CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

DIVISION OF ACADEMIC AFFAIRS

Dean of the Faculty

Effective Date: August 23, 2006
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Procedure on Assistance with Photocopying

Purpose: To accommodate faculty and teaching assistants who require assistance with making photocopies

Accountability: Academic Affairs

Procedure: Faculty, staff and teaching associates who require assistance operating photocopying equipment should direct requests to the faculty support coordinator assigned to their instructional area. Inquiries regarding the name and contact information of the appropriate faculty support coordinator can be directed to the program chair, or to the Dean of Faculty's office.

Requests should include the materials to be copied, the account or program to be charged for copying costs, the number of copies needed, type of paper to be used, any finishing requirements (collating, stapling, double-sided, etc.), a location where the copies should be delivered, and a deadline when the copies must be ready. Requests may be made and materials provided to the support coordinator either in person, via campus or US mail, or via email (if materials are in an electronic format). Materials to be photocopied should be received by the support coordinator a minimum of 24 hours in advance of the delivery deadline to ensure adequate time for processing.

In the event that the faculty support coordinator is unavailable, requests and materials should be directed to the Dean of Faculty's office.

If circumstances in a specific instance make advance notice difficult or impossible, faculty should first seek help from the faculty support coordinator; if the faculty support coordinator cannot provide assistance on short notice, faculty should seek assistance from the Dean of Faculty's office.

Any individual needing additional assistance or accommodation due to a disability should direct the request as soon as possible to the Associate Vice President for Human Resources in University Hall.

Author: _____ Date: _____

Approved: _____ Date: _____
            Director

Approved: _____ Date: _____
          Dean

Approved: _____ Date: _____
          VPSA