University of Wisconsin-Madison
Department of Gender and Women’s Studies

Employee Handbook
2018-2019
Department of Gender and Women’s Studies
https://gws.wisc.edu

475 N Charter Street
3321 Sterling Hall
Madison, WI 53706
Email: gws@letsci.wisc.edu

Main Office Hours
Monday - Friday
8:30 a.m. to 12:00 noon
1:00 p.m. to 5:00 p.m.

Department Chair: Aili Tripp (3327 Sterling Hall)
Associate Chair: Finn Enke (3301 Sterling Hall)
Director of Graduate Studies: Finn Enke (3301 Sterling Hall)
Director of Undergraduate & Curricular Services: Nina Valeo Cooke (3318 Sterling Hall)
Director of LGBTQ+ Certificate Program: Finn Enke (3301 Sterling Hall)
Undergraduate Advisor: Susan Nelson (3314 Sterling Hall)
Ph.D. Minor Certification Advisor: Finn Enke (3401 Sterling Hall)
Director of Open House Learning Community: Judy Houck (3410 Sterling Hall)
Department Administrator: SuAnn Rose (3312 Sterling Hall)
Student Services and Graduate Coordinator: Diane Walton (3321b Sterling Hall)

Center for Research on Gender and Women
https://crgw.gws.wisc.edu

475 N Charter Street
3409 Sterling
Madison, WI 53706
608-263-2053
Email: crgw@letsci.wisc.edu

Office Hours
Mon, Wed, Thurs, Fri - Closed Tuesday
8:00 a.m. to 2:00 p.m.

Director: Janet Hyde
Center Administrator: Dace Zeps
Wittig Feminist Fellow: Alicia “Bruno” Agudo Garcia
Visiting Scholars: Shashi Goel, Roudabeh Kishi

Women’s and Gender Studies Consortium
https://consortium.gws.wisc.edu

475 N Charter Street
3304 Sterling Hall
Madison, WI 53706
608-263-2053
Email: wsoffice@uwsa.edu

Office Hours
Mon, Wed, Thurs, Fri Closed Tuesday
8:00 a.m. to 2:00 p.m.

Director: Stephanie Rytilahti
Consortium Administrator: Dace Zeps

Gender and Women’s Studies Librarian
https://library.wisc.edu/gwslibrarian

430 Memorial Library
728 State St.
Madison WI 53706
608-263-5754
Email: askgws@library.wisc.edu

Office Hours Monday - Friday
8:00 a.m. to 5:00 p.m.

GWS Librarian: Karla Strand
Senior Editor: JoAnne Lehman
Editor: Becky Standard
Publications Associate: Lachrista Greco

Open House Learning Community
https://www.housing.wisc.edu/residence-halls/learning-communities/open-house

1950 Willow Drive
126 Phillips Hall
Madison, WI 53706
608-265-4314
Email: whitney.anderson@housing.wisc.edu

Director: Judy Houck
Program Coordinator: Whitney Anderson
DEPARTMENT PERSONNEL

Department Chair and Associate Chair
Any questions or concerns about personnel, hiring, salary, teaching evaluations, concerns about students, accommodations, etc. please see our GWS Chair, Aili Tripp. Our Associate Chair, Finn Enke, can assist with the PhD Certificate Program.

Office Staff
The Department Administrator is SuAnn Rose. Her main duties include:
  • All Payroll, HR and Personnel Benefits
  • Manages all department budgetary lines
  • Purchases all department supplies and equipment
  • Administers travel and other reimbursements
  • Administers all department grants and awards
  • Administers all hiring processes for all positions
  • Manages all department space and assigns office space and department keys
  • Technology questions/Cyber Security/ and Requests for work related technology
  • Building Security and After Hours Access Requests Authorizations
  • Physical building maintenance requests and environmental controls

The Student Services and Graduate Coordinator is Diane Walton. Her main duties include:
  • All course-related matters for the teaching staff
  • Manages all GWS Course Registration
  • Room changes or classroom issues
  • Administers department conference room reservations
  • Administers department reservations of AV equipment
  • Manages all media catalogues for GWS films and VHS tapes in house
  • Disburse keys and passwords to technology stations in general assignment classrooms
  • Administers all student evaluations: midterms and end of semester
  • MA Student Services Administrator (admissions, registration, warrants, and MA applications)
  • Manages photocopy requests for exams and large copy jobs whether in house OR via L&S Copy Center
  • Manages all historical course records: course syllabus must be sent to Diane: dwalton@wisc.edu.
  • Copier maintenance, supplies and Department ID’s
  • Records and archives manager

The Center for Research on Gender and Women and the Wisconsin Women’s and Gender Studies Consortium Administrator is Dace (dat’sa) Zeps. Her main duties include:
  • Administers the operation of the Center for Research on Gender and Women
  • Administers the UW System Women and Gender Studies Consortium
  • Manages all center grants and awards
  • Manages all department, center, and consortium events and conferences
  • Administers the Visiting Scholars and Fellows Programs
  • Administers the Scholarship Programs
  • Manages the weekly eBulletin
  • Manages all department, center, and consortium web sites
  • Manages all email lists for the department, center, and consortium
DEPARTMENT LOGISTICS

Conference Rooms
3331 (Small classroom/conference room)  
3401 (Large department conference room)
Reservations are required to schedule conference room use. Please contact via email Diane Walton (dwalton@wisc.edu) to schedule the conference rooms for: team meetings, quiet study space, study groups or project meetings, etc.

Break Room - 3319
There is a water cooler that you can subscribe to use. Please see Nina Valeo Cooke in 3318 for pricing by semester. Please label your food: makers are in the kitchen drawers. Let Su Ann know if we need more towels or cleaner in the kitchen area. Teas and coffee above the sink are free for all.

MA Reading Room - 3306
This is a reading room and we ask materials do not leave the library so all can share. Please re-shelve materials alphabetically by author’s last name. The listing of our entire book collection is located at: http://www.librarything.com/catalog/gws-uw/. We accept clean donations of relevant books, please see Su Ann Rose.

Desk Assignments
Su Ann manages all office and desk assignments. Any lost keys need to be reported immediately to Su Ann. All keys are the property of the University of Wisconsin Madison and you are required to turn in your key(s) at the end of your employment.

Copier - 3328
The copier is a black toner photocopier only or can be used as a PDF document scanner. The last four digits of your EMPLOYEE ID make up your department ID. Diane will send you an email with your Empl ID. You can also see your EMPL ID on your paycheck earnings statement in MY UW.

How to access the copier:
1. Enter your 4 digit ID in the DEPT ID Box
2. (no password)
3. PRESS THE ID BUTTON

Scanner Function
There is a pdf scan function. Next to the COPY button is another button called SEND. Change the copied to a scanner by selecting this option. This scan function will copy whatever you put on the copier and send it to your WISCMAIL email in the address box. The files can get very big so make sure you use your WISCMAIL. Diane can assist you with any technical issues.

Department and Committee Meetings
A Department Meeting Calendar will be given to you. Any employee of the department is considered a voting member and may vote in Department meetings as long as they attend the regular Department meetings and participate in one standing committee. The Chair oversees all Committee Appointments. If you want to join a Committee, please send Aili Tripp (atripp@wisc.edu) an email by August 1. Department Committees include: Curriculum Committee, Research Committee, MA Committee, and Personnel Committee. Most committees meet the third Thursday of the month at 3:30 pm or as called by the chair of each committee. The Chair will send out the Department Meeting notices via email as well.

Mailboxes - 3328
***If you instruct students to drop off materials to your mailbox:
   a. Tell students to put your name on any assignments
   b. Tell students to staple/paperclip their papers: supplies located in the mailroom for students
Outgoing Mail
There is a USPS bucket with handles located in the mailroom (3328) for ALL OUTGOING MAIL. USPS Mail - GWS will only pay postage on USPS mail that pertains to department business – Bring all GWS Business related USPS mail to Diane in 3321. Any mail or package larger than 1 oz will require meter postage and should go to Su Ann Rose. There is also a blue USPS mailbox located near the north entrance to Sterling Hall on Charter Street, in between Sterling Hall and Ingraham Hall on the main sidewalk.

Tech Support
GWS receives tech support for department equipment from LSS Tech Zone. Please contact LSS Tech Support directly if your workstation needs support at: techzone@lss.wisc.edu. If you need warranty services for equipment purchased through DoIT (Department of Information Technology) or personal PC services, please contact them directly at: https://it.wisc.edu/services/help-desk/ or (608) 264-4357 or help@doit.wisc.edu.

Telephones
New internet phones were installed over the summer in most full time employee offices in GWS and have paper instructions with those phones. University telephone lines are for business calls only. Please do not use them for personal calls unless you have an emergency. Dial 1 to get an outside line. Campus numbers you dial direct: to Call Su Ann just pick up and dial 263-4704. If you do not find paper instructions, please follow the 3 links below to assist you.

- Phone Training Videos: https://voip.it.wisc.edu/training-videos/

AV Equipment
AV Equipment must be reserved via email to Diane. The department owns the following equipment:

- Dell PC Laptop Computer with Microsoft Office and Adobe
- MacBook with Microsoft Office and Adobe for Mac
- Two overhead projectors
- One portable CD stereo (in Diane’s office)
- Tripod (in Dace’s office)
- One technology cart with new projector and power strip so you can add your own laptop for power point presentations
- Cannon Power Shot A300 (3.2 megapixels) digital camera w. rechargeable batteries
- Digital voice recorder (in Dace’s office)

*If someone has already signed up to use the equipment you may need on a particular day you may access other equipment through LSS Learning Support Services. They work on a first-come, first-serve basis, so the earlier you get your request in, the better. You may find that information at: http://lss.wisc.edu.

Film Showings
Instructors can schedule a film showing by reserving one of the conference rooms and necessary AV equipment via email to Diane. You are solely responsible for setting up your student(s) for the film showing. Should you use any of the dept. films, you can check those out directly from Diane. There is a binder on top of the black book shelf in Diane’s office with a sign out and return sheet for all films. Please return all dept. films to Diane as soon as you are finished with them. ***Please note that we do not loan our films out and they never leave the department except when being used by an instructor for a class and should be promptly returned.
ACADEMICS

Access and Accommodations
The Department of Gender and Women’s Studies wants to ensure that all students are fully included in our courses. Encourage students to tell you if they need any special accommodations in carrying out assignments, in taking exams, or in other aspects of the course. If you have any questions or need help in meeting these requests, you may contact Su Ann Rose or Aili Tripp, who is the Department’s Access and Accommodation Resource Coordinator (AARC) or the McBurney Center.

Electronic Reserves/Course Readers/Textbook Reserves
You must have your course reader approved before you can use it to teach and require students to purchase that for your class. Please send your course reader table of contents page to L&S Dean Brian Bubenzer at: bubenzer@ls.wisc.edu for preapproval BEFORE you submit your course reader for student print and publishing.

Most instructors will use Canvas to post student materials electronically. You may also choose to use electronic reserves or to make hard-copy readers for your students.

If you are using electronic reserves, you may work with any of the campus libraries, including the Social Science Research Library on the 8th Floor of the Social Science Library or the College Library in Helen C. White. Library personnel will work with you to follow copyright rules and acquire the permissions you will need to use articles. Please see the following website for instructions: https://www.library.wisc.edu/services/course-reserves-materials/

If you prefer hard-copy readers, the aforementioned site has links to the Social Science Copy Center, which will make them for you. You can also have them made by ASM Student Print (in the Memorial Union) or by approved vendor, such as Bob’s Copy Shop. Each of these places will help you comply with copyright rules. You should also plan to make copies of course texts available on reserve at one of the campus libraries. The Social Science Reference Library is conveniently located just up the hill from Sterling Hall, but the College Library at Helen C. White is open more hours. The website listed above provides information on textbook reserves as well.

Course Wait Lists & Authorizations
Department policy is to keep a waitlist for all courses during and between enrollment periods. Faculty and instructors are expected to monitor their course’s waitlist and have courses fully enrolled. It is in the Departments’ interest to have all classes as full as possible.

Between enrollment periods students are automatically added by Diane from the waitlist to authorized status as students drop seats in courses. The week the semester begins, faculty and instructors have two options on how to handle the authorizing students off of the wait list.

Wait list options:
1. Faculty or instructors assume Diane the responsibility to continue authorizing students from the existing waitlist in the order that they signed up. This is the default option.
2. Faculty or instructors provide Diane with a hand selected list of students they prefer to be enrolled first, and the exact order. Please email a list of the students – names and ID numbers - that you wish to authorize to add your class. Diane will then authorize them to enroll.

If you prefer to use option 2, please let Diane know the week before the semester begins. Otherwise, by default, Diane will continue to authorize students to enroll in the order that they are on the waiting list. Faculty and instructors are advised to inform students which method they are using, so that students know how to gain entry into their course from the wait list.

In either case, keep in mind that authorization gives students permission to enroll, but does NOT enroll the student. Only
students can change their enrollment for courses. Students may need to be reminded that they will need to enroll via MyUW after they are authorized.

Due to the high volume of authorization requests during the first two weeks of classes, requests may take 1-2 business days to be processed. The default date for authorizing students to add classes is September 14th, 2019, please instruct your students to add your course before that date!

**Directed Study Courses**

Students who wish to do an independent study project should be see our web site for our policy. If you have approved a student for an independent study project, please email that authorization to Diane and include the student’s name, email address, campus I.D. number, and number of credits you have agreed to supervise. She will notify them when they can add the directed study course under Gen&WS 299 or 699.

**Grades**

If a student has a concern about their grade, they should discuss it with the instructor first and then, if not satisfied, speak to either the Chair or Associate Chair. In courses with TA’s, students should approach the TA first and then follow-up with the instructor.

Complete L&S polices on grading are included at the end of this hand-out and are also available on line at: https://kb.wisc.edu/ls/search.php?q=grading

**In Class Evaluation of Teaching**

When you teach a Gender and Women’s Studies course for the first time we ordinarily schedule a “peer review” of teaching for the fifth or sixth week of the semester. The chair will contact you about this early in the semester and will let you know who will be visiting your class (usually a member of the Department faculty appointed by the Personnel Committee). You can then work with the reviewer to find a date that is acceptable to both of you. Prior to the evaluation, you should send the reviewer a copy of your class syllabus and you will be provided a review template. Afterwards, they will give you a copy of the review and will offer you the opportunity to meet and discuss it.

TAs are evaluated by the instructor(s) of the course. If the instructor and/or TA think it advisable, another instructor in the Department can evaluate the TA as well. A copy of the completed evaluation form is given to the TA and the original is placed in their personnel files. It is campus policy that a TA shall be given at least 24 hour’s notice to any faculty visitation for the purpose of teaching evaluation. The GWS Personnel Committee recommends that at least one week’s notice be given.

The purpose of the departmental evaluation of teaching is to encourage each member of the department to develop and maintain high quality courses. These formal procedures, however, are intended to supplement, not replace, ongoing evaluation and collaboration on the part of the teaching staff and other colleagues.

**Teaching Evaluations**

Gender & Women’s Studies uses a campus-wide online evaluation system coordinated in our department by Diane Walton. Evaluations are sent automatically via a coordinated electronic campus distribution process and allows for adding unique/additional questions, as well as view live response rates and final evaluation reports. Diane coordinates evaluations for all Gender and Women’s Studies courses and instructors near the end of each semester. More information will be shared about the online evaluation process as we near the end of semesters. For instructors teaching a course for the first time, the department also requires mid-term student evaluations. Diane will coordinate this process with you at the mid-point of the semester. All instructors are encouraged to use mid-term evaluations for their own feedback.
Make-up Exams
Instructors should make arrangements for any make-up exams that your students need. You are responsible for monitoring the exams and for reserving a room via email to Diane. Do not assume space is available.

Room Changes
You must wait until after your first class meeting to submit room change requests via email to Diane. Curricular Services assigns the new classroom and it takes an average of 3 days to get a room change request processed at the beginning of the semester. If you are making a room change request, please be sure to state the reason for your request and your preferences for the new room (i.e., time, size, location, room characteristics). Please be aware that classroom space is extremely limited and it may not be possible to honor your request for a change.

Section Changes and Class Rosters
For 100-level courses, there are usually a number of student section changes to be made the first 2-3 weeks of classes. Instructors are encouraged to manage their own section changes with their TAs. Each discussion section should have no more than 20 students. Once you have received all the section changes from the students, please email those changes to Diane and include the student’s name, email address, campus I.D. number, and the section choices they prefer. She will email them enrollment permission. Remind your students to use the 'swap' feature in their student center to change sections.

See the Registrar’s Office web site for complete instructions pertaining to all academic polices: http://registrar.wisc.edu/

Resources for Students
If you have a student who needs assistance with personal problems, test anxiety, study skills, and/or vocational decision-making, the following resources can be helpful:

Campus Women’s Center
608-262-8093
http://campuswomenscenter.rso.wisc.edu

Gender and Sexuality Campus Center
Red Gym, 608-265-3344
https://lgbt.wisc.edu/

Dean of Students
75 Bascom
608 263-5700
http://www.wisc.edu/students

McBurney Disability Resource Center
608-263-2741
http://www.mcburney.wisc.edu/

Rape Crisis Center
333 E Campus Mall #7901
24 hour hotline: 608-251-7273
251-5126 – main office
265-6398 – campus office

Safe Ride/Safe Walk
608 262-5000

UHS Counseling & Consultation Services
333 Campus Mall
24 hour line: 608-265-6565

UW Health Services
Daytime Crisis Line/Appointments
608-265-5600 – regular hours
265-6565 – after hours

UW Visitor & Information Pages
1308 W. Dayton St
Union South 329
608-263-2400
1-800-WI-RELAY(800-947-3529)
https://info.wisc.edu/
TEACHING

- **Appointments** page options online for students to make appointments with you
  
  - [https://calendar.wisc.edu/scheduling-assistant/](https://calendar.wisc.edu/scheduling-assistant/)
  - [https://youcanbook.me/](https://youcanbook.me/) (interinterfaces with Google)
  - [https://it.stonybrook.edu/help/kb/creating-bookable-appointment-slots-in-google-calendar](https://it.stonybrook.edu/help/kb/creating-bookable-appointment-slots-in-google-calendar)

- **AV use:** The AV technicians for the building you are teaching in will contact you for training sessions on how to use the AV. You have to take an on-line course to be given your AV code.

- **Book orders:** Let Room of One’s Own know about book orders (the University Bookstore automatically gets the book order info when you input the info into the Faculty Center, as does the library, but Room of One's Own does not. We try to help them out with our book orders. [http://www.roomofonesown.com/](http://www.roomofonesown.com/)

- **Canvas:** GWS has transitioned to Canvas as its learning management system. Enable Canvas [https://canvasinfo.wisc.edu/](https://canvasinfo.wisc.edu/)

- **Course evaluations:** [aefis.wisc.edu](http://aefis.wisc.edu)

- **Desk copies** of books order here: [https://registrar.wisc.edu/textbook_information.htm](https://registrar.wisc.edu/textbook_information.htm)

- **Email Classlists:** You need to enable class lists [https://admin.lists.wisc.edu](https://admin.lists.wisc.edu)

- **Faculty Center:** Posting course info on the Faculty Center (book orders, course objectives and goals) and finding from the Faculty Center how many students are enrolled and when the exams are scheduled.

- **McBurney Center** The McBurney Disability Resource Center is the campus resource for students and non-employees with physical, psychological, sensory and learning disabilities [https://mcburney.wisc.edu/](https://mcburney.wisc.edu/)

- **MyUW** portal that provides applicants, students, faculty, staff, advisors, and instructors with a suite of integrated information resources that are tailored to their roles and interests.

- **Photocopying.**
  - Please see Diane in person for large Photocopy jobs you want processed at Social Science Copy Center. She has to approve the budget form and has the order forms in her office.
  - Course Packets:
    - Before submitting a course packet you need permission from Brian Bubenzer. See instructions [https://copy.ls.wisc.edu/packetproduction.html](https://copy.ls.wisc.edu/packetproduction.html)
    - Don’t forget covers and table of contents for course packet.
    - Two copies have to be sent separately to Helen C. White undergraduate library reading room.

- **Schedule of classes:** [https://registrar.wisc.edu/](https://registrar.wisc.edu/)

- **Syllabi:** What to include on all syllabi (required) [https://teachlearn.provost.wisc.edu/course-syllabi/](https://teachlearn.provost.wisc.edu/course-syllabi/)

- **Copying syllabus:** Send syllabus and request for number of copies you need for the first day of class to Diane Walton [dwalton@wisc.edu](mailto:dwalton@wisc.edu) at least a week in advance.

- **Women & Gender Studies librarian:** Karla Strand welcomes you to learn about their resources, likes videos available for streaming and will come to your class and talk to students on how to conduct research using library resources. [https://researchguides.library.wisc.edu/prf.php?account_id=32122](https://researchguides.library.wisc.edu/prf.php?account_id=32122)

- **Writing Center** Offers workshops like Microsoft WORD Power Point, writing grants, and has Writing Fellows, and handouts for teaching like citing using many styles along with other resources for students. [https://writing.wisc.edu](https://writing.wisc.edu)

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**MISCELLANEOUS INFO FOR GWS FACULTY**

- **Business cards** See Su Ann [https://kb.wisc.edu/cfye/page.php?id=43994](https://kb.wisc.edu/cfye/page.php?id=43994)

- **Center for Research on Gender and Women** subscribe to weekly [ebulletin](https://teachlearn.provost.wisc.edu/course-syllabi/)

- **Sterling Hall After Hours Access:** Email Su Ann ([surose@wisc.edu](mailto:surose@wisc.edu)).

- **ID card** [Wiscard](https://researchguides.library.wisc.edu/prf.php?account_id=32122). The number is used to activate a NetID, which allows one to use a number of campus internet services, access library privileges and obtain a discounted bus pass.

- **Internet storage:** [https://uwmadison.box.com/](https://uwmadison.box.com/)

- **IT help desk** [DoIT](https://it.wisc.edu/)

- **Parking** [https://transportation.wisc.edu/permits/](https://transportation.wisc.edu/permits/)
REIMBURSEMENT POLICIES

Travel Policy for UW Employees

- **Time allowed to file expense reports**: All travel expense reports must be submitted with 90 days from the end of a trip or date of a non-travel expense or they will not be reimbursed. **Reimbursement rates for meals and incidentals** – meals will be reimbursed as a per diem with first day of travel reimbursed at 75% and last day of travel reimbursed at 75%. You must report hosted meals and or any meals included as part of a registration or reception you paid for as those are not allowed for reimbursement. You do not have to claim meal per diems.

- **Airline reservations**: All travel must be booked through Fox World Travel/Concur in order to be reimbursed. For exceptions, please contact Rusty Haines at rhaines@bussvc.wisc.edu. Visitor travel is governed by these rules, as well. Emailing or calling Fox World Travel works well when making reservations while you are outside the country, have family traveling with you, travel multiple locations or stay more than day beyond the start and end of an event, provide multiple costs justifications or are required to pay the difference of your ticket for other travel reasons. Regular roundtrip tickets are easily booked by the employee using CONCUR. See Su Ann Rose to have the department P-card added to your profile if you have a faculty fund award you want to charge your e-tickets.

- **Lodging reservations** must be booked via Fox World Travel, Concur, or the hotel if the hotel is a conference site. Reservations booked through sites such as Expedia, Airbnb, and Priceline, are no longer reimbursable. Contact Rusty Haines at rhaines@bussvc.wisc.edu for exceptions.

- **Mileage reimbursement**: The hi mileage rate is being raised to $.54/mile. This rate will change when the Feds adjust it. The breakeven mileage is still 300 miles. Therefore, round trip mileage 299 miles and under will be reimbursed at the Standard Rate. Roundtrip mileage 300 miles and over will be reimbursed at the Turndown Rate of $.325/mile. Google mileage documentation is required.

RESEARCH

- **Intramural funding** sources for research (conference travel, Fall Research Competition, publishing subventions, etc.)
- **Sabbaticals, faculty development grants, research service grants** [https://www.ohr.wisc.edu/grants/sabbatical.aspx](https://www.ohr.wisc.edu/grants/sabbatical.aspx)
- **Research Grant Administration**
- The UW campus resources for research grant administration include the [Social Science Research Services](https://ssrs.wisc.edu) (SSRS) and [Research and Sponsored Programs](https://rsp.wisc.edu) (RSP)
- **Institutional Review Board (IRB) for research oversight**
- **Collaborative Institutional Training Initiative (CITI) portal**
- **Outside Activities reporting** [webpage](https://outsideactivities.wisc.edu)
- **Software library**: How to access free or reduced fee software [https://it.wisc.edu/services/software/](https://it.wisc.edu/services/software/)
- **Travel**: all university related and funded travel needs to be booked through [Concur](https://concur.wisc.edu)
- **Travel policies**: [webpage](https://it.wisc.edu/services/software/)
SUPPORT FOR FACULTY

• New faculty welcome [https://secfac.wisc.edu/events-programs/new-faculty-welcome/]
• Women Faculty Mentoring Program: good to get paired up with faculty member outside department. We will assign a mentor in GWS, but nice to have support outside as well. They organize helpful events. Great for meeting other new faculty [Women Faculty Mentoring]
• UW-Madison Gender Equity Programs [WISELI]
• Ombuds [webpage]
• Employee Services [webpage]
• Employee Support Services: child care and family resources, disability resources, equity and diversity office, sexual harassment information and resources. [webpage]
• Employee Assistance Office: provide timely assistance to faculty and staff, and their family members or significant others — as they work through life changes, chronic physical, emotional health issues, and work/life balance concerns [webpage]
• Health benefits: [State Group Health Insurance]
• Professional Development [webpage]

UNIVERSITY AND GWS POLICIES

• See GWS BOX for GWS Policies and Templates
• Faculty Policies and Procedures for the university: [https://secfac.wisc.edu/governance/faculty-legislation/]
• UW Policies [https://www.wisc.edu/policies/]
• Obtaining tenure at UW [https://secfac.wisc.edu/tenure/]