

Department of Art & Art History **Main Office Protocols for 2021-2022**

Main Office Schedule/Staff Schedules:

The staff will be working both on campus and remotely during the week. To maintain social distancing and limit time in an indoor setting, there will be limited staff in the office at any given time. They will be working alternate days. The office hours when staff are on campus will be Monday-Friday, 9am – 5pm and they will also maintain regular business hours for remote work.

The main office hours will be Monday-Friday, 9am-5pm and closed for lunch from 12-1pm. A sign will be posted on the front door.

Office Staff Schedules:

Yulianna: Monday, 9am-5pm
Tuesday, 9am-5pm
Thursday, 9am-5pm (Work Study Students will also be assigned to work today)

Abby: Monday, 9am-5pm
Wednesday, 9am-5pm
Friday, 9am-5pm

Lindsay: Tuesday, 9am-5pm
Wednesday, 9am-5pm
Friday, 9am-5pm

Access to Main Office:

Front office door will be locked at all times.

Anyone with questions will may ring the door bell and one of the staff will let them in. Faculty with keys may use them to enter the office.

Scheduling Meetings with Staff:

The Department will address all essential communications electronically.

All meetings ***must be scheduled ahead of time with staff*** and must be conducted via telephone or Zoom.

Distribution of Mail and Express Packages:

Mailbox keys will be distributed to faculty and graduate students at the beginning of the fall semester. The keys were distributed last fall so this will not have to occur unless you are a new faculty member or graduate student. The key will enable you to access your mailbox via the hallway that runs along the outer-wall of the mailboxes. It is expected that you will use social distancing if you encounter more than one person checking mail at a time. Express packages should be sent to your homes unless you will be on campus to receive them. Supply orders for labs can be sent to the main office.

Policy for Copying and Scanning:

Due to limited staff and the absence of a receptionist, some duties have been reassigned to work study students and if they are not available, faculty will have to be responsible for their own copying and scanning. We will be assigning each faculty member codes to the copier at the beginning of the semester. They will be allotted a certain number of copies they can make per semester. We do encourage them to use the University library system, which offers scanning services.

All campus libraries are open and library materials can be requested through the online catalog. General information about the libraries for the Fall semester can be found here: <https://library.unc.edu/what-to-know/>. Information about course reserves, including requesting scans of readings to put on reserve, is here: <https://library.unc.edu/support/reserves/>. If you have any library questions, please get in touch with Alice (awhitesi@email.unc.edu) or Josh (hockensm@email.unc.edu).

Also, Undergraduate Library UL Course Reserves staff will scan readings and upload them directly to individual Sakai course sites. If UNC Libraries doesn't own the item to be scanned, they will request it from another institution. Faculty do not need to check out any books in person or drop things off at the library for scanning (unless they are having a personal copy of a book scanned). More info for faculty here: <https://library.unc.edu/support/reserves/faculty/>.

Anyone with questions may call the main phone line (919.843.2625).

If faculty want the staff (work studies) to copy and/or scan their documents, the form to complete for scanning requests is available on the department's intranet on faculty/staff page (password available upon request). Please complete and forward to Lindsay via email at lindsay@email.unc.edu. If you come into the office, forms are available in the trays designated for either copies or scans located on the cabinet to the right of the receptionist's desk.

For both copying and scanning requests there will be a week's turnaround.

We will only copy and/or scan documents for classes. If you have an RA, that individual can make copies for your research or you can do this for yourselves.

Individual Staff Procedures for 2021-2022

Everyone needs 24- 48 hours advance notice to respond to requests for items.

Please be aware that everyone needs more time to accomplish things than they use to and that what you have asked them to do often requires the staff to contact other people to get what you need. In addition to this, the staff is frequently involved in doing more and different work because of COVID or because of the administrative demands that the upper administration has placed on departments and that subsequently I have asked of them. They are meeting these demands with less help. But it means they can help you less quickly than they used to or can't be as readily available for you in the same ways as they used to. If it is going to take them longer to respond, they will do their best to let you know as soon as they know that this will be the case.

Yulianna Aparicio:

Pink slips will be processed via email.

All student forms, i.e. drop/add slips, etc. will be uploaded on department's intranet for faculty/staff page.

Will be responsible for scheduling classrooms/video conferencing room for one-time events during the day and after hours. (Lindsay is back-up) Calendars are in Outlook.

Abby Brooks:

For faculty and lab techs who have either research budgets or tech budgets, please be aware the University is scrutinizing all purchases/reimbursements. Please give an explanation/justification of these purchases/reimbursements in case there are inquiries. All receipts/invoices should be sent to Abby via email as a .pdf file.

If faculty are planning to contract an individual as a guest speaker or other services they may perform on campus, please **DO NOT PAY THEM DIRECTLY**...You will not be reimbursed!!! The independent contractor form along with additional paperwork must be completed and approved **BEFORE** they begin working.

If faculty are not sure about something **PLEASE ASK ABBY** or risk not getting reimbursed or having an independent contractor getting paid, a company not getting paid or having your P-card revoked.

Effective immediately all faculty, students and staff must obtain prior approval for any domestic or international travel. Faculty and staff must now use Concur Travel for all travel arrangements and reimbursement. All faculty should have received the link to set up profile and training. Please contact Abby if you have additional questions.

Lindsay Fulenwider:

Email Lindsay to schedule an appt w/Carol; her meetings will largely be conducted via Zoom though if you want or need an in person meeting, let Lindsay know.

Call or email Lindsay any repairs for building to report to Facilities Services.
Email list of supplies you need ordered by a vendor using P-card or research funds or any other office supplies.

She is responsible for departmental listservs, contact directory and event calendars.

