

## **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