Services the SHC Administrators Provide for Fellows

What we do during the Spring, Summer, and early Fall:

Housing and Visas
• Forward housing listings to you that meet your preferences.
• Arrange for your fellowship and housing stipend payments to be made (if we are paying your home university directly, you will need to help put us in touch with the correct people to receive the payment).
• Arrange for a Visa for your fellowship year (if necessary).

Center Orientation
• Make sure your office is clean and ready for you to move into any time on or after Friday, September 3rd, 2004!
• Send you the Humanities Center Orientation schedule (including when to be here for the Group Photo).
• Send you a list of Humanities Center events for the coming year (event dates after November are tentative).
• Arrange a Welcome Picnic for fellows and their families and the staff at the beginning of the year.

Stanford Faculty and SHC Fellow Relations
• Send a letter of introduction and your CV to Stanford department chairs in your field; invite them to come to lunch at the Center to meet you and the rest of your cohort.
• Contact Stanford department administrators in your field; ask them to add you to departmental mailing and email lists about events of potential interest.
• Give a copy of your CV and project description to your fellow fellows and Center staff members (not circulated outside the Center without your permission).

Teaching/Intellectual Contributions
• Provide you with a copy of Stanford's academic calendar for the year.
• If you're teaching a course as your intellectual contribution, we arrange for a Stanford department to sponsor it, list it in the course guide, and give you materials on teaching at Stanford.
• Forward a list of Mellon Workshops for 2004-05 as soon as they've been selected (early June).
• Assist you in identifying workshop coordinators to contact in order to find out about planned activities and opportunities for you to present your work.

Stanford ID and Library Access
• Get your Visiting Scholar ID Card (for access to Stanford facilities, etc).
• Get you a Stanford University ID Number (SUID #) (so you can use Interlibrary Loan and other campus resources).
• Arrange for you to receive full library privileges.
Telephone/Computer/Copier Access

• Put your name on our automated switchboard (to forward calls to your office that come in on the Center's main phone line).

• Get you a long-distance access code (so you can make and pay for long-distance phone calls from campus phones).

• Set up your computer at the beginning of the year.

• Set up your email account (AKA Leland account/SUNet ID) and office phone line.

• Get you a copy-code for use of Center copiers.

What we do during the year:

• Provide access to half-time computer support staff.

• Deliver mail to your mailbox; stamp and post outgoing mail once a day.

• Put any faxes sent to you on the main fax line (650-723-1895) in your mailbox.

• Provide catered lunches every weekday (except University breaks and holidays)

• Arrange occasional social events.

• Update bulletin board with listings of current campus and area events.

• Keep current issues of newspapers (including The New York Times, The San Francisco Chronicle, and campus papers) and academic journals in the Geballe Library.

• Ask for your feedback on how your fellowship year is progressing.

What we can also help you with:

• Finding good housing leads; answering questions about the local area and resources.

• Connecting you to Stanford resources for family members (school registration, University library and athletic facilities privileges for partners, etc.).

• Setting up your intellectual contribution by putting you in touch with the appropriate people in research workshops, Stanford departments, or the Continuing Studies Program.

• Moving in -- we won't carry your stuff for you, but in September we're willing to store up to ten boxes of books/office materials for you in a common area in the fellows wing (please note: this is a relatively private but unlocked space).

• Disabilities/special needs we should take into account (in assigning offices, etc).

• Finding an undergraduate fellow with whom to work, should you be interested in participating in our Undergraduate Fellows Program.