

LEADERSHIP, TECHNOLOGY & HUMAN DEVELOPMENT OFFICE PROCEDURES

The office staff and equipment are present to assist the department faculty with clerical tasks and related functions. Following these procedures will help insure timely, effective and equitable support.

I. Typing

- A. Regular typing should be requested by completing the Work Assignment Form and placing it, with the draft in the work study's box in Room 3100. Completed work will be placed in your mailbox.**

II. Copying

All copying should be requested on the Work Assignment Form and attached to the item(s) you wish copied. Please complete it thoroughly. It is very important to fill in the date/time needed. Place the request and the original(s) in the work-study's box in Room 3100. Completed work will be placed in your mailbox.

- A. Request for copying should permit 24 hours for completion.**
- B. Requests for copying during the First Week of Class and Finals Week should allow 48 hours for completion.**
- C. If you have an exam or an item that you would like only the secretary to copy, please place the item in a sealed envelope and place it in Tabitha's mailbox. Also send an e-mail with date/time needed.**
- D. In an effort to hold down copying costs for the department, please utilize class notes or web pages when possible. Class notes can be sent to the Eagle Print Shop on campus to be copied and the students can purchase them from the book store. Place items on reserve at the library instead of providing individual copies of articles for classes. When working on publications, please investigate applying for research funds, etc. to offset the cost of copying and printing. We will certainly try to work with everyone on the copying issue and welcome any suggestions you may have.**
- E. All copies will be made 2-sided unless faculty specify otherwise.**

III. Equipment and Supplies

- A. Office Copier**
The copier in Room 3123 should be used for all copying; this copier requires your specific copier code. If you are unsure of your code, please see Tabitha.
- B. Office Supplies**

Supplies are located in Room 3123. It is extremely important that you notify the secretary when you open or take the last item of a kind. You may place a note or empty carton in the secretary's mailbox.

C. Telephones

Our department has a very small long distance budget; therefore, please communicate via e-mail whenever possible.

D. Postage

The postage budget for the department should only be used for department related postage. If you are working with an organization that requires mailings or overnight packages, please mail these items separately or with prior approval from the chair, reimbursement to the department's postage account will be necessary. We encourage pre-planning instead of the use of overnight mail.

IV. Miscellaneous

A. Student Assignments/Exams

Please avoid instructing your students to turn in assignments to the department secretary. However, if you do, it will be dated in front of the student and the student will initial the dated assignment. Ask students to turn in a hard copy of anything they turn in on electronic media. Do not ask the secretary to print documents from student's media.

B. Please e-mail Tabitha with your office hours and syllabi each semester.

C. Computer Service Requests

If you have computer problems, please report the problems directly to computer services. You can e-mail the explanation of the problem to computer services at helpdesk@georgiasouthern.edu. If you want to call in your request, dial 5429 and follow the directions of the recording. They often try to troubleshoot the problem over the phone and frequently ask questions that only you can answer. If you will not be available to meet the computer tech, please notify Tabitha and provide your id/password to her.

D. Telephone Repair Requests

If you have problems with your office telephone, please call the Telecommunications office at extension 85000. They often try to troubleshoot the problem over the phone and frequently ask questions that only you can answer.

E. Conference Room

Room 3124 is our department conference room. The calendar on the door is used to reserve the room.

F. Doctoral Lab – Room 3122

The doctoral lab is a space shared by our department and the Curriculum, Foundations, and Reading department. It is available for all graduate students to use. It is equipped with computers and networked printers. The graduate assistants from both departments work out of this room from time to time as well.

G. Travel Forms

Both travel forms (Request and Travel Expense Statement) are now located on the GSU website at the following link:

<http://services.georgiasouthern.edu/accounting/acctpayforms.html>

H. Sick Leave Reporting

We are required to fill out Faculty Absence and Leave Forms for each faculty member at the beginning of each month. Please keep up with any sick leave you take during the month and report this on the form. The forms will be placed in your mailbox at the beginning of the month and should be signed and placed in Tabitha's mailbox. The forms are due in Payroll by the 8th of the month.

I. Department Equipment

If you have Georgia Southern equipment (computers, printers, etc.) at home, we must keep an up to date check out form on file. Even if you just check out a laptop for overnight, the paperwork must be completed.

J. Advising/Registering Students

Tabitha will not issue Random Access Numbers (RANs) to students. If RANs are not available for whatever reason students should contact their advisors.

K. Scheduling

1. Tabitha will not add/delete students from courses without written (e-mail ok) permission from the course instructor.
2. Tabitha will not add/delete courses from the schedule without permission of the Department Chair.

****If our students need information here are some numbers that may help****

Office of Graduate Studies: 478-2647

Graduate Admissions: 478-5384

Registration Matters Registrar / s Office 478-0717 (Theresa Smith)

Fee Payment Office of Student Fees 478-0999 (Deal Hall)

University Book Store – 478-5181