

FACULTY SUPPORT

Based on our evaluations of the staffing structure and surveying some faculty, we have determined that we need to provide more support to faculty in the instructional and clerical/administrative areas.

Set up: Mike Bacci will be the main contact for non-instructional matters and Rafael Acevedo will be the main contact for programmatic and instructional matters. A triage e-mail address, econsupport@ucsd.edu, has been set up to receive faculty requests.

INSTRUCTIONAL

- Liaison to WebCT and ACS in general (Graduate and Undergraduate computing)(Rafael Acevedo)
- Last minute Imprint ordering/copying of exams (Stacy Bauer)
- Website support (design and template support. Briana Weisinger)
- Course Logistics (Stacy Bauer/Kimberley Newmark/Marisol Nierva-Magnano).
 - a) Textbooks
 - b) A/V
 - c) Grades
 - d) Instructional Facilities related matters
 - e) Distribution of exams
 - f) Evaluations
- Course Development (Kimberley Newmark & Rafael Acevedo)
 - a) Assist with investigating new technologies that can be incorporated into the class
 - b) Research course materials (including copyright issues)

GENERAL/CLERICAL

- Receptionist functions including distribution of mail (Stacy Bauer)
- Expand support provided for Seminars (Briana Weisinger)
 - a) Contact speakers ahead of time
 - b) Promote seminars
- Purchasing (Mike Bacci & Briana Weisinger)
- Mailing (Express Mail/Priority) faxing (Mike Bacci)
- Individual Faculty Website Support (design and template support. Briana Weisinger)
- Formatting Correspondence (Mike Bacci)
- Submission of papers to various journal or publishing agencies (Mike Bacci)
- Search Internet for deadlines, submission guidelines for scientific journals, governmental agencies and other non-UC entities (Mike Bacci)
- Search computerized UC library files for articles and technical references (Mike Bacci)

FISCAL

- Automated financial reports through *My Funds* (Devaney Kerr)
- Express Cards and Travel Cards (Devaney Kerr/Briana Weisinger)