

**DEPAUL UNIVERSITY
COLLEGE OF LAW**

**FACULTY
OPERATIONS HANDBOOK**

**Office of the Associate Dean of Operations
Academic Year 2006-2007**

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I. SUPPLIES

Supply requests for common items such as pens, legal pads, post-it notes, tape, staples and paper clips can be made by faculty to the assigned floor clerk who will have a supply of such items readily available. Other supply items must be ordered. A Law School Supply Notebook describing available supply items will be placed with each floor clerk, student organization office and administrative office.

For ordering supplies please visit Staples' website at www.staples.com to obtain product information. Please email your supply request to Glennis Jones - Marshall at gjones@depaul.edu and cc: Frank Cleary at fcleary@depaul.edu.

YOU MUST CLEARLY IDENTIFY THE PERSON OR ORGANIZATION TO BE CHARGED FOR THE SUPPLIES.

If supplies are not in stock or require special order, they will be ordered and the requestor will be notified when they arrive. Supply orders will be available for pick up in the copy room on Thursdays only. Supply orders placed by Tuesday will generally be available for pick-up the same week. Please note that supply requests totaling more than \$100.00 will not be processed until approved by the Associate Dean of Operations. However, this will usually not delay the availability of the order.

NO SUPPLIES ARE KEPT IN THE FACULTY SERVICES AREA

Any supplies which you may no longer need that are in good condition (i.e. binders, folders, etc.) should be given to a faculty clerk for return to faculty services for recycling.

All requests for office equipment and, furniture should be made in writing or via e-mail to the Business Office Manager, Leigh Georgell. All requests for computers, printers or related equipment should be made to the Computer Systems Manager, Ali Belkairous. Requests will be considered based on need and available budget resources.

PLEASE ONLY REQUEST OR ORDER WHAT YOU REALLY NEED

II. FACULTY CLERKS

Clerks will provide appropriate services to faculty in the order requested subject to special assignments. Any request that a clerk is unable to service within a reasonable time should be taken to Glennis Jones-Marshall, Manager of Faculty Services (Room 950) for reassignment. Please make a telephone call to advise a clerk if a work request has been made via e-mail or fax. Because there are a limited number of clerks, please be considerate of the needs of your colleagues when requesting clerk assistance. Large projects, projects with tight deadlines and unusual requests should be presented to Glennis Jones-Marshall for assignment.

Because of the need for anonymity, clerks may not calculate or record student grades. If a student's grade needs to be adjusted due to class participation or any other reason, the request should be made to Associate Dean White.

With the exception of special assignments previously approved by the Associate Dean of Operations, faculty clerks will not accept work assignments from the centers and institutes, the legal clinics, or the law school administrative staff. If additional clerk support is needed for those organizations, a request should be made to the Associate Dean of Operations.

III. PHOTOCOPYING

All photocopying done within the College of Law will be charged to the appropriate budget. Copy machines with card readers should be activated by the card of the person or organization to be charged. Copy machines without card readers will have logs in which the number of copies and the user name must be recorded.

Each month the reader on every law school copy machine will be examined. The log and reader will be compared to assure that all copies are being charged to appropriate accounts.

The mail/copy workroom will do copy jobs when the person or organization completes a request sheet, attaches the sheet to the document to be copied and places the work in the appropriate container. Copy requests will be completed based on the date needed and the order of submission. Small copy requests (50 copies or less) can be completed immediately without a request sheet however the job must be recorded in the log book. Please plan ahead and allow sufficient time to meet copy deadlines.

Large copy projects shall be subject to the following copy completion time guidelines:

1. Requests of less than 150 pages copied = 1 business day.
2. Requests of 150 pages to 2,000 pages copied = 2 business days.
3. Requests 2,000 pages to 5,000 pages copied = 3-4 business days.
4. Requests of more than 5,000 pages copied = 5 or more business days.

Some large projects will be transferred to outside sources for copying. The requesting party will be informed of the completion time set by the outside provider.

SPECIFICALLY EXCLUDED COPYING

The following copying requests will not be honored:

1. Copy work that would require violation of copyright laws.

2. Syllabi-each course syllabus can be posted on Blackboard or on the College of Law website and can be downloaded and printed by the student.
3. Book Copying-It is not permissible to request the copying of an entire book. Faculty may request that the Law Library copy excerpts of books in its collection, subject to copyright restrictions. Requests may be made at the Law Library reference desk. Faculty research assistants delivering copy requests should bring the volume(s) to be copied to the desk along with the request form.

IV. CLASS HANDOUTS

1. Syllabi and First Class Assignments.

All syllabi must be on Blackboard or on the College of Law Website. First class assignments may be made available to students as a handout (see #2 below).

2. Class Handouts

Since students cannot access faculty office or clerk areas after normal business hours, all student handouts must be either:

- a) distributed in class;
- b) placed on Blackboard; or
- c) Placed in the handout cabinet located in the vending machine area of the student lounge.

V. MAIL AND DELIVERY SERVICES

INCOMING MAIL:

Each full-time faculty member has a mail slot located opposite room 721. Adjunct faculty mail is placed in alphabetical slots according to the instructor's last name. Student organization mail is placed in the four-drawer file cabinet located opposite the mail/copy workroom.

Because of the limited space in each mail slot, it is important that faculty remove their mail on a regular basis. Slots that become full will be cleared and the mail will be placed in a bin under the counter in the mail area. Faculty who will be gone for an extended period of time should make arrangements to have their mail removed during their absence. Faculty mail can be forwarded if the proper routing information is provided to the mail clerk.

Please notify the mail clerk in advance if you are expecting a package or special delivery mail in order to expedite receipt and delivery. Because mail slots are not secure, the mail clerk will have a sign-up procedure where individual faculty members can give written permission to gain entry to have books and similar items delivered directly to their offices. To further safeguard books and other packages upon receipt they will be kept under lock in the mail/copy room. A notice will be placed in the recipient's mail slot that the item is being held and needs to be claimed.

INTER-OFFICE MAIL:

Inter-office mail should be delivered to the mail/copy workroom (Room 726) in appropriate inter-office envelopes with a clear indication of the name and location of the intended recipient.

OUTGOING MAIL:

U. S. first class outgoing mail that is delivered to the mail/copy workroom by noon will be posted the same day. Postage will be placed on all law school mail; however, all personal mail must be stamped before delivery to the mail/copy workroom. Please remember that the mail clerk has no stamps.

Letters and documents requiring special delivery shall be sent via U.S. priority mail (second day service). Each floor clerk will maintain a supply of U.S. priority mail envelopes for faculty.

Only in case of emergency or special circumstances shall overnight or messenger service be used. In such case the cost for the service will be charged to the individual or organization budget. Overnight requests must be made no later than 3:00 p.m. Messenger service also no later than 3:00 p.m. and can only be arranged through the Faculty Services Office.

FEDERAL EXPRESS:

All Federal Express deliveries and pick-ups are handled in Faculty Services room 950. To be sent out the same day they must be submitted on or before 3:00 p.m. Please remember that Federal Express is only to be used in case of an emergency or special circumstances. The preferred special delivery option is U.S. Priority Mail.

VI. ROOM RESERVATIONS AND CATERING

All reservations within the Law School including the Library, Human Rights area and the 7th floor student lounge must be made by submitting an online room request.

Requests should be made at least 30 days before the event. Major events will be given first priority for space allocation. Other events will be allocated space according to the order requests are received. All reservations are subject to change at any time.

- You must submit the online room reservation request. A reply will be sent back within 48 hours informing you if your request has been confirmed or denied.
- Room reservation forms for the classrooms are available on the law school web site, www.law.depaul.edu.
- Contact the event coordinator immediately via email at LawEvents@depaul.edu to cancel or modify any reservations.
- Organizations are responsible for returning all space used to its original condition and making space available to the next occupant by the end time listed on the reservation confirmation.

If food and beverages will be included in your meeting or event, arrangements can be made with the Law School event coordinator as part of the reservation process or by emailing needs to cpreusse@depaul.edu AT LEAST 7 days prior to event. Orders may also be placed directly with Chartwells Catering at www.depaulcatering.com.

VII. INDIVIDUAL FACULTY BUDGET ALLOTMENTS

A. General Allotment

Each tenured, tenure track and clinical faculty member who will be teaching or on research leave shall be allotted a general budget at the start of each academic year. Those who will not be teaching or on research leave for the full school year can request a partial allotment from the Associate Dean of Operations. Faculty must maintain a record of their expenditures in order to allow for proper budgeting for the year and to resolve any account discrepancies that may arise with the law school budgeting records. Faculty requiring any funds beyond their initial allotment may petition the Associate Dean of Operations.

Legal writing instructors may make a request to the Associate Dean of Operations for funds they wish to use in support of their teaching.

The following are the allowable expenditures that will be charged against each faculty member's general allotment and for which the legal writing instructors can seek funds:

1. Academic and professional conferences including registration fees, travel, food and related expenses.
2. Overnight mail delivery and messenger services;
3. Faculty/student meeting expenses including materials and food;
4. Professional Memberships and Subscriptions;
5. Academic books, periodicals and special computer software; and

B. Research Assistant Allotment

Each tenured, tenure track and clinical faculty member may request the services of one or more research assistants at the start of each academic semester and during the summer if teaching or on a research grant. Those who will not be teaching for the full school year and are not on a research leave can request a partial allotment from the Associate Dean of Operations. The request must be made on the Research Assistant Form which must be completed in full.

C. AALS Annual Meeting

There will be a special allotment for faculty attending the AALS Annual Meeting. The amount will be determined by the location, conference costs and available resources.

VIII. FACULTY REIMBURSEMENTS

The following are the procedural steps that must be followed when processing employee reimbursements:

1. **All** faculty reimbursements must be accompanied by original paid receipts and original cancelled checks.
2. **All** travel and conference related expenses must have been issued a TR number prior to incurring the expense.
3. You **must** provide some explanation about each expense on the reimbursement form.
4. **All** employee reimbursements forms are required to have both the employee's signature and an authorized countersignature.
5. The second signature should be that of the person you report to or the Dean's designee.
6. You may not authorize your own reimbursement.
7. These requirements are true for all budgets, grant as well as operating.
8. Allow sufficient time for processing your requests and keep a copy of all submitted documents for your records.
9. **All** reimbursements must be submitted within 30 days of being incurred.
- 10. NO REIMBURSEMENTS WILL BE CONSIDERED UNDER ANY CIRCUMSTANCES AFTER 60 DAYS.**
11. The accounts payable office will reject any reimbursement that does not comply with the rules herein.

Please note that faculty reimbursements which would require the Dean's signature should be forwarded to the Law School Business Office. If you have any questions concerning these procedures please contact the Business Office Manager, Leigh Georgell.