

**Dept Chair**

Accreditation issues/questions
Faculty Evaluations oversight
Budget issues/questions (travel concerns, funding requests)
Curriculum issues (if unsolved with program coordinator or graduate chair)
Faculty meetings
Faculty development opportunities & leave requests
Grade appeals, student grievances, plagiarism
Issues involving the advising office
Problem solving/trouble shooting
Promotion and Tenure
Oversight for summer budget

**Operations Manager**

Appointments with department chair
Faculty Evaluations materials
Faculty Insight
Faculty meeting minutes
Liaison with outside vendors
Liaison with Registrar's office, Business Team, Dean's Office, Facilities, Certification, ALTC
Oversight for scheduling of departmental meetings
Promotion and Tenure file compilation
Summer budget worksheet preparation
PCard
eShop
Oversight of Parking Passes
Travel: Expense Vouchers
Travel: Pre-trip authorizations
Conference Registrations
Grades
Attendance Rosters
Correction Rosters
Course Schedule Oversight
Course Evaluations
Adjunct contracts
Research Assistant letters
Teaching Assistant letters
Fellowship letters
Office Staff supervision
Student assistant supervision/student assistant time approval
Position descriptions
HENZLIK Directory
Building/Office Signage
Faculty/Staff Directory
Nametags/grade change forms/ teaching assignments/Contact info for adjuncts and grad students
How to access list servs and who they go to

**Student Workers**

Archive Syllabi
Coffee room maintenance
Copier supply orders
Copies (24 hrs advance notice)
Copy counts
Data port and phone jack inventory
Database entry for grad chair
Front desk coverage
Mail
Office Supply inventory
Open & close office
Paper recycling bin maintenance
Paper supply in copiers
Phone coverage
Room reservations
Projects as assigned
Scanning
TLTE staff general email account

**Undergraduate Project Associate**

Undergraduate admissions process
Undergraduate curriculum changes
Undergraduate override codes
Undergraduate student events
Elementary Ed meeting facilitation
Secondary Ed meeting facilitation
Advising Center liaison
Independent study agreements
Logistics of departmental meetings
Technology troubleshooting/batteries
Technology equipment
Maintenance of TLTE Elementary Evaluation System website
Coordination with ELED an SECD faculty coordinators
PCard
Room Reservations
Textbook/Desk Copies
eShop
Back-up for phone/office coverage
Search committee (hotel/travel reservations)
Special Events (Guest speakers, travel, food, parking, rooms)

**Graduate Chair**

Oversee graduate program admissions
Oversight for graduate curriculum and changes
Oversight for graduate student events
Chair graduate faculty meeting
Chair graduate committee

Liaison with Graduate Studies
Oversight for graduate student orientation
Oversight for graduate recruitment
Student inquiries
Graduate course schedule details
Collaborate with Graduate Project Associate
Assistantship questions

**Graduate Project Associate**

Graduate admissions process
Graduate curriculum changes
Graduate override codes
Graduate student events
Graduate meeting facilitation
Coordinate with Graduate Studies
Independent study agreements
Graduate Student Orientation Logistics
Assist with Grad Student recruitment
Initial point of contact for student inquiries
NOYCE Administrative support
Coordinate with Grad Studies Chair
Coordination with ELED an SECD faculty coordinators
PCard
Room Reservations
Supply Orders
eShop
Back-up for phone/office coverage
TLTE List Serv Maintenance
TLTE Website updates
Forms, comps, communication/articulation
Graduate Student Files
Key Master
N Card Access
Building maintenance (repairs, safety, furniture)



**DEPARTMENT OF TEACHING,  
LEARNING AND TEACHER EDUCATION**

<b>If you have questions about...</b>	<b>Contact</b>
Adjunct contact information	<a href="#">Ben Heinisch</a>
Adjunct contracts	<a href="#">Ben Heinisch</a>
Advising Center Liaison	<a href="#">Kerry Eddy</a>
Attendance rosters	<a href="#">Ben Heinisch</a>
Awards	<a href="#">Jessi Wiltshire</a>
Budget	<a href="#">Guy Trainin</a>
Building access/Keys/Ncard access	<a href="#">Kate Rask</a>
Chair's calendar	<a href="#">Jessi Wiltshire</a>
Coffee room maintenance	<a href="#">Student Workers</a>
Conference registrations	<a href="#">Kate Rask/Kerry Eddy/Jessi Wiltshire</a>
Copier toner	<a href="#">Student Workers</a>
Copies/Scanning	<a href="#">Student Workers</a>
Course schedule oversight	<a href="#">Ben Heinisch</a>
Elementary Evaluation system (online)	<a href="#">Kerry Eddy</a>
Events--(Room Reservations, Nametags, Food, Printing Materials)	<a href="#">Jessi Wiltshire/Kerry Eddy</a>
Expense vouchers	<a href="#">Ben Heinisch</a>
Faculty development opportunities	<a href="#">Guy Trainin</a>
Faculty evaluations	<a href="#">Guy Trainin</a>
Faculty leave requests	<a href="#">Guy Trainin</a>
Faculty mentors	<a href="#">Guy Trainin</a>
Faculty/staff directory	<a href="#">Ben Heinisch</a>
Front desk coverage	<a href="#">Student Workers</a>
Graduate Assistantships & Fellowships	<a href="#">Loukia Sarroub/Kate Rask</a>
Grade appeals	<a href="#">Guy Trainin</a>
Graduate admissions	<a href="#">Kate Rask</a>
Graduate advising	<a href="#">Kate Rask</a>
Graduate course schedule details	<a href="#">Loukia Sarroub</a>
Graduate curriculum and changes	<a href="#">Kate Rask</a>
Graduate permission codes	<a href="#">Kate Rask</a>
Graduate recruitment	<a href="#">Loukia Sarroub</a>
Graduate student events	<a href="#">Loukia Sarroub</a>
Graduate student files & paperwork	<a href="#">Kate Rask</a>
Graduate student orientation	<a href="#">Loukia Sarroub</a>
Graduate Studies liaison	<a href="#">Kate Rask</a>
Grant-related Administrative Support	<a href="#">Jessi Wiltshire</a>
Grant-related Event Planning	<a href="#">Jessi Wiltshire</a>
Independent study agreements (graduate)	<a href="#">Kate Rask</a>
Independent study agreements (undergraduate)	<a href="#">Kerry Eddy</a>
List serv	<a href="mailto:tltestaff@listserv.unl.edu">tltestaff@listserv.unl.edu</a>
List serv maintenance	<a href="#">Kate Rask</a>
Mail	<a href="#">Student Workers</a>
Maintenance Requests	<a href="#">Kate Rask</a>
Paper recycling (emptying bins when full)	<a href="#">Student Workers</a>
Paper supply in photocopiers	<a href="#">Student Workers</a>
Parking passes	<a href="#">Ben Heinisch</a>

Plagiarism	Guy Trainin
Pre-trip authorizations	Guy Trainin
Promotion and Tenure files	Ben Heinisch
Promotion and Tenure process	Guy Trainin
Registrar's Office, Business Team, Dean's Office, Facilities, Certification Office, ALTC Liasion	Ben Heinisch
Room reservations (HENZ 16, 32, 33, 37, 45, 205, 207)	Student Workers
Room reservations (not listed above)	Kerry Eddy
Scheduling of departmental meetings	Ben Heinisch
Search committee logistics (hotel and travel reservations)	Jessi Wiltshire
Special events (guest speakers, travel booking, food orders, parking, room)	Jessi Wiltshire
Student grievances	Guy Trainin
Supply orders (faculty and office)	Kate Rask
Syllabi archiving	Student Workers
Teaching assignments	Guy Trainin/Loukia Sarroub
Technology equipment & troubleshooting	Kerry Eddy/Kate Rask
Textbook/desk copies	Kerry Eddy/Student Workers
Textbook ordering from UNL Bookstore	Jessi Wiltshire
tltestaff email	Student Workers
Undergraduate admissions	Kerry Eddy
Undergraduate curriculum changes	Kerry Eddy
Undergraduate override codes	Kerry Eddy
Undergraduate student events	Kerry Eddy
Website updates	Kate Rask