

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 for 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 Fund expenditures
- 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 359B, CEB 399)

- Maintains reservation book for four conference rooms
- Maintains facilities and common areas and coordinates moves

Travel

- Processes documents