

Dean's Office Support: Expectations, Timelines, and Limitations

This document outlines expectations, timelines, and capacity constraints for support provided by the Dean's Office. Its purpose is to ensure that all requests are handled in a way that is compliant with university policies and feasible given current staffing levels. The college is currently operating with a significant staffing shortage, and this is unlikely to be resolved in the near term. As a result, adhering to these guidelines is critical to maintaining consistent operations, avoiding delays, and ensuring that limited staff resources are allocated as effectively as possible across the college.

General Expectations for All Requests

1. Sufficient Notice

- University policies, procedures, and systems are often complex and time-consuming. In addition, the campus is currently transitioning to new financial systems, which adds further processing time as we continue to adapt.
- To ensure compliance and accuracy, all requests must be submitted with sufficient advance notice.
- Minimum timelines are provided in brackets below and should be treated as firm requirements.
- **We will not be able to fulfill requests that do not meet the minimum timelines.**
- When submitting a request, please include all relevant details and be prepared to respond promptly to follow-up questions. Delays in providing required information may result in delays or inability to complete the request.

2. Workload Limitations

- The Dean's Office staff currently support multiple unstaffed or understaffed departments and programs in addition to their regular responsibilities.
- While we will make every effort to assist, our capacity is limited.
- Submission of a request with adequate notice does not guarantee that it can be accommodated; it is very likely that we will not be able to help in some cases.

3. Self-Support Centers and UEI Funds

- The Dean's Office staff do not provide administrative support for self-support centers.
- We are also unable to manage or process expenditures from UEI-managed funds.

4. Communication

- Please include the Dean on all email requests to ensure appropriate visibility and coordination.

Requests Relevant to All Departments and Programs

1. Essential Operational Tasks ("Keeping the Lights On")

- Purchasing office supplies: **[2 weeks' notice]**
- Hiring student employees: **[4 weeks' notice]**
- Budget reports: **[3 business days' notice]**
- CARS (system access) requests: **[4 weeks' notice]**
- Faculty or staff travel:

- International: **[45 days' notice]**
- Domestic: **[3 weeks' notice]**
- One-time classroom or lab reservations: **[2 weeks' notice]**
- Front desk/reception coverage: **[2 days' notice]**
- Other essential tasks: **[begin consultation at least 4 weeks in advance]**

2. Events (Small to Medium Scale)

- Event Space
 - On-campus: **[3 weeks' notice]**
 - Off-campus (no-cost venues): **[5 weeks' notice]**
- Food
 - No food or potluck: **[no lead time required]**
 - On-campus catering: **[5 weeks' notice]**
 - Off-campus catering (employee-paid with reimbursement): **[begin consultation at least 3 weeks in advance]**
- Guest Speakers/Performers
 - One speaker/performer: **[7 weeks' notice]**
 - Two to three speakers/performers: **[9 weeks' notice]**
- Other Event Expenses
 - Limited additional expenses: **[begin consultation at least 6 weeks in advance]**

Requests Specific to Academic Departments and Programs

For all items below, please initiate discussions as early as possible once a need is identified:

- CMS class schedule building
- Classroom assignments
- Temporary faculty appointments (lecturer contracts)
- Temporary faculty reviews (initial and subsequent 3-year reviews)
- Faculty release time requests
- Add/drop requests
- Cost of Schedule reports
- Curriculum proposals
- Retention, tenure, and promotion processes (WPAFs)
- Faculty and staff recruitments