

Organizational Reference: Referral Guide

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	Counselors																			
	Faculty																			
	Department Chair																			
	Instructional Task Force																			
	Instructional Deans																			
	Assistant Dean*																			
	VP (Academic/Workforce)																			
	AVP Instructional Resources & Technology																			
	Dean of Student Services																			
Executive Director, Early College Start																				
Campus Administrative Office																				
Adjunct Faculty																				
Academic issues (curriculum)			1		2		3													
Compensation/Placement	Human Resources Compensation Section																			
Complaint re: student (disciplinary)																		1		
Complaint re: supervisor			1		2		3													
Contract preparation/input and approval (eStaffing)			1		2		3													
Course assignments/workload monitoring			1		2		3													
Curriculum Development			1		2		3													
Distance education faculty approval			1		2					3										
Eligibility status			1																	
Equipment requests			1		2		3													
Evaluation (adjunct faculty)			1		2		3													
Evaluation improvement follow-up			1		2		3													
Instructional supplies			1		2															3
Interviews (Hiring)			1		2		3													
Office hours - setting/review		1	2		3															
Overload teaching assignments - approval			1		2		3													
Paycheck questions					1															
Professional development requests			1		2		3													
Stipend approval							1													
Stipend payment					1		2													
Substitute instructors (arrange)		1	2		3															
Supervision of adjuncts			1		2		3													
Technology (requests)			1		2		3													
Travel approval/reimbursement			1		2															
When student learning at risk	2	1																		
Full-Time Faculty																				
Academic issues (curriculum)			1		2		3													
Compensation/Placement	Human Resources Compensation Section																			
Complaint re: student (disciplinary)																		1		
Complaint re: supervisor			1		2		3													
Contract preparation/input and approval					1		2													

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	Counselors	Faculty	Department Chair	Instructional Task Force	Instructional Deans	Assistant Dean*	VP (Academic/Workforce)	AVP Instructional Resources & Technology	Dean of Student Services	Executive Director, Early College Start	Campus Administrative Office
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Course assignments/workload monitoring			1		2		3				
Curriculum & Programs Committee - agenda schedule presentations			1		2		3				
Curriculum Development			1		2		3				
Distance education faculty approval			1		2			3			
Equipment requests (faculty office)			1		2		3				
Evaluation (FT faculty)			1		2		3				
Evaluation improvement follow-up			1		2		3				
Evaluation of site-based support staff			1		2						
GIPWE guidelines - monitor compliance			1		2		3				
Hiring new FT faculty (recommendations up to President)			1		2		3				
Institutional effectiveness criteria - monitor			2	1	3		4				
Interview committee for full-time faculty - chair appointment					1		2				
New faculty positions requests			2	1	3		4				
Office hours - setting/review		1	2		3						
Overload assignments - approval			1		2		3				
Paycheck questions					1						
Planning for instructional programs (Master Plan)			2	1	3		4				
Professional development requests			1		2		3				
Program/curriculum revisions - monitor implementation			2	1	3		4				
Stipend approval							1				
Stipend payment					1		2				
Substitute instructors (arrange)		1	2		3						
Supervision of full-time faculty			1		2		3				
Technology (requests) (faculty office)			1		2		3				
Travel approval/reimbursement					1						
When student learning is at risk	2	1									
Academic Operations											
Articulation agreements with other institutions			1		2		3				
Cancelled class decisions			1		2		3				
Catalog Revisions			1		2		3				
Course challenge examinations approval			1		2	*					

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												Campus Administrative Office								
Course schedule development			2	1	3			4												5
Course syllabi consistency			2	1	3															
Curriculum (New/Deleted Certificates and Programs)			2	1	3			4												
Early College Start - course scheduling			2		3														1	
Early College Start - ISD contacts																			1	
Internship/practicum - students			1		2			3												
Lab assistants-Hire/Supervise			1		2			3												
Student outcomes/learning goals establish			2	1	3			4												
Unit plan development (OIE)			2	1	3			4												
Students																				
Admissions & Records											Campus A&R Office									
Advising - discipline specific (Faculty) Discipline Specific; Counselors-general/undeclared	2	1	3		4	*														
Assessment																			1	
Challenge examinations approval			1		2															
Class load limit - requests to exceed (per EVP Guidelines)			1		2	*														3
Complaint re: instructor			1		2	*	3													
Counseling	1																			
Course substitutions/waivers			1		2		3													
Course Load request to exceed limits																			1	
Developmental education placement decision oversight	See CCA/CCE List																			
Students with disabilities																			1	
Evaluations of FT and adjunct faculty			1		2		3													
Financial Aid											Campus Financial Aid Office									
Internship/practicum - students			1		2		3													
Learning difficulties	2	1																		
Registration Issues	Campus A&R Office																			
Student Life/Activities	All Campuses																			
Technology	Campus Computer or Media Center																			
Transcript Evaluations	Campus A&R Office																			
Transfer Information	1																		2	
Transfers (unofficial class transfers)			1		2	*	4													3
Veterans Affairs	Financial Aid Office																			

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Textbooks																			
Input/order textbook				1		2													
Textbook list - approve/distribute				1		2													
Textbook selection				2	1														
Grades																			
Grade change approvals				1		2		3											
Incomplete grade processing				1		2		3											
Campus/Facility Related																			
Instructional technology support/problem reporting																			
Custodial																		1	
Emergencies - reporting																		1	
Equipment Problems - reporting																		1	
First Aid (minor)																		1	
ID card - issue to faculty																			
ID card - replacement																		1	
Learning Lab																		1	
Library Services																			
Building Maintenance/repairs																		1	
Office assignment																		1	
Parking permit																		1	
Room assignment																		1	
Supplies						1		2										3	
Testing center																		1	
Vending machines																		1	