



Faculty Requests: Essential Protocols



Introducing TLTE Staff: tltestaff@unl.edu

- **Cathy Gabell** (Undergraduate Project Associate) cgabell1@unl.edu
 - Works remotely on Tuesdays
- **Joelle Tangen** (Graduate Project Associate) jtangen2@unl.edu
 - Works remotely on Thursdays
- **Ben Heinisch** (Operations & Project Specialist) ben.heinisch@unl.edu
 - Works remotely on Fridays
- **Cynthia Borgheiinck** (Project Assoc.) cynthia.borgheiinck@unl.edu
 - Works remotely every day

Additional TLTE Staff



Ash Mitchell – Took another position ☹

Instructional Designer (CTT)

Temporary Contact:

Brian Wilson bwilson7@unl.edu

Center for Transformative Teaching

305 Brace

(402)472-4355

Courtney Johnson cjohnson170@unl.edu

Project Specialist (Project Raíces)

Teaching, Learning & Teacher Ed

245 Carolyn Pope Edwards Hall

531-310-9340

Introducing TLTE Staff: tltestaff@unl.edu



Student Workers

- Andrew Tangen
- Olivia Brodersen
- Syndee Wenninghoff
- Lilli McIntosh



Today's Presentation:

- Introduction:
 - [Who Does What in TLTE?](#)
 - P-Card vs Reimbursement
 - Firefly/Concur Support (In-House: Joelle; Business Office: **Skyler Reagle** sreagle2@unl.edu)
 - Email Documentation
- Purchasing Requests
- Event Scheduling/Preparation Requests
- Other Requests (i.e. copies/scans, grad student paperwork, etc.)



Purchasing Requests

Faculty Purchasing Request Form



- TLTE website navigation under “Faculty & Staff” --> “Faculty Purchase Request”
<https://cehs.unl.edu/sites/unl.edu.cehs/files/media/file/TLTE%20Faculty%20Purchase%20Request%20Form%2010.17.24.pdf>
- Please include form with all requests for staff to purchase items
 - Helps organize our thoughts
 - Gathers important info for us that we need when we fill out our paperwork
 - We save for our records
- Email via attachment the purchasing form to the appropriate staff member (based on who does what)

Conference Registrations



- Needed:
 - Conference agenda
 - Firefly trip number
 - Cost object
 - Days/times to meet to process this in person
- Required Follow-up:
 - Forward to staff any and all correspondence from conference/organization with proof of purchase, invoice, etc.

Travel Authorization Requests



- CEHS Policy:
 - all Travel Authorization Requests are submitted at least 30 days before travel





Educational Supplies

- Links to individual items are helpful
- If office supplies, specify exact type and number/size
- If ordering a large number of items, please include at least one request form for the entire order
- Desk copies vs Book purchases
 - Faculty are the point-person on desk copies
 - If a desk copy is not possible, the Library can purchase books for faculty use (David Tyler dtyler2@unl.edu)



Library Contacts

- Subject area category librarians: <https://libraries.unl.edu/subject-specialists/>
- Instruction requests: **Richard Graham** rgraham7@unl.edu
- Book purchases/database subscriptions: **David Tyler** dtyler2@unl.edu
- Reserves/Library course materials: **Zach Eden** librariesreserves@unl.edu



Recurring Payments

- Software with recurring monthly payments is discouraged. If possible, please try for an annual subscription
- If you do have a recurring monthly payment, please send all correspondence from the vendor to the purchaser in a timely manner.



Event Scheduling/Preparation Requests



If Requesting a Purchase for an Event...

- Use the Faculty Purchase Request form
- Attach a flyer if requesting for a specific event
- Attach an agenda if requesting for a meeting
- Follow up:
 - Always need attendee list for event

Food Ordering



- UNL-Approved Vendors: <https://bf.unl.edu/policies/university-wide-food-policy>
- Need:
 - Food selections (preferred)
 - Number of servings/attendees
 - Agenda
 - List of attendees





Space Reservations

- Processes differ depending on which room/space is needed (i.e. GP rooms vs Union vs Dept-controlled, etc.)
- Faculty can reserve General Purpose Classrooms and Union spaces themselves
 - GP: <https://registrar.unl.edu/student/classroom-reservation/>
 - Union: <https://studentaffairs.unl.edu/reserve-your-space>
- Noël requires two week's notice for all GP Classroom special event requests



CPEH Space Reservations

- CPEH 289
 - CPEH 289 TLTE Faculty Conference Room priorities:
 - Faculty meetings
 - Faculty committee meetings
 - Dept chair meetings
 - Scheduled courses after 4:00pm
- CPEH 227
 - Staff can help you reserve
 - We'll use GP room reservation link and/or contact [Woltemath, Madison](#)

CPEH Space Reservations



- Other conference rooms controlled by:
 - Deans Office
 - CYAF
 - CYFS
- Breakout rooms are a great option and we can help reserve



Space Reservations



- Helpful to include:
 - Estimated number of attendees
 - Audio visual needs
 - Will food be provided?
 - Will minors be in attendance?





Other Requests

Social Media Posts



- If you are requesting a social media post be made on TLTE platforms, please provide:
 - Photo
 - Text for caption
 - Link to website or entities you want tagged (if applicable)



Copies/Scans Requests

- 24-hour notice
- Paper request forms in basket on front desk in CPEH 230
- Can email requests to tltestaff@unl.edu

Department Master Key

- If you need to borrow the master key for CPEH 2nd floor for any reason, please ask the front desk and they will help you check it out and back in when you're done with it.



OWL Check-out

- If you need to check out one of our OWLs from CPEH 230, please ask Joelle and she will help you check it out and back in.
- If Joelle is unavailable, please notify her via note or email regarding OWL checkout.



Graduate Student Paperwork

- Joelle will send you a list of all your active advisees at the beginning of each semester
 - Faculty have access to a folder of their advisees in SharePoint
- Please note which students have not submitted any paperwork
- Please be aware of deadlines set by graduate studies:
<https://graduate.unl.edu/academics/program-steps>



CVs and Syllabi

- Please respond in a timely manner with Syllabi and CVs as requested by staff.
- Syllabi are required for every course taught and should be sent in by the beginning of each semester. If changes are made, a new one can be sent in at that time.



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