

DEPARTMENT OF GERMAN AND ROMANCE LANGUAGES AND  
LITERATURES

# ADMINISTRATIVE INFORMATION

Johns Hopkins University  
Department of German and Romance Languages and Literatures  
3400 North Charles Street  
Gilman 401  
Baltimore, MD 21218  
Phone: 410.516.7227  
Fax: 410.516.5358  
[grll@jhu.edu](mailto:grll@jhu.edu)  
<http://grll.jhu.edu/>

Welcome to the Department of German and Romance Languages and Literatures!

It is our goal to make your experience here at JHU as enjoyable as possible. In any large institution, there are several layers of administration – this is certainly no different at Hopkins. This booklet attempts to address many of the policies and procedures that will arise during your stay, but, obviously, it will not cover everything. We invite you to come to us with any questions or concerns you may have.

We hope you enjoy your stay with us.

## DEPARTMENT INFORMATION

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Phone: 410.516.7227

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email: [grll@jhu.edu](mailto:grll@jhu.edu)

website: <http://grll.jhu.edu/>

Normal business hours are Monday – Friday, 8:30AM to 5PM. The administrative offices are closed on University holidays and also whenever the University is closed due to inclement weather. The University holiday calendar can be found online by searching for ‘holiday calendar’ on the main University page; closures due to inclement weather or other emergencies are posted on the main University page as well.

We have three full-time administrative staff members:

*L. Philomen Allen*

**Department Administrator**

Phone: 410.516.7227

Email: [LALLEN8@JHU.EDU](mailto:LALLEN8@JHU.EDU)

Hours: Monday – Friday, 9:00AM – 5:00PM

Philomen oversees all aspects of the Department’s administration. She is responsible for all payroll for everyone in the department; faculty appointments and appointment-related administration; facilities management; staff supervision; overall budget administration; coordination of special events; updating website content; management of administrative aspects of faculty searches at all levels; and, other duties as necessary.

*Kathy Loehmer*

**Senior Academic Program Coordinator**

Phone: 410.516.7226

Email: [Kathy.GRLL@jhu.edu](mailto:Kathy.GRLL@jhu.edu)

Hours: Mondays 9:00AM – 7:30PM; Tuesday – Friday, 9:00AM – 5:00PM

Kathy oversees all academic aspects of the department. She is responsible for monitoring graduate and undergraduate student progress through the department’s various degree programs; course scheduling and coordination; graduate admissions and matriculation; editing the University catalog; and, liaising with all academic offices on campus as it relates to administrative needs and department policy.

*Darryl Brace*

**Budget Specialist**

Phone: 410.516.7508

Email: [dbrace1@jhu.edu](mailto:dbrace1@jhu.edu)

Hours: Monday – Friday, 8:30 AM – 5:00 PM

Darryl is responsible for the day-to-day accounting for the department. He completes all necessary paperwork for travel and non-travel business reimbursements. He processes invoices for payment, reconciles the department’s monthly accounting statements, and is also responsible for maintaining relationships with our outside vendors. Darryl is also responsible for the coordination of the details for the lecture series. He works together with the department administrator on the entire financial picture for the department.

We also share the following two IT specialists with other departments in Arts & Sciences:

*Lisa Nawrot*  
LAN Administrator  
Phone: 410.516.7982  
Email: [lisa.nawrot@jhu.edu](mailto:lisa.nawrot@jhu.edu)

*Clayton Haywood*  
Humanities IT Liaison  
Phone: 410.516.0761  
Cell: 410.491.1928  
Email: [chaywood@jhu.edu](mailto:chaywood@jhu.edu)

Lisa and Clayton are responsible for all of the IT needs for our department, in addition to other departments in KSAS. Lisa manages the day-to-day IT operations in the department; Clayton coordinates the overall IT needs for the department in conjunction with IT strategic planning for KSAS and JHU.

### **EQUIPMENT, FACILITIES, AND SUPPLIES**

#### *Multifunctional Machine (photocopier/scanner/fax)*

The department maintains two digital multifunctional machines that serves as a photocopier, scanner and fax. These machines requires the input of an access code. Users are assigned access codes for personal and department-related copies. Please see Kathy if you have a question about your copy code. **DO NOT SHARE YOUR ACCESS CODE WITH ANYONE.**

If you notice a malfunction with the machine, please contact one of the administrative staff immediately. If the malfunction occurs after business hours, please put the red “out of order” sign on the machine (on the shelf under the books) and send a message to the administrative staff. We will contact our service provider as soon as we arrive in the office the next business day.

Graduate students are given an allowance of 1,000 free copies per academic year for personal copies. Personal copies are defined as copies made for research or courses for which they are enrolled as a student. Copies made above that allowance are billed at the rate of \$0.05 per copy. Bills will be issued at the end of the academic year.

At present, the department does not charge for sending faxes, though that policy may change for personal faxes should we notice that this privilege is being abused. You may receive faxes without prior arrangement, but we do ask that you ensure that incoming faxes are sent with a cover sheet that includes your name so that the fax may be left in your mailbox. Fax cover sheets for outgoing faxes are located in the paper sorter in the copier area. Please see one of the administrative staff if you require assistance with sending a fax.

#### *Telephones*

Each departmental office has a dedicated phone line. Faculty and administrative offices have voicemail capabilities. Faculty should see the department administrator if they have questions regarding the voicemail system.

Dialing procedures for:  
On-campus calls: 6 + 4-digit extension

Off-campus local: 9 + 410 + phone number

Off-campus long-distance: 9 + 1 + area code + phone number

International: 9 + 011 + phone number (including applicable country and city codes)

Note: These dialing procedures also apply to the fax machine.

### Keys

The department administrator will issue the appropriate keys to you. Should you find that the key that you have been issued does not function in the corresponding lock, please see her for assistance.

If you lose your keys, REPORT IT IMMEDIATELY. If you lose them during business hours, report it to the department administrator. If you lose them after business hours, report it to Security (located in Shriver Hall). You will be responsible for the cost to re-key the office or area as necessary.

We ask that all rooms remain locked when not in use.

### Kitchen Area

The cleanliness of the kitchen is EVERYONES responsibility. Please clean up if you have a spill. Coffee and tea is provided as a courtesy to the faculty, student and staff. Please also keep the refrigerator clean (our Custodial Staff does NOT clean that). Everyone is responsible for cleaning up his or her own mess in the kitchen. Do not leave dirty dishes in the sink, trash on the counter, or a mess in the microwave.

### Unwanted Pests

In an effort to keep your area mouse- and cockroach-free, please keep all food in sealed containers. If you notice evidence that you have pests in your office (mouse droppings or cockroach sightings), please contact the department administrator immediately. Arrangements will be made for the exterminator to place traps or spray in your office. The University has a contract with a professional exterminator, who visits campus regularly. Your request will be added to the next regularly scheduled visit.

### Mail, Postage, and Courier Services

Everyone in the department has a mailbox in the mailroom. Mail is distributed once daily. Outgoing mail is picked up once daily. Please deposit all outgoing mail in the appropriate bin (campus mail, USPS mail needing postage, USPS mail with postage already affixed). These bins are located in the copier area.

The Department pays the postage for department business-related mail only. If you have mail for which you need to have your research budget charged, please see the department administrator for more information. The Department does not pay postage for personal mail.

The department uses Federal Express for its non-USPS courier service. Supplies for shipping department-related materials are available in the administrative staff office. We do not have the resources available for shipping personal items via FedEx. Should you require FedEx for personal matters, there is a FedEx Kinko's store located in the Homewood Apartments at 3003 North Charles Street.

Please use this address for receiving courier deliveries:

Department of German & Romance Languages and Literatures  
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Gilman 401  
Baltimore, MD 21218

We ask that you not use your department mailbox for long-term storage. Doing so makes it difficult to put new mail into your box.

All packages will be locked in the storage closet that only staff members have access to. A notice will be left in your mailbox to notify you if a package has been received for you.

### Office Supplies

The department provides office supplies for use by faculty and course instructors. Every effort is made to keep the supply cabinets and drawers in the mailroom stocked with the every-day essentials. If you use the last of an item, please contact the administrative staff so that we can order more of that item.

If you require an item that is not stocked in the mailroom, please see one of the administrative staff for assistance. If the item that you need has to be ordered, we will add the item to our upcoming supply order and deliver it to you when it arrives.

All letterhead supplies are kept in the mailroom cabinets.

### Seminar Room

The department maintains one seminar room and one smaller conference room. These rooms are used for course instruction and departmental meetings and/or events. Use of this space on an ad hoc basis beyond course instruction or departmental meetings/events must be reserved through the administrative staff. Your assigned key will open both rooms – please be sure they are locked when you leave.

### Facilities Management and Custodial Services

Please contact the department administrator for all maintenance requests that you have. For accounting purposes, we ask that you NOT contact the Facilities Department yourself. Routine maintenance requests are completed free of charge to the department; non-routine requests will be billed to one of the department's budgets. Routine requests include any emergency maintenance (flooding or lack of heat, for example) or maintenance due to normal wear-and-tear in the building. Non-routine requests include furniture assembly or construction, lock or key changes, or anything else that is not within the scope of normal wear-and-tear on the building. Non-routine requests may be billed to a faculty research budget, if appropriate. The cost to re-core or re-key an office may be billed to the individual directly, if it is in the case of a lost or stolen key.

Requests to have your office cleaned beyond the normal scope of weekly maintenance should also be directed to the department administrator. S/he will work with the custodial manager to set the date for the cleaning and she will also provide the key to the office, if necessary.

## **GETTING PAID**

### *I-9 Form, Social Security Number (SSN), and Tax Forms*

Completion of the I-9 work authorization form, receipt of a valid SSN, and completion of required tax forms are all necessary before any paychecks are issued on a permanent and continual basis.

Graduate students and postdoctoral fellows must visit the Student Employment Office in Garland Hall to complete the necessary forms.

Faculty and other academic appointees who are US Citizens must go to the Human Resources Payroll Office in Wyman Building (6<sup>th</sup> Floor) to complete the necessary forms.

International faculty (including US Permanent Residents) must visit the KSAS Human Resources Office in Wyman Building (6<sup>th</sup> Floor) to complete the required I-9 form.

Full-time faculty who are US citizens *may* receive an initial paycheck prior to the completion of the I-9 form, however, subsequent paychecks will be held until the I-9 form is completed and on file in the Tax Office. We are prohibited from entering any payroll data for non-US citizens until they complete the check-in process at OIS (OFFICE OF INTERNATIONAL SERVICES), and, therefore, all non-US-citizen appointees will NOT receive a check until after they arrive. NOTE: It may take several weeks before the payroll process is complete and a check is issued, so please plan accordingly.

Specific information about all of these procedures will be given at the time of initial entry to the Hopkins system.

### *Personal Information*

It is critical that you inform the Administrative Manager as soon as possible of any changes to the following:

Name  
Contact Information  
Social Security Number (ie, change from a temporary to a permanent number)  
Marital Status  
Citizenship or Visa Status

All personal information obtained by voluntary submission or the application process, including letters of recommendation, is confidential and will not be divulged outside of our offices except as necessary for the direct administration of JHU. We require this information for payroll and tax purposes, so it is critical that we be kept up-to-date with any changes to the above information.

Administrative staff in the office is not authorized to answer specific tax or immigration/visa questions, therefore, we encourage anyone who may have a question regarding their tax or immigration/visa forms to speak directly to the JHU Tax Office or to OIS (OFFICE OF INTERNATIONAL SERVICES).

### Payroll Administration

JHU payroll is calculated on a semi-monthly basis. The pay dates are the 15<sup>th</sup> and last day of each month, unless those dates fall on a weekend or University holiday. In those instances, paychecks are issued on the last full working day prior to the 15<sup>th</sup> or last day of the month.

Payroll is calculated by the period of appointment (for faculty and other appointees). We generally try to accommodate our international visiting faculty by encapsulating their entire pay within the duration of their visit in the department. That is, we make the dates of appointment to coincide with JHU pay dates (unless it is otherwise impossible to do so), and we also try to accommodate salary distribution to be completed before the visitor leaves JHU. International visitors should speak with Rebecca if they have any questions about this process.

Beginning fall 2015, all new graduate students will be paid from July 1<sup>st</sup> to June 30<sup>th</sup> (graduate students who started prior to then, will be paid from September 1<sup>st</sup> through May 31<sup>st</sup>) of each academic year that they are eligible for department funding. If the student performs any work in the department for which they are to receive supplemental pay, they must complete the Graduate Student Compensation form, in addition to providing an invoice when applicable, and give the information to the department administrator. Supplemental pay will be paid as a lump sum payment.

Graduate students who are not US Citizens, if eligible for department funding during the year in which they defend their dissertation, are not permitted to be paid beyond the date on which they turn their dissertation into the MSEL Bindery Office. Please speak with the Administrative Manager to discuss possible arrangements.

### Taxes

Graduate Students' teaching status each year may affect the taxability and withholding of your pay. Our department staff are not qualified to make recommendations or give you advice about your tax status. However, we encourage you to contact the University's Tax Office directly at [tax@jhu.edu](mailto:tax@jhu.edu) or 443-997-8688. The link to their website (that may answer some of your questions or concerns) is as follows:

- For US citizens and residents: [http://finance.jhu.edu/depts/tax/pti\\_r.html](http://finance.jhu.edu/depts/tax/pti_r.html)
- For International Scholars and Students (non-residents): [http://finance.jhu.edu/depts/tax/pti\\_nr.html](http://finance.jhu.edu/depts/tax/pti_nr.html)

There is also a detailed explanation on the difference between your income earned during your teaching years (you receive a salary) and your non-teaching years, (you receive a stipend or classified as a fellowship) here: [http://finance.jhu.edu/depts/tax/fellgrad\\_adm.html](http://finance.jhu.edu/depts/tax/fellgrad_adm.html)

Please take some time to review the website because you are often required to make quarterly estimated federal and state income tax payments during your non-teaching years when you receive a stipend (instead of a salary).

### Direct Deposit

We require that you arrange for JHU to directly deposit your pay into your bank account. Funds are available on the payday even when you are away and cannot get to campus to pick up your check and there is no possibility of your check being lost or stolen. You can sign up for direct deposit on <http://my.johnshopkins.edu> under HR, ESS, then Payroll. Please see the department administrator if you have any questions.

NOTES: It takes a few pay cycles for direct deposit to be initiated. Actual checks will be issued until it takes effect. The checks will be held in the administrative office for safe-keeping. JHU does NOT issue direct deposit stubs. Online pay stubs are available through [my.johnshopkins.edu](http://my.johnshopkins.edu) (HR, ESS, Payroll then Pay Statement).

### Faculty Benefits

The Office of Benefits Administration administers all benefits information regarding health insurance coverage, retirement plans, and other University benefits. Please direct all questions concerning benefits enrollment and/or eligibility to that office directly.

<http://hrnt.jhu.edu/benefits>

## **OFFICE OF INTERNATIONAL SERVICES**

OIS is a necessary stop for all international visitors to campus. They are located on the third floor of Garland Hall. All questions relating to your visa must be directed to them. OIS must also be made aware of any changes to your academic or appointed status. The department will work with OIS on any necessary paperwork for your stay. The contact information for OIS is:

[http://ois.jhu.edu/Contact\\_Us/Homewood/index.html](http://ois.jhu.edu/Contact_Us/Homewood/index.html)

phone: 667-208-7001

fax: 61018 (from campus), 410.516.1018 (from off-campus)

## **INFORMATION TECHNOLOGY**

### Computers and Printers

The department's IT specialists are responsible for maintaining the computers housed in departmental offices. Please contact either Clayton or Lisa directly for all emergency situations that may arise. All other IT-related concerns (long-term projects or equipment upgrades) should be sent to Lisa, but copied to the department administrator. The School of Arts & Sciences prohibits all IT specialists from working on personal computers.

The computers in the graduate student room are available for use by all graduate students in the department. Time on and access to these machines are in great demand, so we ask that you limit your use of the computers to educational pursuits directly related to your teaching responsibilities. The computers in this room are configured in such a way as to prevent downloads and/or saves to the hard drive. Students MUST save files to the shared drive "FILESTORAGE" or to a personal device.

All requests for toner and printing supplies should be sent to Darryl ([dbrace1@jhu.edu](mailto:dbrace1@jhu.edu)).

### On-Line and Email

All matriculating students are required to activate their JHU email accounts. The University uses the JHU email address as the primary means of communicating news and information regarding registration and other academic policies. You may have email sent to this address forwarded to another non-JHU address. Please be sure that the department has your most current email address on file, as that is the primary means of communicating department information.

Faculty email accounts are directly linked to the payroll database. Once your payroll information has been entered, the email system will establish a JHU email account for you. You must access the email directory system to activate this account. Utilize <http://my.johnshopkins.edu> to facilitate this process.

The University is streamlining all on-line functions into a new website: <http://my.johnshopkins.edu>. From this site, you can access your J-Share and email accounts, along with a host of other features.

### University Directory

JHU has an on-line directory through the “My Johns Hopkins” website. You have the option of using the search to locate other members of the JHU community. In addition, each user may control what is viewed on their directory listing by logging into this site.

### Department Website and Calendars of Events

Every effort is made to keep the department website up-to-date. Please notify the administrative staff if you have a change that needs to be made.

All department lectures are posted on three online calendars of events: the GRLI calendar, the Humanities department’s calendar, and the University-wide calendar. The URLs are:

<http://grll.jhu.edu/events/GRLI>

<http://humanitiescalendar.jhu.edu/>

<http://www.jhu.edu> (click on Events Calendar)

### J-CARD

All members of the JHU community are required to have the official form of identification, the J-Card. Students will be issued their J-Card at the time of matriculation. It will be valid for the duration of their studies. Faculty and other appointed visitors will be issued a J-Card at the beginning of their appointment. The J-Card is used throughout campus:

- To access the library and check out books
- As a means of paying for photocopies and vending items outside of the department
- At the Krieger computer lab for access
- At the cafeteria if you choose to purchase a meal plan
- After hours access to Gilman

If your J-Card is lost or stolen, REPORT IT. If during business hours, report it to the J-Card office in Garland Hall; if after hours, report it to Security in Shriver Hall. You are required to turn in your J-Card at the end of your stay at the University (graduation, end of appointment, withdrawal, etc).

The websites for the J-Card office are:

<http://www.idcs.jhu.edu> and <http://www.jcardonline.com/BbOne/JCard/Home.htm>.

### HEALTH AND WELLNESS

#### Health Insurance

Proof of health insurance is REQUIRED for all full-time graduate students. The University has a plan for students, or students may waive the University plan if they can provide proof of comparable coverage with another provider. The University has instituted a mandatory insurance fee, which is equivalent to the cost of the premium for individual coverage with the University's provider. For students who enroll in the University's plan, this mandatory fee is "converted" to the cost of the coverage, and is billed directly to the department. The Arts & Sciences Dean's Office provides a full subsidy for the cost of this coverage for A&S students. Students who choose to maintain coverage with an outside provider are not given this subsidy and must pay for their coverage entirely on their own. The "mandatory fee" remains on their student account, and is paid for by the Dean's Office. More information can be found here: <http://www.jhu.edu/registrar/health.html>.

In keeping with the Student Health & Wellness Center's campus-wide policy, the Center will not provide service to postdoctoral appointees unless they have submitted the Pre-entrance Health Forms. Health Center staff will complete the forms on site for an administrative fee of \$100.00, plus the cost of any antibody testing and/or vaccines required to complete the form. If the Student Health & Wellness Center receives the health forms from a postdoctoral fellow and he/she is non-compliant, the Center will attempt to contact the postdoctoral fellow by e-mail or phone to advise him/her of the deficiency prior to leaving their home country - where their immunizations are often free. Even postdoctoral appointees with religious exemptions are asked to have antibody blood titers so that at least the Health Center knows their immunity status in the event of an outbreak.

Please note: As of March 15, 2008, the Pre-Entrance Health Forms will be available (PDF) on the Health Center's website (click on "Information for New Students").

Information on the health insurance options for faculty and other appointees can be obtained from the University's Benefits Administration Office. More information can be found here: <http://hrnt.jhu.edu/benefits>.

### *Student Health and Wellness Center*

Full-time graduate students, and those visiting students and postdoctoral fellows who have completed the necessary pre-entrance health forms, are eligible to utilize the Student Health and Wellness Center. Information on the SHWC's services can be found on the website: <http://ww2.jhu.edu/shcenter>.

### *Recreation Center*

The JHU Recreation Center is available for use by all students, fellows, and faculty. Please visit their website for information their facilities and fitness classes: <http://web.jhu.edu/recreation>.

## **DEPARTMENT LECTURES AND EVENTS**

Faculty members who have invited a speaker to come to the department to give a lecture should contact Darryl to coordinate the administrative details for the visit.

## **MISCELLANEOUS DETAILS**

### *Bulletin Boards*

The department posts general department and university information, job announcements, and other items of interest on the bulletin boards located in and around the administrative office.

#### *Tutoring and Translation Requests*

Our office frequently receives requests from the community for tutors and/or translators. These requests are forwarded via email to the appropriate section of the department, or are posted on the bulletin boards. The department is simply the messenger for this information and bears no responsibility regarding the business transaction or any liability therein.

#### *Disclosure of Private or Contact Information*

It is the department's policy not to disclose any private or contact information to anyone outside of the University. We will transmit messages to you via email. Under no circumstance will this office divulge academic information about any of our students to anyone except as it pertains directly to the administration of the student's record or to the general functioning of the University.