

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 48 hours.
- Some staff work hybrid schedules and may not be on campus every day.

STUDENT AFFAIRS

Advising

- Advising for current and prospective majors, minors, and students enrolled in courses offered in IAH.
- 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.

Student Outreach and Programming

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

Instructional Support for Courses Offered by IAH programs

- Course scheduling.
- Academic Personnel coordination (TA and lecturer hiring, lecturer review files).

FISCAL

Financial Transactions and Budgeting

- Program budgeting including monitoring gifts / 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.
- 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. Receipts should be submitted within 21 days. Expenses submitted after 45 days may be treated as taxable.

EVENTS

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 or catering, arranging/reimbursing travel, paying honoraria, or drafting flyers, 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.
- Programs proposing more events may buy IAH event staff overtime at \$500 per event.
- Each IAH program will have its own procedure for internal approval of an event or co-sponsorship.

Event 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 month's notice. "Planned" means that the date, time and location have been set.
- Events scheduled without consulting IAH staff or without adequate notice might not be eligible for staff support or coordination.

Event Content

- 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 logo.
- If your event may be protested or considered controversial, please notify staff when the event is scheduled so that staff can follow best practices for preparation.

Event Logos

- There are various versions of your program logos available (colors, formats) for flyers. 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.

Event Venues

- IAH staff will arrange an on-campus room based on projected event size and availability. Advance planning allows for more options.

Event Catering

- HDH and Faculty Club are the preference for IAH catering and meals. This saves staff time for ordering, payment and delivery.

Event Outreach and Promotions

- Only events that are hosted or co-sponsored by IAH programs will be listed on the IAH Website, IAH Weekly Event Listserv, and IAH Instagram. Only events with a clear connection to the program should be hosted/co-sponsored.
- Information must be received by Thursday at midnight for the event to be listed in the Monday IAH Weekly Event Listserv.
- Students and faculty affiliated with the host program will be invited to the event, and we welcome other ideas for outreach (other departments, specific classes, etc.).
- If students who attend will be given extra credit or required to attend for a course, please notify staff before a venue is scheduled. Students typically do not attend public events without incentives, and it may impact the projected number of guests.

Co-sponsored Events

- Please let staff know at least one week in advance if your program is co-sponsoring an event. Information must be received by Thursday at midnight for the event to be listed in the Monday IAH Weekly Event Listserv.
- IAH will promote the event on its website, listserv, and to students and faculty.
- IAH staff do not coordinate or staff co-sponsored events, but these events are tracked for reporting purposes.

Meals with Guest Speakers

- Dinner reservations for guest speakers are typically 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.