

Faculty Utilization of Secretarial Services

(Updated 12/2008)

Department chairs are responsible for establishing procedures for supervising the use of secretarial services in individual departments of the University.

Department secretaries may type articles for journals and papers to be presented at learned gatherings, and manuscripts, as long as such publications are not expected to bring direct remuneration to the author. Secretaries may also type notes, interviews, or other pieces in support of a faculty member's article or paper. Secretaries are expected to proofread their work. When applicable, the secretary is expected to produce these documents in the format and with specified word processing software as required by the publisher. The criteria for eligibility in such cases would be enhancement of professional or University prestige. Such work will be done during regular working hours on a time-available and priority basis as established by the department chair, with the understanding of all concerned that this work also constitutes normal University business. Editing articles and manuscripts is the responsibility of faculty.

Secretarial services are not to be used for the preparation of theses, dissertations, or like documents which have for their purpose the obtaining of a Master's degree or a doctorate. Secretarial services are not to be used for the preparation of resumes, curriculum vitae, or other documents to be used in seeking employment.

Secretaries are responsible for providing administrative support to faculty and professional staff who are involved with campus-supported organizations and/or professional organizations that are related to a faculty member's discipline.

In very limited situations and with the approval of the department chair, an administrative support staff member may be asked to go into a faculty member's classroom to distribute material to or collect material from students. This should not be routinely practiced, but should be reserved for unavoidable and/or unplanned absences. CTE's may be administered by the department secretary in accordance with Chapter 260.02 (3.4) of the College Handbook.

Secretaries are prohibited from grading student work, delivering exams or proctoring exams,

Questions concerning the appropriateness of a particular assignment should be addressed to Human Resources.