

Faculty Assistant Responsibilities

Always OK:

- Canvas support
 - Manage/upload course readings
 - Scanning & copying
- Classroom reservations
 - TAs/GRAs/RAs/Faculty
- Conference/Workshop/Guest Speaker Support (when not sponsored by staffed research centers or Dean's Office)*
 - Space
 - Room Reservations
 - Basic A/V support
 - Food/beverage orders
 - Set-up and clean-up of event space
 - Advertising and event materials
 - Use of EventBrite for RSVPs
 - Basic advertising via email
 - Basic poster design
 - Production of print materials (contact printing service, edit proofs, etc.)
 - Finance/travel
 - Speaker contracts, service agreements, and purchase orders, as needed
 - Travel arrangements and reimbursements for visitors

*Faculty Assistants will use their best judgment to determine if the event is large enough to require assistance from Dean's office

- Printing/Correspondence
 - Any requests to be printed on UT Letterhead
 - Mailings – FedEx or other shipments requiring a UT account number
 - UT copy requests
 - Financial transactions with external printing vendors
- Procurement
 - Office supplies
 - Purchase orders
 - Catering orders
 - Textbooks
- Placing books on reserve at UT Libraries
- Scanning
 - One article or chapter of 50 pages or less, with up to 3 chapters max from one book.

- Reimbursement processing
 - Entertainment
 - Books, memberships & misc. expenses
- Tallying various in-class student project evaluations (not official UT course evaluations)
- Travel arrangements/authorizations/reimbursements
 - Faculty/Staff
 - Visitors
- Minor LBJ website updates
 - Updates to course descriptions on the LBJ website
 - Posting of new CV's and faculty profiles
 - Can include minor editing, but faculty are responsible for significant editing and updates
 - Faculty Assistants will send new faculty profiles and those that are significantly altered to the web content manager, who will copy edit for consistency with other faculty profiles and for length. Bios are limited to 200 words.
- Tasks that are UT related, but not LBJ School related (Ex: university-wide committee work)

Never OK:

- Tasks unrelated to faculty's UT responsibilities
 - Personal calls
 - Personal errands
 - Personal paperwork
- Faculty Activity Report updates
- Tasks related to activities entirely sponsored by a staffed research center
- Faculty email and calendars
- Typing and editing of scholarly articles, research papers, PRP reports, and books
- Very large copy or print jobs (send to the UT Copy Center)
 - Faculty Assistants will follow copyright law and will use their best judgment to determine what should go to the UT Copy Center
- PRP Reports:
 - Typing and editing
 - Looking up citations
 - Getting quotes from printing companies
 - Delivery of documents to printing companies
 - Reviewing of proofs

- Picking up of paper copies
- Overtime
 - Faculty Assistants must receive permission from their supervisor in advance (not same day) to work any hours that will put them over 40 hours per week. Most such requests will be denied.