

To: Faculty and Visitors

From: Monica Stearns and Jane Aiken

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RE: Faculty Support

The Office of Faculty Support provides administrative support to all full-time members of the Georgetown Law faculty through a wide range of interactions. This memo outlines what you can expect from your assistant (which may surprise you given just how much they can do) and the things that you cannot expect from your assistant.

Faculty Assistants:

Faculty assistants are often the first point of contact for faculty members and will often assist the faculty member in obtaining the services of another area within Faculty Support and other departments within the Law Center. All assistants are expected to provide assistance in support of a faculty member's teaching and scholarship responsibilities, including:

Administrative Tasks:

- Answer phones
- Send Faxes
- Coordinate meetings
- Arrange law school related travel
- Submit receipts for law school related reimbursement
- Assist with preparing course materials
- Coordinate purchase of office supplies
- Prepare Georgetown-related correspondence
- Coordinate with A/V and IST for services they provide
- Request facilities assistance (i.e. a light burned out in your office)
- Prepare FedEx/courier forms
- Track student class attendance on spreadsheets,(assistants should not be asked to be responsible for students calling out for class)
- Organize files in office
- Create doodle polls and google surveys to send to classes
- Send out mail to colleagues
- Type up documents for class handouts
- Coordinate catering and delivery for class and end of year parties
- Track research account spending in spreadsheet
- Assist in research regarding class subject (e.g. tax research)
- Organize their Gmail calendar – at Professor request
- Create binders with papers and itineraries for conferences/seminars
- Book copying
- Create sign-up sheets in Word for classes
- Communicate with guest speakers for classes and seminars.

- File guest parking pass requests
- File guest reimbursements
- Assist in library requests regarding overdue books, scholarship updates, book requests, etc.
- Reserve rooms for meetings
- Reschedule and cancel classes throughout the semester
- Print class handouts
- Return graded exams to the Office of Registrar

Technical skills:

- Assist with Canvas including: sending announcements, creating modules, creating appointment slots for office hours and posting slides to Canvas sites (Assistants are not able to create Canvas sites – this function resides with the IST department)
- Set up and Maintain TWEN sites
- Document conversion – pdf to word, etc.
- Assist with basic document formatting/troubleshooting
- Create/update and edit Power Point presentation
- Perform basic Web, Westlaw and Lexis searches
- Prepare seating charts using e-seat
- Assist with light editing of documents or course materials

Because faculty assistants work with many faculty members, without sufficient notice, your project may not be able to get immediate attention. Faculty assistants work 8-hour days with one hour off for lunch. Additional hours subject the law school to overtime charges. If your needs fall outside the regular work day or if you require services not listed or require urgent attention, please contact Monica Stearns and she will see if something can be arranged.

Tasks Not To Be Performed by Faculty Assistants

- Proof exams (such support can be arranged in the Office of faculty Support)
- Assist in grading final exams
- Uploading grades to the Registrar's office
- Use the faculty member's net ID and password to access benefit or financial information on GMS
- Use professor's personal credit card information
- Work over the weekend
- Center work

If you gain approval to conduct a workshop (not associated with a center), please work with the designated workshop coordinator. If the workshop is associated with a Center or Institute, then all arrangements should be made through the Center Executive Director or center designated staff.

Workshop Coordinator

- Makes train/air arrangements for all workshop guest speakers/lecturers
- Makes hotel reservations for all workshop guest speaker/lecturers

- Arranges Catering for all workshops
- Processes all guest reimbursements
- Coordinates AV/IST requests for guest speakers
- Assists in arranging catering and taking food delivery for workshop

Manuscript Editing:

The Office of Faculty Support employs a full-time Manuscript Editor, who will assist full-time faculty, and visiting faculty as time permits, with the preparation of manuscripts for publication. Specifically the editor performs the following tasks:

- Proof reading articles, book manuscripts, testimonies and Bibliographies
- Edits materials for grammar, style and consistency
- Works with faculty member to prepare manuscripts to publisher's specifications
- Edits final page proof for book manuscripts and journal articles
- Works with Faculty members to prepare e-books for publication
- Assists Faculty with Pdf publications
- Edits Clinic and Center manuals
- Copy Editor for the Journal of National Security, Law & Policy

While the manuscript editor is not able to assist with bluebooking or cite checking, she does coordinate with the Faculty member's RA and Library research staff to ensure that the proper citation process is followed. The editor is also not able to prepare indices, but again will coordinate to ensure accuracy.

Copyright:

The Office of Faculty Support processes all course material copyright requests for full-time, visiting and adjunct faculty members. Specifically the assistant performs the following tasks:

- Requests copyright permission for all materials used for course materials
- Responsible for monitoring copyright expenses
- Communicates with faculty members to secure most cost efficient means of obtaining materials, ie. using links instead of reprinting directly from original sources.

First Class Reading Assignments:

- Responsible for maintaining the First Class Reading assignment web page and coordinating with the IST department to reset the page on a semester basis
- Posts an average of 200 assignments prior to the fall and spring semesters and approximately 25 prior to the summer semester
- Assignments are posted in order of receipt and following the initial upload, assignments typically post within 24 hours of receipt (excluding weekends and holidays)

Faculty Clerkship Assistance:

The Office of Faculty Support is responsible for ensuring that all full-time faculty, visiting faculty and adjunct clerkship letters are proofed and processed. Specifically:

- Proof and format all individual letters and provide suggested edits to faculty
- Upload letters to OSCAR
- Save all letters into a shared database with Office of Career Strategy
- Communicate with faculty members to ensure timely delivery of completed letters for processing
- Provide the list of judges to whom student/alum is applying to professors upon request
- Provide individual tutorials with students on navigating OSCAR
- Process all US Supreme Court letters for GU alumni
- Process last minute requests for letters to be emailed directly to Chambers for students with pending interviews

Copy/ Stationary/Course Materials/Faculty Regalia/ Ceremonial Events:

The Office of Faculty Support has oversight for these additional responsibilities.

Specifically:

- The Copy Center produces materials for faculty, students and departmental needs utilizing both on site copying equipment, and external vendors.
- The Office of Faculty Support maintains the contract for all Georgetown Law branded letterhead stationery, business cards, envelopes, certificate paper (with University seal), GU folders as well as any other branded printed material
- Responsible for purchasing all stationary materials for campus and journaling charges back to individual departments
- Responsible for ordering and maintaining official faculty letterhead for all full-time faculty
- Faculty Support personnel prepare and upload to our external vendor site all faculty course materials for full-time, visiting and adjunct faculty members
- Communicate and coordinate with external vendor to ensure timely and accurate delivery of course materials for students and when necessary mediate between students and external Course Materials vendor
- Coordinate fittings and order regalia for all newly hired full-time faculty and deans
- Maintain inventory of “rental” regalia for use by visitors/distinguished guests, etc. during ceremonial events
- Communicate with appropriate members of the community regarding participation in ceremonial events
- Transport regalia for visitors and distinguished guests for annual Commencement
- Assist Faculty and guests in robing during Professorships and Commencement
- Track participation in ceremonial events

Mail Service:

The Office of Faculty Support includes the Campus Mailing Services. Specifically:

- Receipt of all incoming campus mail (with the exception of mail for the Wolff and Williams Library)
- Delivery of all incoming mail and packages to faculty, staff and departments twice daily
- *Beginning fall 2017 the Mail staff will also be responsible for all packages delivery for the residence of the Gewirz Student Center*
- Responsible for the metering of all outgoing campus mail
- Receipt of all incoming package delivery from USPS, FedEx, and UPS as well as the campus courier delivery
- Responsible for outgoing package pick up
- Receives and stores incoming new and visiting faculty boxes
- Prepares and ships all departing faculty boxes
- Negotiates contract for USPS postage meters
- Responsible for oversight for the Law Center portion of the university wide courier service