

PACIFIC LUTHERAN UNIVERSITY
DIVISION OF HUMANITIES SUPPORT STAFF PRIORITIES AND POLICIES

Faculty in the Division of Humanities rely upon two full-time staff persons and two part-time students for all administrative support. Occasionally, faculty generate more work than the staff can accommodate. Last minute requests make workload management very difficult. In organizing tasks from the faculty, the staff will follow these general priorities and policies:

1. Tracy works primarily with the chairs and the dean, with budgets, and with travel. Cynthia works with all department faculty and on event planning. Faculty project requests should be sent to both Tracy and Cynthia.
2. All staff receive and assist students and visitors, and answer telephone calls.
3. Departmental and committee memos, agenda, minutes, reports, or letters of recommendation should be sent in electronic form if possible. Department chairs/secretaries should make sure that copies of all agendas and minutes are sent to the dean.
4. Staff will assist faculty with course materials—syllabi, exams, and handouts have top priority. Faculty are responsible for giving staff enough time to coordinate requests.
 - a. Copy and scanning requests must be submitted **two business days** before they are needed.
 - b. E-mail requests should be sent to both Tracy and Cynthia. Written requests should be submitted on a blue slip to one of the staff or placed in an in box in one of the office suites. All requests should explain the task needed, the department to charge, and the date needed (“ASAP” is not sufficient).
 - c. Staff can assist with scanning course materials. Given fair use issues and bookstore policies, all course readings are now “distributed” to students via Sakai or library eReserves. Fair-use provisions govern photocopying and scanning of excerpts, and it is the responsibility of faculty to ensure that their requests are legal. Staff will not photocopy or scan more than 20% of a book.
 - d. Projects that involve exams or sensitive materials should be submitted to full-time staff rather than students. Submit these to Cynthia or Tracy by e-mail, or in a sealed envelope.
5. Student workers and staff are not responsible for cleaning public spaces. All members of the division should clean up after themselves in kitchen and public areas; personal and dirty dishes/items should not be left out.
6. Student workers and staff in the Division of Humanities can no longer assist faculty with proctoring exams. Please ask one of your colleagues to assist you.
7. If students are turning papers in to physical offices or mailboxes, faculty should confirm with staff that offices will be open for normal hours, and the cut off time due should be 4.00 pm at the latest.
8. If faculty are out sick or need help with a class, a staff member must be telephoned and given direct instructions. Staff can inform students that class is canceled, but will not manage classes or conduct activities.
9. A reasonable amount of support for department and division events can be expected, but timely and well-organized requests for support are expected.
10. Faculty who work in interdisciplinary programs can seek support from Humanities Staff for their courses and events. Staff will assist as time permits.