
DEPARTMENT CHAIR SUPPORT

Suggestions from your Academic Support Assistants:

1. We want to help you reduce your workload!
2. Turn to us for support in any way you need – no job is too small and no job is too difficult. We want our faculty to know that they can depend on us for whatever their needs are.
3. We could help chairs better organize their workload if we sat down at the beginning of each of their terms and discussed the year ahead and reviewed the previous year's records. If we know what their needs are, we can better anticipate how the office can help them.

Here are some ways we can help you.

DEPARTMENT BUDGETS

- Verification and approval of invoices
- Sign-off on all bills and forward to Accounting
- Assist with development and submission of budget requests and academic equipment requests
- Administration of budgets and maintenance of budget records
- Fill out check requests as needed
- Order supplies and approve invoices
- Order stationery, envelopes, business cards (**Note:** Business cards are paid for out of departmental budgets)

SCHEDULING

- Set up department calendars including deadlines relevant to chairs (in Outlook or Entourage)
- Set up department meetings
- Set up division meetings
- Schedule rooms
- Set up calendar for semester events on website and notify Office of Communication and Events

FACULTY RECRUITING

- Provide assistance with on-line system (jobs.grinnell.edu)
 - ⇒ arrange phone interviews
 - ⇒ arrange on and off campus candidate interview schedules
- Send job ad/link to other schools and programs as identified by chair

DEPARTMENT GUESTS / SPEAKERS / VISITORS / EVENTS / POSTER SESSIONS / MAPs

- Guest speakers and visitors:
 - ⇒ Calendar arrangements
 - ⇒ Travel arrangements (including professional drivers)
 - ⇒ Lodging arrangements
 - ⇒ Meal and refreshment arrangements
 - ⇒ Presentation arrangements
 - ⇒ Process IRS paperwork and requests for honorarium
- Commencement/Graduation breakfasts and events:
 - ⇒ Create and mail invitations
 - ⇒ Take RSVPs
 - ⇒ Calendar and catering arrangements
- Honors and MAP Presentations
- Assist with planning and arranging departmental conferences
- Create publicity for department-sponsored events
- Assist with printing posters for classes

NEW FACULTY

- Welcome and support newly arriving faculty:
 - ⇒ Provide orientation to support office
 - ⇒ Assist with any questions or needs
- Coordinate Applied Music Assistants (AMAs) program

FACULTY / DEPARTMENT REVIEWS

- Assist with faculty reviews for tenure, promotion, and salary/merit
- Type yearly salary reviews
- Assist with preparation of department self-study dossier
- Assist with departmental projections for review
- Create flowchart-type illustrations to compare peer institutions' required courses

DEPARTMENT MAJORS / SEPC / STUDENT WORKERS

- Assist with Majors Surveys
- Send e-mails on behalf of chairs to department majors
- Create and maintain information:
 - ⇒ Distribution lists for e-mail (Outlook, Entourage, PioneerWeb or Lyris)
 - ⇒ Labels
- Assist with SEPC-sponsored events (send e-mails, provide information and guidance for tasks they do for the department)
- Assist with SEPC elections when requested
- Supervise student workers
- Train student workers

OTHER ASSISTANCE PROVIDED

- Type semester course offerings for Registrar
- Type new course proposals
- Type yearly course schedules
- Type minutes from department meetings
- Send out reminders for deadlines
- Assist with Faculty Activity Reports in Sedona (FARs) (for both chairs & faculty)
- Process department letters and memos
- Help process forms
- Assist with end-of-course evaluation process
- Create and maintain department websites
- Department newsletters
- Sort through mass mailings that are addressed to the department

Some other things to consider...

1. Invite us to your initial department meeting of each semester or to meetings where you would be discussing special projects, events, etc. that you might need extra help with. This would help us prioritize and know what to expect.
2. It would be helpful for chairs to remember to give us authorization at the beginning of July so that we can assist them with processing bills and invoices. It would also be helpful to have their account cost center number so that we don't have to call each time for the appropriate account number.