

## Where do I go when...

### I need help with my **GA (General Assignment Classroom)**?

- Please call the Classroom Helpdesk at 510-643-8637 for any technology concerns or A/V assistance in general assignment classrooms.

### I have a **technology support issue** (WiFi not working, Updating campus software on computer)

- Faculty, Staff, Postdocs, Visiting Scholars, and Student Employees can reach IT support via [itcsshelp@berkeley.edu](mailto:itcsshelp@berkeley.edu)
- Tech Support for Students (non-employee) can be reached via [sts-help@berkeley.edu](mailto:sts-help@berkeley.edu)

### I need a **key** to one of our rooms? I need a code for our department **copier**?

- Please contact Gudny Gunnarsdottir at [gudnygunnars@berkeley.edu](mailto:gudnygunnars@berkeley.edu). The copy room is unlocked by staff when the main office (416 Doe) is open (M, T, W from 9am-3:30pm)
- Moffitt will be closed Summer 2024 - Spring 2025 for renovations

### I need to pay an **honorarium** to a guest speaker?

- Fill out this [request form](#). Once the request is received, it can take approximately 2 weeks to set the payee up in the system. The setup process can take longer for those who do not have a US SSN or a US bank account.

### I need to know how much money is in my **research account** and need to find my **chartstring**?

- Check your balance and view your chartstrings on [PI Portfolio](#). If you need assistance, please contact [rfahfinance@berkeley.edu](mailto:rfahfinance@berkeley.edu)

### I need to request a **reimbursement** for travel, entertainment, or supplies?

- Go to <https://reimburse.berkeley.edu/>. For details on allowable reimbursements, please see [Entertainment Policy in a Nutshell](#) and [Travel Policy in a Nutshell](#). Please select Katie Robertson as your preferred "approver" when submitting your reimbursement request. If you have any questions about reimbursements, please email [rfahfinance@berkeley.edu](mailto:rfahfinance@berkeley.edu). Please keep in mind that all service-related expenses (services include paid labor, such as laptop repairs, film processing, translation, etc.) will need to go through BearBuy and the vendoring process tends to take at least a few weeks.

### I want to **book airline travel** using my research funds?

- Create a "Direct Bill ID" with your chartstring via <https://travel.berkeley.edu/book-trip/book-flight/direct-bill> and select Katie Robertson as your approver. You can find your chartstrings on [PI Portfolio](#). If you need help using PI Portfolio or have questions about your chartstrings, please ask Katie. She can also help create direct bill IDS. Once you have your Direct Bill ID, you can book your travel directly on <https://travel.ucop.edu/connexus/>.

I need to **hire an external vendor** (for example, an editor or translator)?

- Email Gudny to assist you with the process. Please start this process early and **before a vendor starts work**

I am organizing a departmentally sponsored symposium or colloquium and have questions?

- Please review the information on [Guide: Art History Lecture Series and Symposium Organizers](#)

I need to submit a **grant application**?

- Grant proposals should be completed and submitted in partnership with SPO (Sponsored Projects Office) and your RA (Research Administrator). Please notify SHARE Research Administration of your intent to submit a proposal through [their webform](#). The recommendation is to submit this form as early as possible and far in advance of the sponsor deadline

I need to **hire a student** (Undergraduate Student Assistant/GSR)?

- Please keep in mind that the hiring and onboarding process can take several weeks and that students are not permitted to work before completing this process. If you plan to hire a student employee, please start the process at least a month before the planned start date. If you are **hiring a graduate student**, please email Clay ([clayh@berkeley.edu](mailto:clayh@berkeley.edu)) with the planned start date, end date, hours of work/week, chartstring, and student name/contact information. If you are hiring an **undergraduate student**, please email [rfahfinance@berkeley.edu](mailto:rfahfinance@berkeley.edu) with the planned start date, end date, hours of work/week, chartstring, and student name/contact information.

I need guidance on developing a new course syllabus?

- <https://academic-senate.berkeley.edu/course-toolbox/9.2>

Can I be reimbursed for purchasing **office furniture**?

- Please speak with a staff member before making any purchases. You would need to have the office measured to ensure it's ADA-compliant (and have that documented via an email sent from the building/space manager). That must be submitted along with the reimbursement paperwork. It is likely easier to purchase something directly from BearBuy, rather than being reimbursed.

I need to know which **listserv** to use?

- [ahfaculty@lists.berkeley.edu](mailto:ahfaculty@lists.berkeley.edu) - History of Art Senate Faculty
- [ah\\_grads@lists.berkeley.edu](mailto:ah_grads@lists.berkeley.edu) - History of Art PhD students
- [ah\\_nlrf@lists.berkeley.edu](mailto:ah_nlrf@lists.berkeley.edu) - Visiting Professors/Adjunct Faculty
- [ah\\_phdalums@lists.berkeley.edu](mailto:ah_phdalums@lists.berkeley.edu) - History of Art PhD Alumni
- [ah\\_staff@lists.berkeley.edu](mailto:ah_staff@lists.berkeley.edu) - History of Art Department staff
- [ah\\_undergrads@lists.berkeley.edu](mailto:ah_undergrads@lists.berkeley.edu) - History of Art undergraduate students

- [ah\\_unit18faculty@lists.berkeley.edu](mailto:ah_unit18faculty@lists.berkeley.edu) - History of Art Unit 18 Faculty (aka lecturers)
- [ah\\_emeriti@lists.berkeley.edu](mailto:ah_emeriti@lists.berkeley.edu) - Emeriti
- [arthistory\\_community@lists.berkeley.edu](mailto:arthistory_community@lists.berkeley.edu) - People who have asked to be informed of updates/events

I need information on when an instructor can **drop a student**?

the Academic Senate's criteria for instructor drops:

- Insufficient engagement: In compliance with campus policies on accommodation, instructors should clearly define in the course syllabus the terms by which a student may be dropped due to insufficient engagement. These terms must be limited to clearly defined assignments and/or attendance expectations.
- Published prerequisites: Instructors may elect to drop students for not having completed course prerequisites, provided the prerequisites are published as such under the course's "Rules and Requirements" of the current [Course Catalog](#) in the Berkeley Academic Guide.

I want to **schedule a library orientation** for my students or invite the Art Librarian to teach a research skills session in my class (Librarian)

- Contact Art Librarian, Lynn Cunningham, [lynncunningham@berkeley.edu](mailto:lynncunningham@berkeley.edu)

I need to **put books on reserve** for my course

- The Library is currently offering an electronic reserves service. Send your course reserves list to [ereserves@lists.berkeley.edu](mailto:ereserves@lists.berkeley.edu). Once the items have been scanned or purchased as ebooks, you will receive links to the items which can be shared with your students via the bcourses platform.

I am hoping to plan an event. What is the **protocol for event planning**?

#### EVENT PROPOSER

Before proposing an event, workshop, or lecture in HA, please commit to the following:

- Clear date and time of proposed event with Lectures/Events Chair and Gudny
- Secure endorsement of other faculty/committee chairs/staff/student groups as appropriate for the event
- Clarify requirements for space, tech, and staff support, as well as financial request if any
- Submit titles and abstracts to Julie and Gudny for website, and for posters when appropriate
- Commit to necessary communication to visitors and attendees
- As appropriate co-plan reception and/or dinners with Gudny and Events/Lectures Chair
- As appropriate, introduce speakers

#### EVENTS/LECTURE COMMITTEE CHAIR

Depending upon scale of event, responsibilities for vetting and delegating event planning might include:

- Reconcile dates and time of the event, checking for potential conflicts with Gudny
- Clear with other faculty/committee chairs/student groups as appropriate
- Set up or delegate agenda-planning for visitors and attendees; communicate or delegate communication to visitors/attendees
- Determine or delegate invitation list for receptions/dinners
- Introduce or delegate introductions of speakers

#### PROGRAM COORDINATOR (Gudny)

Depending upon the scale of the event, responsibilities might include:

- Book space and catering (after getting confirmed dates/times from Lectures/Event Committee Chair)
- Book travel & accommodations
- Request an abstract and image for advertising from the speaker
- Make dinner reservations (after getting details of attendees/preferred location from Lectures/Event Chair or Event Proposer)
- Add event to Berkeley calendar
- Keep track of budget (in partnership with Dept Mgr and Financial Analyst)

#### VISUAL COMMUNICATIONS SPECIALIST (Julie)

- Add to website, if not auto imported from Berkeley event calendar
- Create a poster for event, if scale and prominence warrants

#### DEPARTMENT CHAIR

- Extend invitations to speakers when scale and importance warrants (e.g. Stoddard)
- Communicate with (and invite) donors who might be interested in the event
- Offer an introduction or welcome when Lectures/Events chair delegates this ritual
- Communicate to Gudny/Event Proposer/Lectures-Events Chair if donors or other VIPs are coming

#### **Staff Roles**

**Lynn Cunningham, Art Librarian, [lynn cunningham@berkeley.edu](mailto:lynn cunningham@berkeley.edu)**

- Serves as Library Liaison for Art History and Art Practice Departments

- Selects scholarly resources for Art History and Art Practice
- Teaches Library research sessions
- Offers research appointments for students enrolled in Art History and Art Practice courses

**(On Leave Aug - Oct 2023 - Please Contact Faith Enemark during the leave)**

**Justin Underhill, 100% Academic Coordinator, V-Lab, [justinunderhill@berkeley.edu](mailto:justinunderhill@berkeley.edu)**

- Selects technology resources for V-Lab
- Leads DAH workshops and manages DAH research projects
- Consults on digital publishing and coedits DAHJ.org
- Visits classes to lead information sessions on digitization
- Works with Art Librarian to administer ArtStor/Image storage/archiving
- Offers research appointments for faculty and staff re: digital humanities
- Works with V-Lab Staff and Chair to oversee HA website, social media

**Vacant, 50% Media Services and Reproductions Specialist, History of Art/V-Lab, Schedule TBD**

- Classroom AV equipment management (Doe Library rooms 425, 308A & 308B, Moffitt 104/105)
- Manages [V-Lab equipment](#) loans
- AV Orientations (Doe Library rooms 425, 308A & 308B, Moffitt 104/105)
- On call for in-class AV tech support (9am-1pm M-F)
- Schedules room reservations for 308A Doe Library
- Schedules Zoom Webinars
- AV Equipment maintenance
- Event capture (308A video or audio only, Zoom, hybrid)
- AV support for special events (Stoddard, Commencement, department talks)
- Manages HA Social Media Accounts (FaceBook, Instagram, Twitter, LinkedIn)

**Julie Wolf, 100% Visual Communications Specialist, [jawolf@berkeley.edu](mailto:jawolf@berkeley.edu)**

- Website updates for History of Art (News and Events announcements, Faculty & Grad Bio Updates, V-lab pages)
- Leads class instruction and tutorials on digital photography and how to photograph artwork
- Leads class instruction and tutorials on digital darkroom programs
- Photographs and archives department events for the newsletter and social media
- Photographs images for teaching, publication, and research
- Maintains the JSTOR and Artstor archives
- Designs flyers, posters, and email campaigns
- Designs images for social media posts and the department website
- Designs the newsletter
- Produces the commencement tickets, brochures, and slide show
- Photographs headshots for faculty and grad students

- Produces maps, illustrations, graphics, logos, and charts and icons

**Faith Enemark, 100% Department Manager, [faith@berkeley.edu](mailto:faith@berkeley.edu) or [rfahacademichr@berkeley.edu](mailto:rfahacademichr@berkeley.edu) for Academic HR matters**

**Working remotely Mondays and Fridays**

- Academic HR matters, including Searches, Appointments, Merits, Tenure, Promotion
- Faculty leaves - Unpaid Leaves, Sabbaticals, HRF
- Cluster staff professional development, performance evaluation process, recognition
- Approval, in consultation with Chairs, of department expenditures
- Budgets: discretionary, permanent staff/faculty, and TAS (temporary academic staff)
- Faculty meeting notes and records
- Staff hiring and onboarding

**Kim Bissell, 50% Academic HR Analyst, [rfahacademichr@berkeley.edu](mailto:rfahacademichr@berkeley.edu)**

**Working Tuesdays, Wednesdays, and Thursdays (primarily remotely)**

- Academic HR matters, including Searches, Appointments, Merits, Tenure, Promotion, Lecturer hires/merits
- Faculty leaves - Unpaid Leaves, Sabbaticals, HRF

**Katie Robertson, 100% Financial Analyst, [katierobertson@berkeley.edu](mailto:katierobertson@berkeley.edu) and [rfahfinance@berkeley.edu](mailto:rfahfinance@berkeley.edu)**

**Working on campus on Thursdays**

- BEAR funds accounting
- Summer Salary requests for department funds, connecting faculty to Research Administrators for any C&G funding
- Endowed Chairs accounting
- Ledger/payroll tracking/corrections
- Faculty relocation expenses, startup fund tracking
- UCPath transactions on a department level
- Reimbursement and honorarium processing
- Hiring/paying independent contractors
- Hiring Undergraduate Student Assistants
- Transfer/receive funding for co-sponsored events
- Interlocation Transfers
- BearBuy purchases/questions
- Updated fund balances and chartstring information upon request

**Clayton Hall, 50% Graduate Advisor for History of Art, [clayh@berkeley.edu](mailto:clayh@berkeley.edu),**

**Working Monday and Wednesday (mornings in-person) and a couple of hours of remote work on Tuesdays, Wednesdays, and Fridays**

- Graduate Admissions for History of Art
- Hiring process for GSIs, GSRs, and Readers

- Graduate Student Advising
- Processes Block Grant and other student stipends
- Graduate Student Visit Day
- Graduate Course Scheduling and Enrollment Management
- Coordinates Graduate Student Orientation
- Liaison to the Graduate Division
- Coordinates language exams, qualifying exams, stage II petitions

**Gudny Gunnarsdottir, 50% Program Coordinator based in Doe Library,  
Working on campus on Mondays, Tuesdays, and Wednesdays, remote on Thursdays**

- Events/Seminars/Colloquia for History of Art, including Stoddard Lecture
- Key Controller for Doe offices
- Maintains Doe copier (and issues usage codes)
- Maintains Doe list of offices
- One time room requests
- Honorarium processing
- Backup scheduler for History of Art
- Building maintenance issues
- Independent contractors and invoice processing
- Booking travel and accommodations for department guests
- Delivers and sends mail
- Greets and directs visitors
- Orders and maintains general office supplies

**Amy Tamayo, 80% Undergraduate Advisor for History of Art, [atamayo@berkeley.edu](mailto:atamayo@berkeley.edu)  
Working on campus on Tuesdays and Wednesdays, remotely on Mondays and Thursdays**

- Course Evaluation process for History of Art
- Classroom scheduler and enrollment manager for History of Art
- Commencement Lead for History of Art
- Undergraduate student advising
- Curriculum Planning
- Transfer advising
- Coordinate CalDay and UG Student Associations