

FFIS OFFICE POLICIES AND PROCEDURES

Dear Faculty,

Please respect the policies and procedures below:

1. The admin's FFIS office hours are MWF from 11:00 a.m.-5:00 p.m. and TR from 8:30 a.m. - 1:30 p.m.
2. Copies are made by the admin only in case of emergencies, otherwise give them to the student worker or do them yourself.
3. Admin requires 24 hours notice if faculty members want to check out equipment. They are required to sign a check out/check in form with the admin.

TRAVEL FORMS

4. Faculty should always open a new travel authorization (TA) or reimbursement (TR) form directly from MyCharleston (found under "Employee" tab – on bottom left under "Accounting Forms") to make sure that the latest version of the forms is being used. Do not "recycle" these forms.
5. The admin always needs TAs and TRs emailed to her in Excel to make sure that they are filled out correctly. She likes to have copies of the whole reimbursement to make sure they are correct so that faculty get their money without problems and delays. This also helps keeping track with the budget.
6. Please note that the Travel Authorization (TA) form should be submitted not less than ten (10) business days prior to the commencement of travel. All policies of the Controller's Office regarding travel must be respected, especially deadlines.

STUDENT WORKERS

7. Faculty have to get with the admin first before giving projects to the student worker so she can coordinate his/her work flow.
8. Any complaints about student workers need to be addressed to the admin directly as their supervisor.

WHILE AWAY AT CONFERENCES / IF ILL / OFF CAMPUS / WHEN NOT IN YOUR OFFICE DURING SCHEDULED OFFICE HOURS

9. If you are not in your office during your regularly scheduled office hours, please leave a note on your office door.
Please let the Chair know when you are missing class or are not on campus due to illness/conferences/workshops, etc. If you have a proctor for your class, please inform the Chair.

WHEN /IF YOU NEED TO CANCEL CLASS

10. Notify the admin and the Chair and contact your students (via OAKS, email, etc.) to inform them of your absence. The admin will have notification placed on your classroom door and on your office door.

MAIL PROCEDURES

11. Please follow official College mail procedures (see link under Faculty Resources on FFIS website).