School of General Arts & Sciences

Help! Who does what?

Category	Sub-category	Where to find information?/Who can help?
Absences – Class Absence Operating Procedure		
	Policies	All Policies are housed in the Human Resources website: https://department.flemingcollege.ca/hr/working-at-fleming/policies-and-procedures/ There's a link on the GAS Affinity Website under Faculty Resources/Links to Other Pages: https://department.flemingcollege.ca/school-gas/faculty-resources/links-to-other-pages/
Academic Achievement Letters		
	Dean's letters to students (GPA greater than 3.6)	Academic Administrative Assistant
Academic Appeals		
	Academic Appeal Procedure	All Faculty should read the Academic Appeal Policy and Procedure: https://department.flemingcollege.ca/academic-appeals/academic-appeal-policy-and-procedure/ Link is located at GAS Affinity Website: https://department.flemingcollege.ca/school-gas/faculty-resources/academic-appeals/
	Academic Appeal Forms	Faculty Response Form: https://department.flemingcollege.ca/academic-appeals/academic-appeal-forms/
	Appeals Stage 2 to the Panel	Academic Administrative Assistant
Academic Awards		
	Awards Logistics	Academic Administrative Assistant
	Contact with donors / fundraising	Advancement Office

Category	Sub-category	Where to find information?/Who can help?
Access to Shared Drive		
	Request access to shared drive	Academic Administrative Assistant
Communication with Coordinators and Faculty	Emails to all-GAS-faculty	Academic Administrative Assistant/Chair
AODA		
	Accessibility Centre Affinity Website	Copy and paste the following link after you log into the Portal: https://department.flemingcollege.ca/accessibility-centre/faculty-3/ Also listed on the GAS Affinity website under Faculty Resources / Links to other pages
Delay or cancel a class		
	Procedure	All faculty are responsible to cancel or delay their own classes. In the event this is not possible, please email the Academic Administrative Assistant and monitor email for confirmation that it was completed. The GAS Affinity Website: https://department.flemingcollege.ca/school-gas/faculty-resources/forms/ File: Under Guides/Delay or Cancel a Class Or: https://department.flemingcollege.ca/ao/academic-training/
Computer		
	Add a printer	Evolve: Staff/Human Resources/ Employee Groups / Academics (scroll down to Faculty Resources (click on the link)/ How-To Guides

Category	Sub-category	Where to find information?/Who can help?
		Copy and paste the following link (You need to be logged onto the Portal): https://department.flemingcollege.ca/faculty-development/faculty-resources/helpful-information-2/helpful-information/
	Email / computer problems	Contact itsupport@flemingcollege.ca
Contracts		
	For Chair's signature	Send to Chair
	Signed Teaching Contracts and SWFs	Send to Workloading Officer Chantal Wood
Course Outline help		
	Course Outline help	Academic Administrative Assistant
D2L		
	I can't access, see my classes, see students	Alana Callan or email LDSTeam@flemingcollege.ca
Exception Reports/ Timesheets / Expenses/ PD Applications		
	Exception / Expense Reports (Form for Faculty)	Evolve: **Staff** tab (scroll down to Financial Forms & Guidelines)
	Timesheets (Form for employees)	Located in HR (B3112) School Office (B3325)
	Invoices / Timesheets / Expense Reports / PD Requests / VISA that require coding and subsequently sent to Associate Dean's signature	Drop off in Chair's mailbox in the School Office (B3325).
	Invoices / Timesheets / Expense Reports / PD Requests / VISA that require coding and subsequently sent to Dean's signature	Drop off in Chair's mailbox or in the School Office (B3325).
Forms and Guidelines		
	Links to various forms and guidelines (i.e. Academic, Financial forms, and Administrative forms; and Telephone, People Soft, Course Outlines guides, etc.)	Affinity website / Faculty Resources / Forms & Guidelines

Category	Sub-category	Where to find information?/Who can help?
Internship and Placement Forms		
	Internship Forms (Heritage Programs)	GAS Affinity Website: https://department.flemingcollege.ca/school-gas/internship-form/
Internet / Affinity Website		
	Affinity website postings and updates	Academic Administrative Assistant
	Problems downloading programs from internet i.e. software updates	itsupport@flemingcollege.ca (Change browser before contacting IT)
Invoices		
	Coding	Academic Administrative Assistant/Chair
Marks / Grades / Probation		
	Ongoing grades/ marks are posted in D2L	Log on to D2L
	Final Marks are entered directly into the Portal. They are **NOT** uploaded from D2L.	Wait for email from the Registrar's Office with instructions and deadlines.
	Missing marks	Academic Administrative Assistant
	Probation lists	Academic Administrative Assistant provides lists Coordinators meet with students to discuss probation
Meetings		
	Books rooms for meetings	Fill out the online form on the Physical Resources website. Copy and paste this link when logged into the Portal: **1) Sutherland Room Bookings** https://department.flemingcollege.ca/facilities/sutherland-campus-2/sutherland-room-bookings/ **2) Frost Room Bookings** https://department.flemingcollege.ca/facilities/frost-campus-2/room-bookings/
	Teleconference booking	Academic Administrative Assistant or visit the affinity website for instructions on how to set it up by yourself.
	Books meetings with the Associate Dean and Dean	Academic Administrative Assistant

Category	Sub-category	Where to find information?/Who can help?
Microsoft Office, Outlook tutorials		
	Microsoft Office / Outlook Tutorials and many more	Portal: Resources tab / Services / Lynda.com Or contact Academic Administrative Assistant for immediate help
Office moves, new extension, furniture moves, boxes moves		
	Office Moves, new extension, email and keys	Academic Administrative Assistant
	Furniture moves	Academic Administrative Assistant
	Boxes and files moves	Academic Administrative Assistant
Open House		
	Open House (AV equipment booking/tables/ room/special requests)	Academic Administrative Assistant
Professional Development		
	PD Forms	Evolve: Human Resources Department Affinity website or copy and paste the following link when you log into the Portal: https://department.flemingcollege.ca/hr/staff-development/professional-development-sabbaticals/
	PD Requests	To Chair
	PD Expenses	To Chair or School Office Attn. Academic Administrative Assistant
Photocopier / Photocopier Room – B3198.1		
	Fixes photocopier jams/problems	itsupport@flemingcollege.ca or contact Academic Administrative Assistant for immediate assistance
	Order paper for photocopier	Academic Administrative Assistant
	Photocopier more than 20 pages (Frost and Brealey)	Send Work Order to duplicating@flemingcollege.ca

Category	Sub-category	Where to find information?/Who can help?
Purchase Requisitions		
	Purchase Requisitions	Academic Administrative Assistant (Please seek approval from the Chair before requesting any purchase)
Supplies		
	Office supplies	Office Supply Cabinet in B3325 (GAS School's office)
Travelling		
	Hotel booking	1. Faculty researches hotel availability and cheapest rate 2. Book time with Academic Administrative Assistant to pay for hotel online
	Flight booking	3. Faculty researches flight availability and cheapest rate 4. Book time with Academic Administrative Assistant to pay for flight online
	Car rental	Complete car rental form on Affinity School website.