



# Resource Guide



## Contacts

## Internal Calendar

## FAQ

### TRAVEL Contact Alison Harris

Personal Vehicle Use

Policy  
Use of University & Private Vehicle Policy  
Academic Field Trip Guidelines and Forms  
STD261

Faculty Travel Info Procedures and Regulations  
Restrictions  
Important Info

### BUDGET INFO

Contact  
Department Support Staff

Budget Log Notes  
ProCard Reconciliation Guide  
ProCard Handbook  
Delegation of Signature Authority

### HUMAN RESOURCES (HR) PROCEDURES

Contact  
Department Support Staff

Separation Clearance  
New Employee Process

### WORKLOAD

Contact  
Department Support Staff

Workload Process Guide  
Faculty Reassigned Time Requests  
A&S Schedule of Classes Process  
Notes

### RESEARCH SUPPORT & AWARDS

Instructionally Related Activities (IRA)  
Research and Sponsored Programs (RSP)

Grant Info

Faculty Excellence Awards  
Spotlight on Research Seed Grant

### SPACE PLANNING & LABS

Contact Bryan Swig Lab Tech Contact Info

Facilities Update:  
Door Locks

IST Calendar

Safety Guides

Liability Release  
Visual Audio Release

Laser Tools Field Studio Labs  
Electrical, Mechanical, Radiation, and Drone

### HOSPITALITY & EVENTS

Request President Attendance  
\*\*\*30 days prior\*\*\*

University Auxiliary Services (UAS)

Communication and Marketing Services

UAS Hospitality Services  
UAS Guidelines & Procedures  
Hospitality Policy  
Events FAQ

### OTHER INFO

Faculty Affairs

ChiLFASA  
WISE

Academic Affairs

Chair Resources  
Documents and Forms  
Policies

Tools and Resources

Acronym  
Glossary

A&S Newsletters  
March 2022  
June 2022

### ONBOARDING

Contact Department Support Staff

Staff

A&S Org Chart  
Dept Contact List Sample  
New Employee Checklist  
Office Door Sign Template  
A&S Contact List

Students

Employment Guide  
Student Timesheet

Faculty

New Faculty Checklist  
New Faculty Welcome Letter  
Key/Code Request Guide  
Lecturer Handbook