UC San Diego
INSTITUTE OF ARTS AND HUMANITIES

IAH Staff Support for Programs and Centers

The Institute of Arts and Humanities (IAH) will provide student affairs, fiscal and event staffing to its programs.

- Staff should respond to your email within two business days.
- Some staff work hybrid schedules and may not be on campus every day.

Advising and Curriculum

- Advising for current and prospective majors, minors, and students enrolled in courses.
- Processing degree audits, major/minor declarations and petitions (with approval of the Program Director as needed). If petitions become the default for students to complete a major or minor, the program director will be asked to revise the curriculum.
- Recommending curriculum updates and revising catalog copy with approval of the Program Director.
- Coordinating up to one full affiliated faculty meeting per quarter to discuss curriculum, course offerings and other program business.

Student Outreach and Programming

- Contacting students in classes that count toward the major/minor and tabling at on-campus events to encourage students to declare.
- Updating promotional materials/website using IAH templates and university branding.
- Implementing student-centered programs for undergraduates such as an open house, end-of-year recognition, information session on careers/alumni, faculty/student mixers, etc.

Instructional Support for Courses Offered by IAH programs

- Course scheduling.
- Academic Personnel coordination (TA/lecturer hiring and reviews).

Financial Transactions and Budgeting

- Program budgeting including monitoring gifts and endowments managed by IAH.
- Processing program-related costs and receipts submitted for reimbursement using the form on the IAH website.
- Supporting interdisciplinary grants directly related to the program and applied for through IAH.
- Note: Please coordinate with staff before making purchases to ensure the item is within policy and staff can arrange payment in the simplest way possible. If you purchase something before checking with staff, you are not guaranteed to be reimbursed. Expenses submitted after 45 days may be treated as taxable.

Event Support

- *If IAH staffing is sufficient*, IAH will provide logistical support for two public events per year.
    - A public event has up to two speakers and a moderator, guests from on- and off-campus, and the majority of funding comes from the program. Events may be Zoom-only, in-person, or hybrid.
    - If staff time is involved in arranging a room, Zoom room, catering, reimbursing travel, paying honoraria, or setting up registration, it counts as an event.
    - Co-sponsored events (financial co-sponsorship and standard marketing to students and affiliates with no additional staff time) do not count toward the total.
    - When events are co-sponsored between two IAH programs, one program should take the lead.
- Programs with more than $500,000 in endowed funds managed by IAH may hold up to six public events per academic year.
- IAH staff will arrange an on-campus room based on projected event size and availability. Advanced planning allows for more options.
- HDH and Faculty Club are the preference for IAH catering and meals. This saves staff time for ordering, payment and delivery.
- IAH will promote the event on the UC San Diego events calendar, the IAH website, and to students and faculty affiliated with the host program.

BEST PRACTICES FOR EVENTS

Scheduling

- Please consult IAH event staff before scheduling an event. This ensures that staff are available and the event is not competing with other major campus events.
- Please plan in-person events with at least two months' notice, and virtual events with at least one months' notice. "Planned" means that the date, time and location have been set.
- Events scheduled without consulting IAH staff or without adequate notice might not receive staff support or coordination.
- Each IAH program will have its own procedure for internal approval of an event or co-sponsorship.
- If students will be given extra credit, please notify staff before a venue is scheduled as it may impact the projected number of guests.
- If your event may require additional security, please notify staff when the event is scheduled so that staff can follow best practices for preparation.

Co-sponsored Events

- IAH programs may host or co-sponsor events (via funds and/or name) that have a clear connection to the program. That connection must be evident in the content and marketing of the event. Events without a clear connection will not be promoted and should not use the program name or logo.
- It is the responsibility of the program director to know what they are co-sponsoring and how events may reflect on the program. Before you agree to co-sponsor an event, please consider:
    - Who is speaking?

    - Have you seen the title and description of the event and how it will be advertised?
    - Who else is funding or co-sponsoring? Any non-UCSD organizations?
    - Would the event potentially require additional security?
- IAH staff do not coordinate or staff co-sponsored events, but these events are tracked for reporting purposes.

Logos

- Most often, listing the name of the program as a co-sponsor is sufficient instead of adding the logo.
- There are various versions of your program logos available (colors, formats). Please contact staff for the most appropriate version for the purpose.
- IAH has its own logo that is specifically for IAH-hosted events. Decisions about use of the IAH logo and event sponsorship and co-sponsorship are made by the IAH Director and Associate Director.

Meals with Guest Speakers

- Dinner reservations for guest speakers are arranged by the faculty host.
- Submit itemized receipts for reimbursement using the form on the IAH website.
- There are per-person limits for meals: https://blink.ucsd.edu/travel/entertainment/meal-expenses.html.
- Per campus policy, for events where there is no business purpose served by a spouse, partner, or family member's attendance, the employee will pay for their guest's portion.
- Alcohol may be reimbursed using a program's *gift or endowment* funds. If a program does not have gift or endowment funds, then IAH will not reimburse alcohol. Please provide separate receipts for meals and alcohol.