms. Please send me the names and info. of any graduating students you'd like to nominate.

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.

Public writing

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

Accessibility

We've gathered tips for ensuring your communications and content are accessible on social media, Zoom and elsewhere here.

Annabel Adams
Executive Director, Marketing & Communications

Finance

Fellowships, Contracts and Grants workflow – When to contact the dean's office

All proposals begin with a visit to your Dean's Office Finance Analyst at least one month before the proposal deadline. This step will establish your budget and the analyst will also send a message to your department manager, the Executive Director of Humanities Center, and our HR unit notifying them that this is in process. Your Dean's Office Analyst will also work with the Dean to approve any supplementation for your proposal and Campus Sponsored Projects regarding any approval necessary from them. Principal investigators should forward their Dean's Finance Analyst any award letters from the funding agency. Please visit the SOH Finance Portal for more information.

Gift Cards to UC Employees

1. Gift Amount and Frequency

- There is a limit of $75 per employee per calendar year (Jan 1 – Dec 31) to align with the individuals' calendar-year income tax reporting).
- If the $75 limit is exceeded, the entire amount of all non-cash recognition awards received in the calendar year become taxable and an exceptional approval by the Dean is required.
- Each individual employee should not receive more than three employee recognition non-cash awards each calendar year, otherwise the awards are considered regular and routine, and the total amount becomes taxable income.

2. Tracking of the Gift Amount and Frequency

- Department Heads, to their best ability, are responsible for monitoring the frequency and number of non-cash awards made to their employees.
- In the event a reimbursement does exceed the frequency and/or limit, the department must note on that reimbursement:
  - the type of award
  - the purpose of the award,
  - the special circumstances that require an exception, and
  - the name of the employee for whom the exception will be granted
  - The KFS doc number(s) of any other recognition gifts given to that employee in the same calendar year.

- Accounting will then notify Payroll of the additional taxable income generated from the reimbursement, and Payroll will make the appropriate adjustments on the employee's taxable income.

3. Tips for Initiators

- **A Corporate Card is preferred** as the reimbursement can be done by Initiating an ENT document to pay the amount owed on the Corporate Card directly on behalf of the cardholder.
- If personal funds are used, the reimbursement of employee non-cash award expenditures must be processed on a disbursement voucher, reason code U.
- All expenses must be supported by original receipts or by acceptable electronic receipts.
- Your PALCard cannot be used to purchase Gift certificates.
- Please use KFS for tracking gift certificates and their recipients:
  - Gift certificate # (or vendor name) - example: Amazon
  - Recipient information (Employee name, Employee ID)
  - Reason
  - Amount
  - Date presented to Employee

Please visit the SOH Finance Portal for more information.

John Bodenschatz
Director, Finance

Humanities Center

During spring quarter, the UCI Humanities will culminate our exploration of Oceans with three key initiatives. The Pacific Worlds collaboration between UCI, UCLA, UCM, UCR, and UCSD will host an event, "(Post)Covid Research Methods: Thinking Innovatively about Transoceanic Studies," on April 1, 12-1:30, and form graduate writing groups for the summer.

Second, the Stories from the Sea collaboration with the Center for Storytelling, UCI Libraries, Department of History, and Newport Beach Public Library Foundation will be culminating in a public event on May 6, 7 p.m. UCI students will be sharing significant stories of the sea that they have been creating based on collaborations with local community members.

Third, the Diving Deep collaboration will host a spring symposium to explore the connections between racial justice and environmental justice. Diving Deep has formed collaborations across campus between Humanities and STEAM scholars as well as connections between the university and community organizations. We have created three short video conversations (produced by Megan Cole, Aaron Katzeman, Ryan Gurney, and Judy Tzu-Chun Wu):

- "Thinking Botanically: A Conversation about Literature and Science"
- "The Currents of Memory: A Conversation about Art and Oceans"
- "Environmental Problem Solvers: A Conversation about History and Ecology"

Humanities Ph.D. students will have the opportunity to gain professional experience as a Humanities Out There Public Fellow or Higher Education Fellow again this summer. We are partnering with thirteen community organizations and campus units for internships that are funded through our current Mellon Foundation grant. This year's partners include the Viet Film Fest; City of Santa Ana, Arts & Culture Office; PBS SoCal; California Humanities; UCI SAGE Scholars; and Orange County Asian and Pacific Islander Community Alliance.

As we approach the end of the academic year, please feel free to explore the annual report for the UCI Humanities Center for 2019-2020 here.

Judy Tzu-Chun Wu
Faculty Director

Graduate Studies

Fall 2021 Graduate Admissions

SOH admitted 81 Ph.D. students for Fall 2021. To date, we have 10 positive SIRs.
The SIR deadline is April 15.

Amy Fujitani
Director, Office of Graduate Study

Undergraduate Study

The Humanities Office of Undergraduate Study continues to provide academic advising through email, online chat, virtual drop-ins via Zoom, and scheduled appointments via Zoom. Please direct students to our website for more information.

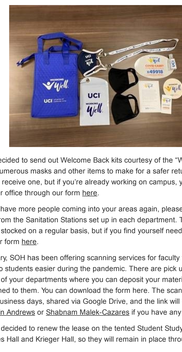
Please refer to the Registrar's Quarterly Academic Calendar for important dates and deadlines for Spring.

Please connect directly with Brittney Pinney with any questions.

Brittney Pinney
Director of Undergraduate Study

Facilities

SOH Facilities is moving forward with our existing projects and is preparing to begin several new ones. The project in Philosophy to create a new TA space, new faculty office and file storage room, and to enlarge a faculty office is in the final stages. The project to create a production space for the Department of Film Studies is still in progress. Additionally, we have cleared out Humanities Studio to prepare for asbestos abatement ahead of the project to build recording spaces in Humanities Hall 269. Also, we are preparing for a summer project to redo the HH, MKH and connecting pedestrian bridge tiled patio spaces. We are also in process of gathering estimates for upgrading the Lactation Station in MKH and installing an automatic door opener for the entrance into the Centers.



Campus HR has decided to send out Welcome Back kits courtesy of the "Working Well" program. Each kit contains numerous masks and other items to make for a safer return to campus. Eventually each employee will receive one, but if you're already working on campus, you can request that one be delivered to your office through our form here.

If you find that you have more people coming into your areas again, please feel free to utilize the cleaning supplies from the Sanitation Stations set up in each department. 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.

Beginning in January, SOH has been offering scanning services for faculty to make distribution of reading materials to students easier during the pandemic. There are pick up and return bins in the lobby or workroom of your departments where you can deposit your materials, with the scanning request form attached to them. You can download the form here. The scanned document will be available within 5 business days, shared via Google Drive, and the link will be active for 30 days. Please contact Colin Andrews or Shabnam Malek-Cazares if you have any questions.

The University has decided to renew the lease on the tented Student Study Area in the plaza between Humanities Hall and Krieger Hall, so they will remain in place through the summer and fall quarters.

Colin Andrews
Director of Facilities

UCI School of Humanities

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