Department of Teaching and Learning’s Faculty Assistance

MaryEllen Ganny, AA4, Assistant to the Department Chair

Course Schedules
• Course offerings, times, dates, conflicts, and classroom assignments
• Course evaluations
• Textbook order reminders

Course Grades
• Grade changes
• Grade submission queries

Room/Space Reservations for Special Events
• Contact of making reservations for special events

Faculty Workload
• Faculty workload requests and forms and ECCs

Faculty Annual Reviews
• Collection of faculty reports and documents

Faculty reminders/notifications
• Assists Department Chair with notification and reminders

Faculty/Staff Searches
• Assists with position searches in the Department

Grants to COE OSP Office
• Assists with grant issues with COE OSP office

Administrative Assistant Contact to Dean’s office
• Address queries

Graduate Assistantships
• Assists with Graduate Assistantship issues

Students
• Assist with student permissions for enrollment in courses
Nanette Meyer, AA3, Assistant to the Department Chair

Graduate Students and Advisement
- Directs students to appropriate faculty for advising
- Coordinates graduate forms between department and Graduate College
- Schedules ARL student advisement
- Assists graduate students and faculty with student admissions, appeals, course/program conflicts, graduation, issues
- Coordinates doctoral students admissions

Business Cards
- Places and delivers orders

Funds
- New Faculty Start-Up Funds
- Faculty Indirect Allotments
- PCards (Keeps track of faculty monthly PCard reconciliations)

Individual Department Offices
- Repairs- doors or windows
- Phones
- Lighting
- Work with recycling office
- Furniture
- Supplies/Equipment

Course Syllabi
- Collects and organizes syllabi

Keys and QCards
- Order new keys and Qcards
- Opens doors if keys are forgotten or misplaced

Mail and Parcel Delivery
- Maintain faculty mailboxes and room
- Receive package deliveries and contact faculty

Photocopying
- Maintains copy and printer machines

Reservations for Department conference rooms (CEB 357, CEB 350A, CEB 399)
- Maintains reservation book for three conference rooms
- Maintains facilities and common areas and coordinates moves

Travel
- Processes documents