

Debra Nichols	Shelby Tate	Vernisa Hazlett
Address faculty concerns/issues ( <a href="#">Back up Shelby</a> )	Communicate with potential ICL Doctoral and Master of Science students <ul style="list-style-type: none"> <li>• Direct them to advisor and mentors [via admission letters]</li> <li>• Advise ICL Master's students</li> <li>• Admit Master of Science, EDD, and Certificate students</li> </ul>	Financial and budget matters [ENG, development, foundation funds, grants, contracts, startup funds, research awards, audits]
Maintains key distribution system <ul style="list-style-type: none"> <li>• Sign in and out keys in an organized system</li> </ul>	Address student issues/concerns ( <a href="#">Back up Debra</a> ) Clears Academic Holds per Advisors approval	Faculty summer compensation contracts Faculty incentives
Order supplies and equipment [non-grant related] ( <a href="#">Back up Vernisa</a> )	Schedule and administer Masters comprehensive examinations Proctor exams	Extra-compensation, Interim, and Temp Contacts [non-teaching]
Inform faculty of office assignments	Enter schedule and identify courses that are not staffed, under enrolled, cross-listed <ul style="list-style-type: none"> <li>• Schedule rooms</li> </ul>	Effort certification
Collect Planned absence – PDF electronic Collect Estimated expense forms – PDF electronic	Complete catalogue updates in DigarcU <ul style="list-style-type: none"> <li>• Updates are given to Shelby by the program coordinators after vetting with faculty</li> </ul>	Initiate contracts, agreements, purchasing documents
Travel request [non-grant related]	Monitor and maintain website for accuracy and current information	Signing authority for financial documents (e.g., check requests, non-travel reimbursement approvals, etc.)
Order textbooks	Assist Chair as needed	Reimbursements (grant related)
eCourseware contact ( <a href="#">Back up Shelby</a> )	Complete enrollment reports View and approve candidacy forms	TigerBuy Approvals and receipting ( <a href="#">Back up Debra</a> )
All non-course related room requests	Provide customer service to students (e.g., PINs [registration], permits) ( <a href="#">Backup Debra</a> )	Proxy for time approval ( <a href="#">Back up Debra</a> )
Reimbursement non-grant/contract related	Part Time Contracts ( <a href="#">Back up Vernisa</a> )	Establishes and maintains timelines that allowed university and external operations to be completed in a timely manner
WorkForum Position Upload	Maintain Chair's Calendar	GA Contracts ( <a href="#">Back up Shelby</a> )
ICL Equipment Manager-monitor and maintain the equipment inventory-create and receive off-campus forms from faculty, GA's, staff, and anyone that is using equipment purchased by ICL.	Recruit for department – organized via graduate school <ul style="list-style-type: none"> <li>• On and off campus</li> </ul>	Supply order grant related ( <a href="#">Back up Debra</a> )

Grade change processes are completed online. Go to [myMemphis.edu](http://myMemphis.edu) - faculty tab – grade change [at the bottom of the screen] to complete the form.