

Social Science Division Administrative Support Group Guidelines for Faculty Assistance

YES

- Course Support*
 - Copying and scanning course readings
 - Uploading course-related links and documents to course sites
 - Updating course syllabi and sites
 - Location of alternative classroom assignments (or working with departmental classrooms contact to do so).
 - Set up reserve readings (E-reserves and/or Lamont Library)
 - Ordering desk copies and submitting semester book orders to the Coop
- *Limited course support is available for courses assigned a teaching fellow
- Letters of Recommendation
 - Assistance with printing, mailing, faxing, and/or uploading letters of recommendation (as feasible, you or your student should provide FA with a schedule of anticipated applications for each student)
- Research Support
 - Ordering books or scanning documents for research
 - Mailing or FedExing manuscripts or books
- Departmental Business
 - Updating faculty information or adding events on departmental website
 - Ordering business cards
 - Ordering basic office supplies

NO

- Completing financial paperwork (UEFs, MRAs) for reimbursements or corporate card
- Scheduling and calendar maintenance
- Support for Extension School courses or Summer School courses
- Purchasing (other than books for teaching and research, and basic office supplies)
- Other research assistance (for example, no support with typing, editing, publishing or marketing)
- Library retrievals
- Personal errands or assistance with personal tasks, such as mailing personal packages, handling personal correspondence, personal travel arrangements for faculty member or family

Please note, the goal of the ASG is to make sure all of your teaching and research needs are met as best they can be! If you need assistance with something that does not appear on this list, please contact your ASG Faculty Assistant. Even if unable to assist with the request, your Faculty Assistant may be able to direct you to an appropriate resource.