Guidelines for Faculty: Clerical and Administrative Support

Faculty support is provided by a variety of staff within the college based on the aspect of the faculty role that is being supported. In addition, technology is provided to support the faculty role and it is expected that all faculty and staff will utilize these MSU-Health Information Technology (HIT) resources (e.g., Office: Word, Excel, Power Point; Microsoft Outlook e-mail, calendaring, etc.). It is important for faculty and staff to communicate about deadlines and to allow ample lead-time to meet these deadlines in light of the many competing priorities. This is particularly important during “peak” times, e.g. exams and semester beginnings and endings, grant deadlines, etc. Work requests are handled in the order they are received, according to the needs of the college. For example, uploading course syllabi to the web before classes begin, having exams ready when scheduled, meeting grant proposal deadlines, sending out clinical contracts before students begin clinical, etc.

I. Instruction

Three secretarial positions are assigned, in part, to support the faculty teaching role. Support includes word processing; editing and sending correspondence and documents; assembling course materials; ordering books; printing and copying; typing charts, tables, and graphs; arranging professional travel; preparing travel and expense vouchers; typing forms and other necessary paperwork; and interacting with faculty, staff and students by e-mail, phone and in person. Faculty located in Life Sciences and Owen should utilize the services of the faculty secretary positions located in LSA226 (Faye Spencer) and LSA229 (Colleen Wager) and faculty located in Bott should utilize the services of the faculty secretary position located in Bott C300 (Kelly Lindsay).

Guidelines for Document Processing:

1. Faculty should submit drafts of documents to the faculty secretaries via e-mail attachment. Handwritten work is not acceptable because it cannot be processed within the limited time available.
2. Please include your name and due date of the work in the body of the e-mail. Please do not indicate the due date as “As Soon As Possible” as this does not provide the secretaries with sufficient information to set priorities among multiple word processing requests.
3. During “peak” times, exams should be submitted two (2) weeks in advance of the due date to allow one week for word processing and one week for printing by MSU Printing Services.
4. Faculty who directly submit tests for electronic administration should send a file copy electronically to their faculty secretary.

Guidelines for Syllabi and Book Orders:

1. Your faculty secretary located in LSA226, LSA229 or C300 will type syllabi for all faculty and forward to the Webmaster to be uploaded to the web. Please allow adequate lead-time for web posting.
2. Faculty should submit textbook orders and desk copy requests to their faculty secretary.
3. Faculty needing a desk copy of a textbook are to request a complimentary copy through the faculty secretary, before requesting to purchase a copy. Faculty should not contact the publisher directly.

II. Student Assistance

Student employees are hired to assist the faculty secretaries with clerical tasks such as sorting mail, copying and collating documents, assisting with workroom equipment, maintaining order in the workrooms, stocking supplies, etc. (student employees cannot be assigned to work with Nursing student assignments, exams, etc.).

III. Classroom Scheduling and Class Related Activity

Courses and classrooms are scheduled one year in advance of the class offering. The Administrative Assistant for Academic and Clinical Affairs located in LSA221 will schedule all courses into classrooms and/or conference rooms, including seminar sessions. Changes to the classroom schedule must be communicated to the Administrative Assistant as this staff member is expected to know the location of all classes in the event of a student or faculty emergency. Final exam times and locations are scheduled by the University; any deviation from this schedule requires the advance approval of the Associate Dean for Academic and Clinical Affairs and the University.

The Administrative Assistant for Academic and Clinical Affairs is also responsible for collecting student course evaluation data using the on-line SIRS.

Faculty who need media equipment for class presentations or support in the technology classrooms should contact the Academic Technology Coordinator located in the Media Lab, LSB126.

IV. Scheduling Conference Rooms for Meetings and Clinical Conferences

Conference room availability is viewed and requested through Microsoft Outlook Calendar by selecting the particular room desired (as a meeting attendee) and viewing the room’s availability. The CON conference rooms in Outlook are listed with the word ‘Room’ in front of the number (e.g., Room A230 Life Sciences). When you send the request for a room determined to be available, it will be e-mailed to the staff member responsible for scheduling the room; availability will be confirmed and a response will be returned to you via e-mail.

V. College of Nursing Calendar

The College of Nursing (Nurse) Calendar is located in Microsoft Outlook and is listed in the Outlook director as “Nurse Calendar”. The Nurse Calendar is intended to present all faculty meetings, meetings of standing committees, sub committee meetings, task force meetings, etc. The Dean’s Office Executive Assistant is responsible for maintaining the Nurse Calendar.

VI. Ordering Classroom Supplies

Please complete the office supply order form and submit it to your faculty secretary to order office/classroom supplies. The form is available on the CON share drive in the Faculty and Staff Resources folder.

VII. PhD Student Activities for Research/Scholarship Role

The PhD Program secretary (located in Bott C300) is responsible for coordinating PhD student activities once they are admitted. The Nursing Research Center Research Administrators (located in Bott C281 and
C381)(Marilou Clary and Tara Miller respectively) are responsible for assisting PhD students with formatting, copying, and submitting grant proposals, and with grant management after grants are awarded.

VIII. Faculty Research and Scholarship

Faculty are referred to the Nursing Research Center for detailed guidelines and services related to research and scholarship.

Faculty are responsible for preparing their own scholarly manuscripts. The Associate Deans will provide information about available templates and software programs (e.g. Endnote).

The Nursing Research Center Research Administrators (Bott C281 and Bott C381) finalize the paperwork related to the preparation of the research proposal budget, budget justification, transmittal form and signatures, conflict of interest forms, completion of electronic applications, and other Office of Sponsored Programs requirements related to the submission of a research proposal for funding. All budgets and budget justifications are reviewed by the Nursing Research Center Coordinator (Bott C282) before submission to the Office of Sponsored Programs. After grants or contracts are awarded these same staff members monitor the budgets and reports required for these grants.

Once grants are awarded, forms for the expenditure of funds are to be completed by the faculty with the help of their funded staff or the Nursing Research Center Research Administrators as needed. Nursing Research Center staff will work with the Support Services Administration Office to process paperwork related to student/staff employment and graduate assistant appointments.

Funds needed to support publications, presentations, or poster development are expected to be charged to the grant account related to that project. There is an Instructional Media Center in the Communication Arts Building on campus that will perform these types of services for a fee. For unfunded projects, requests are to be submitted to one of the Associate Deans depending on the type of scholarship involved.

IX. Support Services

A. Facilities

The Administrative Assistant (LSA211) will assist faculty with obtaining keys, telephones, building access, College of Nursing common equipment repairs, coordinate all moves, etc.

B. Computer Hardware and Software

Requests for computer hardware and software should be made through the Director of Academic Instructional Support Services. A request form (CON Request for Computer Hardware and Software) is located on the CON share drive at nursing on ‘team-NAS\groups\(N:\)’ in the Faculty and Staff Resources folder. All faculty are provided with a computer in their academic office or in shared touchdown stations. Problems with computers are to be referred to the Health Information Technology (HIT) team using the on-line request form available at http://www.hit.msu.edu or by calling 355-6531. Charging a grant account for technology purchases requires the prior approval of the responsible Associate Dean.

C. E-mail Accounts and Share Drive

The Administrative Assistant (LSA211) will request a user account (from HIT) and shared drive access for all new faculty; this account and ID will provide access to the faculty member’s Outlook e-mail/calendar account and the shared drive. A brief review of this system will be provided to new
faculty at the CON New Faculty Orientation in the Fall; questions regarding use should be referred to the faculty secretaries. Problems with Outlook accounts and requests for network printing/scanning should be referred to the Health Information Technology (HIT) team using the online request form available at http://www.hit.msu.edu.

X. Conference Calls

Most conference rooms have phone lines and can accommodate up to six people participating in the meeting by phone. Requests for conference calls (hosted by a telecommunication vendor) must be submitted to your faculty secretary in advance of the meeting with documentation of a funding source. Conference rooms on the 2nd and 3rd floor of the Bott Building require the user to enter an access code to place long distance calls. Teresa Cherry (Bott C200) and/or Kelly Lindsay (Bott C300) can provide an access code for long distance calls to be charged to the College general fund account. Specific project access codes for funded research projects should be requested from one of the NRC Research Administrators.

XI. Faculty Travel

Faculty are referred to the Absence from the University Form and Policy and the CON Faculty Travel Guidelines in the Faculty Handbook available at: http://nursing.msu.edu/Faculty%20and%20Staff/Faculty%20Handbook/default.htm. All faculty travel must be authorized in advance of the actual travel. For travel related to teaching/academic programs, faculty secretaries will complete the travel forms and return the forms to faculty for gathering the required signature(s). For travel related to faculty research, the Bott 3rd research support staff will complete travel forms for faculty located on Bott 2nd floor and the Bott 3rd floor. Pre-Trip Authorization and reimbursement forms must be signed by the responsible Associate Dean (see the CON Faculty Travel Guidelines).

XII. Marketing and Communication Resources

The following marketing and communication resources are available on the shared drive at nursing on ‘team-NAS\groups’(N:) in the Faculty and Staff Resources folder:

- **Templates.** Branded template include PowerPoint slides, PowerPoint poster presentations, Word flyers, CD labels, brochures and letterhead.
- **Logo.** Numerous College of Nursing file formats (jpg, png, gif, eps) are saved with a variety of color options.
- **Headshots.** Faculty and Staff headshots are available in both print and web resolution.
- **Photo release form.** Use to obtain authorization when photographing subjects.
- **Bott info system (Atrium kiosk display).** Includes the protocols sheet for an outline of appropriate topics – submit this form along with the Bott info system PowerPoint template with the information you want posted. Items are saved in the CON Forms and Policies folder.
- **Cascade protocols.** This resource is a complete “how-to” manual for Content Managers that are responsible for making minor edits to their respective areas of nursing.msu.edu.
- **QR codes.** Flyers to be used at conferences and recruitment events. Helps direct traffic to key areas of website by scanning the code using their mobile devices and a QR code app.

Thank you for your cooperation with these guidelines.
# Faculty Support Directory

<table>
<thead>
<tr>
<th>Contact</th>
<th>Faculty Support Needs</th>
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<tbody>
<tr>
<td><strong>Jill Vondrasek</strong></td>
<td>Social Media&lt;br&gt;College-wide marketing templates&lt;br&gt;College news submission&lt;br&gt;College branding/communications standards&lt;br&gt;Research and Practice faculty profiles&lt;br&gt;Photography and Photo Authorization</td>
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<tr>
<td><strong>Adriana Feldpausch</strong></td>
<td>Dean Mundt’s calendar&lt;br&gt;Faculty files&lt;br&gt;CON calendar&lt;br&gt;Faculty meetings and minutes&lt;br&gt;Special faculty event planning&lt;br&gt;Flower fund</td>
</tr>
<tr>
<td><strong>Angela Repins</strong></td>
<td>Associate Dean Wehrwein’s calendar&lt;br&gt;Curriculum and Academic Program Catalog changes&lt;br&gt;Program committee meeting minutes&lt;br&gt;SIRS&lt;br&gt;Assignment letters&lt;br&gt;Pre semester classroom and course scheduling&lt;br&gt;CLIFMS administration&lt;br&gt;Internal/External Agency Reporting&lt;br&gt;Incomplete grade changes</td>
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<tr>
<td><strong>Faye Spencer</strong></td>
<td>Dr. Maneval’s calendar (Director of Undergraduate Program)&lt;br&gt;Undergraduate program support&lt;br&gt;Exams&lt;br&gt;BSN program syllabi&lt;br&gt;BSN program faculty travel&lt;br&gt;Student uniforms&lt;br&gt;Student and faculty lab coats&lt;br&gt;Room reservation/verification&lt;br&gt;Textbook ordering/desk copies&lt;br&gt;Miscellaneous document processing</td>
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<tr>
<td><strong>Colleen Wager</strong></td>
<td>Dr. Dontje’s calendar (Director of Graduate Clinical Programs)&lt;br&gt;MSN coordinator support&lt;br&gt;Practice committee meeting minutes&lt;br&gt;MSN &amp; DNP Program Faculty travel&lt;br&gt;Room reservation/verification&lt;br&gt;MSN &amp; DNP candidate interviews&lt;br&gt;MSN &amp; DNP syllabi&lt;br&gt;E-value &amp; Typhon administration&lt;br&gt;Miscellaneous document processing</td>
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</tbody>
</table>
### Faculty Support Guidelines

**Rosalva Aguilar**  
Secretary  
Professional Partnerships  
355 3393  
- Professional Partnership marketing, registration, faculty travel, database management  
- Continuing Education  
- International travel reporting

### Research & PhD Program

<table>
<thead>
<tr>
<th>Contact</th>
<th>Faculty Support Needs</th>
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| **Kelly Lindsay**  
Faculty Secretary & PhD Program Support  
PhD Program  
432 3872 | Dr. Given’s calendar (Director of the PhD Program)  
PhD program support, schedule major professor meetings, schedule annual reviews  
Syllabi  
ANGEL course support  
PhD student support/comprehensive exams  
Conference travel arrangements (2nd and 3rd floor Bott faculty)  
Miscellaneous document processing  
Schedule PhD applicant interviews |
| **Cindy Espinosa**  
Coordinator  
Nursing Research Center  
353 8687 | NRC Policies, Procedures and Budget  
Pilot and Start Up funding  
Undergraduate Research Program  
Research Annual Reports  
Material Transfer Agreements |
| **Marilou Clary**  
Research Assistant  
Nursing Research Center  
355 5051 | Pre & post award grant administration – 2nd floor Bott  
Reconciles ledgers  
Coordinates RQA meetings  
OSP/CGA Liaison  
Educational Grant Administration |
| **Teresa Cherry**  
Nursing Research Center  
432-9159 | Associate Dean Smith’s calendar  
Poster/publication displays  
Research Committee support/minutes  
Research seminar/presentation coordination  
CON productivity reporting  
CANS/MNRS Conference coordination  
External Mentor Program |

### Support Services

<table>
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<tr>
<th>Contact</th>
<th>Faculty Support Needs</th>
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| **Tiffany Keck**  
Human Resource Unit Administrator  
432 1186 | Position postings  
Appointment processing (including Graduate Assistants)  
Student and Labor payroll  
Leave processing  
HR system access  
CLIFMS Professional Accomplishments  
Miscellaneous HR Issues |
| **VACANT**  
Administrative Assistant  
432 0047 | Keys  
HIT ID and CON Share Drive Request  
Security Access to buildings/secured areas  
Photocopier IDs  
Office space & furniture |
| **Kendra Elam** | Nursing Workforce Diversity Program (ACCESS and Future |

Faculty Support Guidelines  
Updated August 14, 2014
<table>
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<tr>
<th>Position</th>
<th>Name</th>
<th>Office/Department</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Associate Project Director</td>
<td>Laurel Switzenberg</td>
<td>Office of Student Support Services</td>
<td>Nurse Clubs)</td>
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<td>Dr. Shannon Brecheisen’s calendar (Director of OSSS)</td>
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<td>Student compliance</td>
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<td>Office Reception</td>
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<td>Scheduling student advising appointments</td>
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<td>Student correspondence</td>
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<td>Nursing Clubs)</td>
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<tr>
<td>Office Assistant</td>
<td>Erin Buitendorp</td>
<td>Office of Student Support Services</td>
<td>Recruiting</td>
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<td>Commencement/Convocation Coordination</td>
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<td>Student Advisor: RNBSN</td>
<td>Phillip Seabornd</td>
<td>Office of Student Support Services</td>
<td>Recruiting</td>
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<td>Nikki O'Brien</td>
<td>Office of Student Support Services</td>
<td>Recruiting</td>
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<td>Monica Marcelis Fochtman</td>
<td>Office of Student Support Services</td>
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<td>VACANT</td>
<td>Office of Student Support Services</td>
<td>Recruiting</td>
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<td></td>
<td>Systems Asst</td>
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<td>Active and archived student records</td>
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<td></td>
<td>Patricia Phillips</td>
<td>Academic Instructional Support Services</td>
<td>Student data/statistics for internal &amp; external reports</td>
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<td>Develop/maintain OSSS systems &amp; data bases</td>
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<td>Andrew Greger</td>
<td>Academic Instructional Support Services</td>
<td>Media Lab &amp; PDA support</td>
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<td>Sim Man (in Sim Lab)</td>
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<td>Classroom technology &amp; Media equipment</td>
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<td>CON Listerv maintenance</td>
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<td>Student lab coats (for NUR 470)</td>
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</tbody>
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### Maintain computer inventory

**VACANT**  
Instructional Designer  
Academic Instructional Support Services  
353 4614

- ANGEL groups & courses
- D2L conversion
- Instructional design & technology
- Faculty development

**Patty West**  
Clinical Placement Coordinator  
Academic Instructional Support Services  
355 8327

- Clinical placement scheduling
- Affiliation agreement requests
- Clinical partner issues/communication

**Health Information Team (HIT)**  
355 6531

- Support for:  
  - Desktop computers & printers  
  - Network issues  
  - Email  
  - Shared drives  
  - Remote access to email and shared drives  
  - Network printing/scanning set up

### Development & Alumni Relations

<table>
<thead>
<tr>
<th>Contact</th>
<th>Faculty Support Needs</th>
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</thead>
</table>
| **Nicole Martin**  
   Administrative Assistant  
   Development & External Relations  
   432-5033 | Eric Sturdy’s calendar (Dir of Dev & Alumni Relations)  
  - Tradeshow booths and wing banner requests  
  - Online store and merchandise needs  
  - Special event registrations  
  - Clearance forms for corporate and foundation relations fundraising  
  - Donations  
  - Alumni updates |

| **Pamela Werling**  
   College Alumni Coordinator  
   Development & Alumni Relations  
   432 0670 | Nursing Alumni Data Statistics/Needs |