

# History

Spring 2025

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## Welcome to the spring semester at BU History

This collection of resources will be a continued tool for you as faculty of the department. Please save it in a place you will remember to reference it. We will periodically make updates to this packet and send new versions each fall to all faculty, not just new faculty.

**Call Facilities for any custodial or classroom issues 617-353-2105**

All issues are to be reported to x32105 beginning Fall 2023, this includes AC, elevator, furniture, lighting, etc.

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## Welcome to the BU History Department

- Our address: 226 Bay State Road. Boston, MA 02215
- Main office: 3rd Floor, 308
- Printer/Copy Machine: 308, please contact CAS IT: <http://www.bu.edu/casit/information/> to get set up
- Mailboxes: Room 308. All faculty have a mailbox

## Space

Conference rooms (304 and 504) are bookable through the main office when not being used for other classes/events, please email [enicole@bu.edu](mailto:enicole@bu.edu)

- **Any additional space requests should go through Elle.**
- **Starting in Spring 2025 we have new technology in 304/504. If you have questions about using the TVs please check in with Cady or Elle. Do not wait until your class has started to check in with us.**

## Coffee

The coffee machine is located in the kitchenette on the 3rd floor. When refilling the keurig, please use the bottle filler directly across from the kitchenette. If we are low on coffee, please let Elle or our Office Assistants know.

## BU HR

[ID Card Request Form](#)

Email HR ([HR@bu.edu](mailto:HR@bu.edu))

- Insurance Questions
- Retirement Planning
- Benefits Questions or Issues

## Expectations and Service

- College of Arts and Sciences [Faculty Expectations](#)
- [University Faculty Handbook](#)

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- **Admin positions for AY24/25**

- *Department Chair: James Johnson*
  - Oversee all aspects of the department including faculty, staff, and academics. Manage all recruiting and tenure & promotion processes. Lead yearly academic planning and decennial Academic Program Review. Work close with Associate Dean of the Faculty: Social Sciences as well as the Dean of the College of Arts and Sciences. For Fall 2024, manages curriculum planning for AY 25-26
- *Associate Chair: Benjamin Siegel (Spring 2025)*
  - Assist the chair with all administrative duties both inward and outward facing, oversee curricular planning and development
- *Director of Graduate Studies: Andrew Robichaud*
  - Supervise the graduate program, review applications, recommend applicants for fellowships and coordinate Open House. Recommend current students for financial aid, present revisions of the graduate program to CAS committees, answer inquiries about the program from potential applicants, respond to current student questions about requirements, and participate in curriculum management.
- *Director of Undergraduate Studies: Eugenio Menegon*
  - Review petitions for external course approval, supervise advising process (handled by professional staff), select students for prizes, participate in curriculum management, counsels students on advising and other academic matters. Select and teaches Honors course and oversees writing tutors.

## Academics

- [CAS Academic Policies](#)
- Incomplete Form, SAP Graduate Forms: [Forms page](#)
- Grade changes can now be completed via MyBUSTudent

## Staff Schedule:

Cady: Mondays, Tuesdays, Wednesdays, HIS 7:30-1, AABDS 1-4, Fridays, AABDS 7:30-4, Remote Thursdays

Elle: Tuesday-Friday, HIS 9-5, Remote Mondays



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Derek: Remote Tuesdays, Fridays

Giovanna: Remote Mondays, Fridays

## Staff List and When to Reach Out

- Administrative Manager: [Cady Steinberg](#)
  - Faculty Hiring
  - Visitor Appointments
  - Payroll
  - Hiring Students
  - Building related issues
  - Tenure & Promotion
  - Faculty Meetings
  - Leaves and Sabbaticals
  - Research accounts
  - Course scheduling (planning process)
  - Graduate Admissions
- Senior Program Coordinator: [Elle Nicoletti](#)
  - Department Website
  - Room reservations
  - Grade Change Forms
  - Incomplete Forms
  - Undergraduate directed study
  - Graduate registration
  - Course scheduling (implementation)
  - Convocation
  - Office Assistants
- Professional Advisor: [Giovanna Karlovic](#) (starting **February 3rd 2025**)
  - Student concerns A-K
  - Undergraduate Registration
- Professional Advisor: [Derek Briand](#)
  - Student Concerns L-Z
  - Undergraduate Registration
- Office Assistants: Emma Hardy, Kassie Chen ([history@bu.edu](mailto:history@bu.edu))
  - Scanning/photocopying
  - Supply inventory
  - Errands/Hand Carries
  - Small projects

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## Committees

- Spring Committees
  - Executive Committee: (Bruce Schulman, Simon Payaslian, Third and Fourth member TBD)
  - Mid-Tenure Review Committee
  - Graduate Student Advisory Group (Andy Robichaud, Cady Steinberg, James Johnson, Bruce Schulman, Phil Haberkern, Rui Hua)

## Expenses and Reimbursements

- All faculty and postdocs have Concur accounts to submit expenses
- [Concur Login](#) use your bu email to login. If you have any questions please reach out to Cady.
- All computer and equipment purchases must be made through BU purchasing channels, reach out to Cady for process
- All Amazon purchases must be made through Amazon Business. No Amazon purchases will be reimbursed
- Before hiring or planning to hire anyone PLEASE TALK TO CADY
- **Graduate students cannot work outside of their service responsibilities**
- **Non service graduate students cannot do additional work**

## Spring 2025 Faculty Meetings, Department Events, & Deadlines

- January 22nd - Faculty Meeting, 12:20 HIS 504
- February 5th - Faculty Meeting, 12:20 HIS 504
- February 11th - Alexis Peri Book Launch, 4 pm, CDS 1750 rsvp: <https://shorturl.at/L6nAx>
- February 12th - Faculty Meeting, 12:20 HIS 504
- February 14th - FAR/EIAR Due, 9 AM
- March/April Faculty Meeting TBD
- April 9th - Giving Day
- April 10th - Jim Johnson Book Launch, 5 pm, Kenmore Room
- April 15th - Nina Silber Retirement Party, 5 pm, CDS 1750
- April 28th - Bacon Lecture, Erik Nelson, Harvard University, 5:30 pm, CILSE 101
- April 28th - Bacon Dinner, 7:30 pm Hotel Commonwealth
- May 12th - Senior Night Dinner, 6 pm, Castle
- May 17th - Convocation, 8:30 arrival time, GSU Metcalf Ballroom

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## Office List

Room	Faculty or Staff
B01	James Brueckel, Germaine Eaton, Jenna Hagan, Lauren Rains
B10	Nive Senthilvel, Ayushi Chauhan
201	Alina Amvrosova, Yasmeen Raffee
202	Graduate Lounge
203	Alexis Peri
205	Benjamin Siegel
206	Brooke Blower
208	Sarah Phillips
209	Paula Austin
301	History Writing Tutors
302	Bruce Schulman
303	Cady Steinberg
306	Betty Anderson
307	Brooke Durham
308	Elle Nicoletti/Office Assistants/Main Office
401	Madeline Williams
402	Arianne Chernock (Spring 2025 TFs: Caryne Nicholas, Abigail Strayer, Cole Parker)
403	Bradley Craig
405	Rui Hua
406	James Johnson
407	Jonathan Zatlin
408	Nina Silber (Spring 2025 TFs: Jack Arnold, Dennis Warren)
409	Eugenio Menegon
410	Jilene Chua

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501	Jeffrey Rubin
502	Brendan McConville
503	Joshua Castillo
506	Chad Williams
507	Andrew Robichaud
508	Simon Payaslian
509	Phillip Haberkern
511	Katie Wynn