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Summer 2025 Internal Newsletter

Communications

Website
Starting this fall we will launch a new tool that enables social media plugins for all websites. These can be utilized on homepages or internal pages, depending upon need. Please reach out to Trevor if you'd like to pursue the possibility of including this functionality on your website. And please continue to email sohwebmaster@uci.edu for any and all website needs.

Social media
We have hired a social media intern to work with us for the next academic year, and are looking for opportunities to partner with departments and centers around social media assets. If you have a limited, small-scale project that could use some social media help–with the idea that it could be a collaborative IG post–please reach out to Erica.

New branding
We are in the final stages of updating School of Humanities branding. Stay tuned for the fall, when we will share:

- New banners for all departments who would like them
- A new "h" for the School
- A totally updated School of Humanities swoop design
- Branded SOH PowerPoint
- Updated SOH brochures

Web Accessibility

share details for training so that staff are equipped to help bring our sites up to date.

Update on wordmarks
We have received new wordmarks. Erica is going through them at the moment and will send them out to departments, programs and centers.

Kelly Anne Brown
Director | Media Relations and Communications

Facilities

Humanities Gateway Flood Update
As of July 2025, major repairs to the conference rooms on the first floor of Humanities Gateway (HG 1002, HG 1010, HG 1030) have been completed, with new carpet laid down throughout. Currently there are no restrictions on reserving the rooms for events.

Recent Projects
HIB and HG Inclusive Restrooms Project – the new inclusive restrooms in Humanities Instructional Building and Humanities Gateway have been completed and are in use. In Humanities Instructional Building, both the former men's and women's restrooms on the third floor have been remodeled with floor-to-ceiling partitions, and a new bathroom was created on the second floor (HIB 215) as a lockable single person facility. In Humanities Gateway, the former women's restroom on the third floor has been remodeled with the new partitions, and the former men's restroom has been turned into a lockable single person facility.

HIB Air Handler 3 Replacement - The air handler on the roof of Humanities Instructional Building was replaced over the Winter Break.

EAS Department Carpet Replacement – the lobby of East Asian Studies (HIB 443) has been recarpeted, along with several of the offices in the rest of the suite.

The Bridge to the Arts- The bridge between Arts and Humanities is being renovated and painted.

HIB Hallway Carpet Replacement – the carpeting in the hallways on the 4th floor, 3rd floor, and the right side of 2nd floor of Humanities Instructional building has been replaced.

Current Projects
English Department 4th Floor HIB and 5th Floor KH Renovation – spaces in Humanities Instructional Building and Krieger Hall used by the Composition Program will undergo some remodeling to improve functionality. HIB 420 will be split into two offices, and a new doorway to HIB 418 will be created. In Krieger Hall, we will be removing a wall between KH 500 and 500A to create a more open bullpen space for Composition instructors. Construction should begin in late July 2025 and is expected to be largely finished before the start of classes in Fall.

both standard offices, instead of one very small office and one L-shaped shared space. This project is currently underway as of July 2025, and should be complete by the start of classes.

Safety On Site (SOS) – we are currently going from department to department to identify hazards and correct them, mainly earthquake-proofing taller furniture like bookcases and tall file cabinets.

EH&S Building Inspections – we are in the process of inspecting our buildings with EH&S, including electrical, mechanical, data, and custodial spaces.

Teams Phone Transition – as departments transition over to MS Teams for phone communications, they should contact Colin or Jeremy to arrange for their old office phones to be picked up as eWaste.

Events
Conference Room Updates – A new video resource is now available in the Facilities section of the SOH portal. This video provides an overview of our conference rooms, including their capacities, layout options, and recommended uses to support your event planning efforts.

Conference Room Guidelines – Please ensure you review the SOH conference room guidelines attached to each reservation. If you are reserving on behalf of someone else, verify that they are familiar with and follow these guidelines. The guidelines also include UCI's Disruption Guidance for managing potential event disruptions.

Event Safety – For events involving sensitive topics or potential security concerns, notify our office and UCIPD promptly so that appropriate safety measures can be arranged. When planning your event, consider factors like venue capacity, publicity, and pre-registration options.

Supplies – SOH Facilities still has a limited supply of cleaning products and hand sanitizer available. Please reach out if you need assistance.

Colin Andrews
Director, Facilities and Space Planning

Finance

PalCard Procedure - PalCard can be used for low value goods and services $5,000 or under (including tax and shipping) that are unrestricted commodities. Please follow the steps:

1. Pre-approval of purchase
2. Place order
3. Compile documentation: Requisition form, Order confirmation, Invoice or receipt, Packing slip
4. Ensure goods and services are received

Please refer to the link for more information.

John Bodenschatz
Director, Finance

Humanities Center

Join us to explore **"Food and Nurturance"**

What sustains our bodies and our well being? With whom do we eat and commune? Whose labor is expended in order for us to eat and maintain our health? How are food and acts of care circulated between and among us? What impact do we have on our environment and our communities in order to feed and nurture ourselves?
The UCI Humanities Center will explore these questions through our annual theme of "Food and

Nurturance" for the 2025-2026 academic year. Please join us for a kick-off event on Friday, October 24, 11 a.m. in HG 1030 for a roundtable conversation on "Islands, Nations, and the Global Circulation of Asian Food."

For more information, please contact Professor Judy Wu (j.wu@uci.edu).

Judy Tzu-Chun Wu
Associate Dean for Research and Director of the Humanities Center

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Human Resources

UCI Staff Service Awards Honorees UCI
This year's UCI Staff Service Awards were celebrated at the Bren Center on June 17, 2025. Staff were honored for reaching service year milestones during the time period of July 1, 2024, through June 30, 2025. Milestones recognized are 3, 5, 10, 15, 20, 25, 30, 35, 40 and 45 years of service. Congratulations to our UCI Staff Service Award Honorees!

Congratulations to our UCI Staff Service Award Honorees!

35 years
Stan Woo-Sam
Suzanne Bolding

30 years
Linda Le

25 years
Colin Andrews

20 years
Beth Pace
Courtney Hemenway

15 years
Robert Escalante

10 years
Miriam Ruvalcaba Torres

Kulani Escalante
AJ Lipscomb
Daren Mai
Shabnam Malek-Cazares
Maribel Valentin
Aryana Valdivia

Brianna Brown
Hannah Kanenbley
Alex Mendoza
Arya Moknat
Yeji Mowrer
Erica Winter

Congratulations to School of Humanities Staff Service Honorees!

35 years
Lisa Payne-Miller

30 years
Beth Pace

10 years
Tomas Figueroa
Amy Fujitani
Miriam Ruvalcaba Torres
Wylie Visconte

5 years
Kulani Escalante
AJ Lipscomb
Shabnam Malek-Cazares

3 years
Brianna Brown
Geneva Lopez-Sandoval
Yeji Mowrer
Haleema Sood
Aryana Valdivia
Maribel Valentin
Erica Winter

End of Year Event
Our End of Year event was held on June 4 on the Humanities Hall patio. SoH Staff enjoyed a delicious fajita bar catered by Baja Fresh, played “Getting to Know You” Bingo and participated in a table tennis tournament!





**** Congratulations to Stan Woo-Sam for being the lucky winner of the tournament! ****

2025 School of Humanities Staff Retreat

Juanita P. Jackson
Director of Academic Personnel

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SOH Trivia Break: Congratulations to Veronica Portal, winner of a Trader Joe's gift card for being first to respond with a correct answer for the Spring Newsletter Trivia Break.

The Division of Humanities founding Dean, Samuel McCulloch, was appointed in 1963. At the time of campus' opening day in 1965, what were the four original departments created by Dean McCulloch.
Answer: English and comparative literature, foreign languages and literature, history, and philosophy.

Be the first to send the correct answer to Haleema Sood (hsood@uci.edu), with the Subject line: SOH Summer Newsletter Trivia, by September 8 for a chance to win a gift card.

The National Humanities Medal honors individuals or groups whose work has deepened the nation's understanding of the humanities and broadened engagement with history, literature, languages, philosophy and other related fields. ***Which Humanities faculty member has been recognized with this honor and in what year?***
****

Office of Graduate Study

New Ph.D. Student Orientation and Welcome Event
OGS held a new student orientation via zoom for incoming PhD students on Thursday, August 7, 2025. This is supplementary to program-specific and Graduate Division orientations. New students were emailed about the date and invited to register to attend.

Additionally, OGS is hosting a **mandatory** welcome event on **Tuesday, September 23rd, from 10:00 a.m. to 11:30 a.m.** This event will feature speakers from various campus resources, providing valuable information to support your academic pursuits. A continental breakfast and refreshments will be served.

Graduate Admissions
The Graduate Division has requested programs to log into the Administrative Portal to make updates on program information and deadlines for the upcoming Graduate Admissions cycle. This was due **Monday, July 14;** however, if you missed this deadline and are unable to log into the Administrative Portal, please contact Grad Div at gradslate@uci.edu to provide them with your updates. These updates get posted to the Graduate Division website and are programmed

Timesheet reporting for ASEs and GSRs
Graduate Student Researchers (GSRs) and Academic Student Employees (ASEs) are required to report absences/leave monthly in TRS. If no absences/leaves were taken, ASEs/GSRs are still required to log in to confirm that they have not been absent from work for that pay period.

Reminders and resources

- Email us at soh-grad@uci.edu if there are any changes in your students' status (e.g., withdrawals, Academic LOA, In-Absentia) for the upcoming academic year.
- Send all DocuSign forms that need the Associate Dean signature to soh-grad@uci.edu
- Submit your fellowship and GSR hiring and/or stipend award requests via this google form. Please note, GSR hiring requests that you upload a copy of the Written Notice of Appointment (WNA). Please contact Kimberly Pham (k.pham@uci.edu) regarding salary points for GSR hires and WNA template.
- Check our OGS tab in the SOH staff portal for quick links to forms and graduate student related policies and information.

Thank you,
Geneva Lopez-Sandoval
Director, Office of Graduate Study

Office of Undergraduate Study

The academic advising team in the Office of Undergraduate Study will be meeting in-person with all incoming freshpeople and transfer students this summer to explain their degree requirements and assist them in enrolling in fall classes. First-year advising (SPOPs) and transfer student advising will take place from late June through late August. International Student Orientation will take place September 17-18. The Humanities Undergraduate Office will participate in 9 SPOP sessions and will host 10-11 transfer advising sessions.

With the exception of two remote transfer advising sessions, advising presentations for both SPOPs and transfer advising will take place in Humanities Gateway and then move to the computer labs in Humanities Hall where students will register for fall quarter courses with the help of academic counselors and peer academic advisors. Department managers have been sent specific dates and times of advising sessions.

Information on freshpeople advising is posted online here:
https://www.humanities.uci.edu/undergrad/advising-new-first-years

Information on new transfer advising is also posted online here:
https://www.humanities.uci.edu/undergrad/advising-new-transfers

If any newly admitted students contact your offices with academic advising or enrollment questions, please direct them to these pages for more information.

The Office of Undergraduate Study will also continue to provide academic advising to continuing students over the summer through email and scheduled appointments (in-person and via Zoom). Please direct students to our newly updated Contact Us page (https://www.humanities.uci.edu/undergrad/contact-us) for more information. Staff will be working remotely and in-person throughout summer. Our physical office space may be closed on specific dates due to remote work. Please refer to our Contact Us page or email advisors individually for availability.

Fall Welcome Events:
The Dean's Welcome will take place on Monday, September 22 in HIB 100 directly after the New Student Convocation in the Bren Events Center which is expected to take place from 9:30 - 10 AM. The Dean's Welcome should end by 11:30 AM. If you have new student events please be advised to avoid the morning of Monday, September 22 and feel free to contact Whitney Young regarding welcome events your department is hosting.

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

Whitney Young
Director, Office of Undergraduate Study

UCI School of Humanities

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