

OTHER MATERIALS

(1st floor Buttrick office only)

Reference books which list **undergraduate colleges and universities**

Reference books which list **graduate and professional programs**

Application booklets for the AMCAS, DAT, GMAT, GRE, LSAT, MCAT, PCAT, TOEFL, VCAT, and Georgia Teacher Certification Test

Practice test books for the GRE general test and most majors offered at Agnes Scott, the GMAT and the LSAT

Miscellaneous **scholarship** information

Cross-registration materials and schedules

Faculty Grants materials

Teaching/Learning Resource Materials

Zip Code Directories

NOTA BENE: The undergraduate and graduate school catalogs from various U. S. colleges and universities, law schools, medical colleges, MBA programs and theological schools formerly housed in the office of faculty services are now included in a much more comprehensive catalog collection on CD ROM or on microfiche in McCain Library. Faculty and students have access to virtually every catalog or program description published by a U.S. college or university. There is also a less comprehensive collection of catalogs for international colleges and universities. These new collections are located on the first floor of McCain Library. Ask at the front desk for assistance.

Study Abroad directory and program materials formerly housed in the office of faculty services may now be found in the office of the director of international education.

Atlanta Science Center for Women resource materials formerly housed in the office of faculty services may now be found in the office of the director of the Science Center.

Office of Faculty Services

your one stop service shop

Why not give us the business?

1st floor Buttrick Hall
319 Buttrick Hall
112 Campbell Hall
102 Dana Fine Arts Building

A GUIDE

to

FACULTY SERVICES

1997-98



AGNES
SCOTT
COLLEGE

WELCOME TO FACULTY SERVICES

1997-98

This guide has been developed to inform you of the services available from the office of faculty services. The following sections list the various services, forms, materials and information available for your use and convenience.

OFFICES AND STAFF

The office of faculty services has its main location on the first floor of Buttrick Hall. Three other faculty services' offices are located in 319 Buttrick Hall, 112 Campbell Hall, and 102 Dana Fine Arts Building.

Faculty members should utilize the secretary in their specific buildings; however, any secretary will offer assistance to any faculty member with the approval of the faculty services manager.

Diane Bradford, Manager

1st floor Buttrick Hall
Ext. 5168

(open), Secretary

319 Buttrick Hall
Ext. 6030

Nita Pitts, Secretary

112 Campbell Hall
Ext. 6368

Amy Whitworth, Secretary

1st floor Buttrick Hall
Ext. 6361

(open), Secretary

102 Dana Fine Arts Building
ext. 6049

We are happy to provide any assistance you request and welcome your comments and suggestions regarding our services.

SUPPORT SERVICES (ANY OFFICE)

General word processing including letters, memos, syllabi, exams, study guides, lab manuals, manuscripts, mailing labels, print-merge projects

Desktop publishing including flyers, posters, signs, small booklets, brochures, invitations, name tags, place cards, certificates, banners

Spreadsheets, databases, and presentation materials.

Transcribe documents dictated on micro-cassette tapes (MC60, 1"x2")

Reformat documents on your disks to "pretty them up" for printing

Print documents from your diskettes on LaserJet printer or on ColorSmart printer.

Turnaround time is usually 24 hours except at peak times at the beginning and end of semesters

ADMINISTRATIVE SERVICES (ANY OFFICE)

Post notices of class cancellations or class delays on classroom doors (call ext. 6361)

Maintain reference files of faculty meeting minutes, faculty and college-wide committee and advisory group minutes

PROJECT SUPPORT SERVICES (ANY OFFICE)

Assist department chairs in conducting searches for new faculty members

Assist department chairs and/or faculty members to organize office systems

Assist chairs and members of faculty committees to schedule meetings, etc.

Assist faculty members involved in professional association activities

FORMS (ANY OFFICE)

Faculty Services Work Request Form (blue)

Faculty Travel Authorization (green)

Faculty Travel Reimbursement (yellow)

Request for Reimbursement for Professional Expenses (pink)

Request for Reimbursement/Staff Travel Authorization (blue). Also used to request reimbursement for faculty entertainment of students.

Request for Advance (peach)

PDC Grant Application forms (white)

Guidelines for the Protection of Human Research Participants

Guidelines for the Care and Use of Animals in Research

Desk Copy Requests from publishers

Copyright Request Forms

FORMS (1st floor Buttrick office only)

Meal Tickets

Faculty Professional Activities Report (on diskette in various software formats)

RESERVE MATERIALS

(1st floor Buttrick office only)

ASC Fact Book

Assessment reference materials

Course Syllabi

Various reports and surveys