



Faculty of Education

General Administrative Guidelines Manual

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1) Computer Purchases

Staff:

Faculty of Education staff are encouraged to consult with their supervisors regarding computing equipment requirements. The supervisor will decide whether a new computer or upgrade is necessary and will consult with the Systems Consultant* and will provide the account number to be charged. The Faculty Systems Consultant will coordinate the acquisition of the equipment, ensure that the items are marked and inventoried, and install and configure the equipment.

Each program area is responsible for paying for their computer hardware & software acquisitions and upgrades from their program budgets.

Continuing Faculty (tenure track & non-tenure track):

It is recommended that Continuing Faculty make their computing equipment purchases (with research/startup/Pro-D funds) after consultation with the Systems Consultant. The Systems Consultant will coordinate the acquisition of the equipment, ensure that the items are marked and inventoried, and install and configure the equipment. All equipment purchased with University funds (research/startup/Pro-D/grant funds) are the property of Simon Fraser University and need to be inventoried.

Continuing faculty are responsible for paying for their computer hardware & software acquisitions and upgrades from start-up, Pro D, research or other grant funds.

Limited Term Faculty/Lecturers:

The CET will provide limited term faculty/lecturers with a used computer. Long-term limited term faculty/lectures can use their Pro-D or research funds to purchase or upgrade their computers.

All equipment purchased through Pro-D & Research funds are the property of Simon Fraser University and must be returned to the CET at the end of the employment contract.

Research Assistants:

It is the responsibility of the person hiring the Research Assistant (RA) to ensure that the RA has the equipment required to do their job. This may mean lending them a computer, expecting the RA to use their own equipment, or asking the RA to use the computers in the available drop-in labs when available.

The CET does not provide computers for Research Assistants.

Professional Programs Faculty Associates:

The CET will provide and service one desktop computer in EDB 8637 and two desktop computers in EDB 9508. All other FA computers are the responsibility of Professional Programs. All Graduate FA computers are the responsibility of Graduate Programs.

* Howard Leung, Systems Consultant

Professional Programs Coordinators:

Computers for Professional Program Coordinators are the responsibility of Professional Programs.

Field Programs Faculty Associates & Coordinators: Computers for Field Program Faculty Associates & Coordinators are the responsibility of Field Programs.

2) Reimbursements for Equipment Purchases

If individuals purchase equipment with their own funds and then request to be reimbursed from any SFU account (operating, research or special purpose), their expense claim must be signed by the Systems Consultant showing that the item has been inventoried and engraved by the CET. If the Systems Consultant has not inventoried and signed the expense claim, the claim will not be processed for reimbursement.

Once the Systems Consultant has verified that the item has been inventoried and engraved, the expense claim will be sent to the appropriate budgetary signing authority.

*Items purchased for personal use – not reimbursed by SFU – are exempt from this policy.

3) Supplies

A standard set of items (see appendix A) will regularly be available to faculty & staff at the front counter in the CET. All items not part of the standard list will be considered a special order, and will require an account number to be charged. This applies to requests from both faculty & staff.

All items for research and projects are to be charged to the appropriate research account.

Materials for courses are the responsibility of the appropriate program area and need to be approved and paid for by the appropriate program area.

Procedure:

A binder has been set up so that staff and faculty will record what they have taken. If it is an item that is not a regular stocked item then the faculty/staff should put in a request and provide an appropriate account number. The Facilities Clerk* will order items as needed.

If large quantities of supplies are required by SFU Surrey faculty or staff while at the SFU Burnaby campus, these items will be charged to the SFU Surrey's account.

If large quantities of supplies are required by SFU Burnaby faculty or staff while at the SFU Surrey campus, these items will be charged to the SFU Burnaby's account.

* Rosie Peric, Facilities Clerk

4) Access and Support of Printers

For Faculty, Coordinators & Faculty Associates:

Printing capacity can be found through several Toshiba photocopiers throughout the Faculty, shared printers in EDB 8622 (the Mailroom) and EDB 8658 (the Graduate Programs hallway).

The CET will only provide ink/toner cartridges for the photocopiers and the shared printers.

All other printers will be the responsibility of the individual or program area including ink/toner cartridges and maintenance. The CET will stock a list of supplies for standard printers only (see Appendix B).

- The CET will set up shared printers at various locations in the building; full access to those printers will be ensured, and set-up can be requested from the Help Desk.
- Cartridges for the standard printers will be stocked by the CET.
- Cartridges for non-standard printers can be purchased through “Special Order.” All special orders require an account code and authorization before processing.
- Cartridges for standard printers may be in stock; Purchases will require a Journal Voucher.
- Most photocopiers are set up as shared printers.
- The CET staff will assist with set-up and configuration of computers to public network printers.

Policy for Research Assistants:

- A centralized printer (e.g., EDB 8658, Mailroom) will be provided for RAs printing needs (CET technicians will assist with setting up these printers on individual computers).
- The Facilities Clerk can assist with the acquisition of specific cartridges that are charged to individuals’ accounts.
- For research purposes, RAs can print using the CET public paid printer which requires a CET copy card (available for purchase at CET front counter or can be charged to a research account with appropriate authorization)
- The CET will stock cartridges for general printer types (see Appendix B); faculty can ask to purchase one if the printer in their office uses the same cartridge; an account number must be provided for charges.

Program Area/Staff Policy:

- Program Areas are responsible for paying for their own printer/equipment for the Program Area.
- The CET will stock cartridges for standard printer models (see Appendix B); Program Areas can purchase these with an appropriate account number and authorization.
- Program Areas should consult with the CET Systems Consultant in regards to printer models to acquire, to ensure toner availability in the CET.

**It is recommended that the Program Areas purchase a CET copy card for faculty members if course material copying/ printing is required for course materials.

5) Telephone and Cellular Phones

Cellular Phone instead of a Land-line:

The Faculty of Education is now providing the option of a Cellular phone subsidy in lieu of a regular SFU land-line.

Individuals included in this policy:

- Senior administrative staff
- Faculty
- Faculty Associates & Coordinators

Program Areas that wish to allow the use of cellular phones as an alternative to a land-line can reimburse individuals by the following structure.

Regular Faculty or Senior Administrative Staff:

- A maximum reimbursement of \$30.00 per month for the use of a cell phone for business matters.
- Office phones will be removed for those who choose to use their cell as the primary means of business contact.
- Cell phone numbers will be published as their office/contact number.
- The individual will be responsible for paying the cell bill.
- A reimbursement of \$30/month shall be paid by completing an expense form, three times per year. (December, March and end of contract).
- The use of cell phone is not permitted for business purposes while operating a vehicle.

For those individuals that require both a land line and a cell phone (for example the Dean and the Directors)

- The decision to support this must be made by the Dean, in consultation with the Executive Committee and will be reviewed on a regular basis.
- A reimbursement of up to \$50/month for the use of a cell phone for business matters.
- The individual will be responsible for paying the cell phone bill.
- A reimbursement of up to \$50/month shall be paid by completing an expense form, three times per year (July, December and March).
- These expenses will be underwritten by Program Area budgets.

* Charges over and above the monthly maximum are the responsibility of the user. Requests to claim more than the monthly maximum will be reviewed, but are dispersed at the discretion of the Associate Dean, Administration* .

* David Paterson

*Users not included in this policy can also request cellular phones as an alternative to a land-line, and such requests should be submitted to the Program Area, and are granted at the discretion of the Associate Dean, Administration.

*Only under “special” circumstances will a Faculty of Education member be issued both a land-line and a cellular phone. Such arrangements should be discussed with the Associate Dean, Administration.

**The cellular phone policy for Faculty Associates and Coordinators was approved by the Executive on August 20, 2007. Please refer to Appendix C for details.

6) Personal Long Distance Calls

If you place personal long distance calls from your SFU office phone please let your Program Area Manager know the date of the call and the number called. When the telephone bill comes in, the Program Area Manager will inform you of the amount that you need to reimburse to their accounts.

7) Procedures for Documentation Coming from the Dean's Office

All letters that go out under the Dean's signature must be vetted by the Secretary to the Dean*.

For Faculty Associate/Coordinator appointment letters:

- Professional Programs or Field Programs will generate letters on Dean's Office letterhead (electronic or hard copy) and give the hard copy to the Secretary to the Dean to vet; she will pass them to the Dean for signature.
- Copies will be kept in the Faculty Associate/Coordinator files in the Dean's office.

For all other correspondence:

- Write and edit the document and send it as an e-mail attachment to the Secretary to the Dean.
- The Secretary to the Dean will format it and put it on the Dean's Office letterhead for the Dean's signature. The Secretary to the Dean will return the original to you for appropriate distribution and keep a copy in the Dean's Office.

For all documents that are prepared and are to be sent from the Dean's Office, such as the 3-year plan:

- Send an electronic AND hard copy to the Secretary to the Dean, the Secretary to the Associate Dean, Academic** or the Secretary to the Associate Dean - Administration*** including any attachments.
- They will then attach a cover memo from the appropriate Dean or Associate Deans, forward to the appropriate people, and file in the appropriate location.

* Alana Nordstrand

** Devi Pabla

*** Linda Milum

8) Intercampus Travel between SFU Surrey, SFU Burnaby, and SFU Vancouver

The Faculty of Education has permanent offices on the SFU Surrey, SFU Vancouver and SFU Burnaby campus. From time to time, staff and faculty will be required to physically attend meetings requiring travel between campuses. Travel reimbursement is available on days on which faculty and staff are required to be on **both** campuses for faculty business on the same working day. On these occasions, it is permissible to claim a round trip (44 km) or public transit costs using the standard “Travel and Business Expense Claim” form. The account to be charged is 11-18859-6112, and claims should be submitted to the Assistant to the Associate Dean, Administration*. For public transit users, transfers or ticket stubs must be submitted with the claim. This fund is not to be used for off-site instructional activity. In some cases, travel costs for teaching may be covered by the Program Areas but this is a different account and not covered under this arrangement.

Examples:

SFU Surrey-based faculty:

- Member spends a full day working at the Surrey campus – NO CLAIM.
- Member spends a full day working at the Burnaby campus - NO CLAIM.
- Member is given a course to teach on the Burnaby campus - NO CLAIM UNLESS PROVIDED BY THE PROGRAM AREA.
- Member spends the morning at Burnaby at a Faculty meeting and the afternoon meeting students at SFU Surrey - CLAIM 44 km or public transit costs.

SFU Burnaby-based faculty:

- Member spends a full day working at the Burnaby campus – NO CLAIM.
- Member spends a full day working at the Surrey campus - NO CLAIM.
- Member is given a course to teach on the Surrey campus - NO CLAIM UNLESS PROVIDED BY THE PROGRAM AREA.
- Member spends the morning at Surrey at a Faculty meeting and the afternoon meeting students at SFU Burnaby – CLAIM 44 km or public transit costs.

SFU Vancouver-based faculty:

- Member spends a full day working at the Burnaby campus – NO CLAIM.
- Member spends a full day working at the Vancouver campus - NO CLAIM.
- Member is given a course to teach on the Burnaby campus - NO CLAIM UNLESS PROVIDED BY THE PROGRAM AREA.
- Member spends the morning at Burnaby at a Faculty meeting and the afternoon meeting students at SFU Vancouver – CLAIM 44 km or public transit costs.

* Leonard Thong, Assistant to the Associate Dean, Administration

Appendix A – Supply List

Item

Kleenex

Ballpoint Pens

Black Medium/ Fine
 Blue Medium/ Fine
 Red Medium
 Green Medium

Roller Ball Pens

Black Micro .5/ Fine .7
 Blue Micro .5/ Fine .7
 Red Micro .5/ Fine .7
 Green Micro .5

Whiteout

Tape 5.00mm Wide, 8metre Long
 Liquid Pad brush style

Pencils

HB

White Eraser

Standard

Highlighter

Yellow/ Green/ Blue/ Pink/ Orange

Steno Pads

120 pages, 6x9"

Post-it

Small 1.5"x2"
 Medium 3"x3"
 Large 3"x5"

Stapler

Standard – for < 15 sheets

Staple Remover

Claw Style

Paper clips

Small/ Large

Fold-back Clips

$\frac{3}{4}$ / 1 $\frac{1}{4}$ / 2 inch

Scotch Tape (19mm)

Refill/with dispenser

Rubber Bands

#33

Glue Stick (LEPAGE)

10g

Push Pins

Assorted

Ruler

Clear plastic

Scissors

8 inch

Tote Boxes

Letter and Legal

Copy/ Print Paper

Letter/Legal/Executive

Color Paper (Letter) Cherry/Blue/Green/Buff/Canary/Gold

Confidential Recycling Box

File Folders (Letter) White/Yellow/Pink/Green/Blue/Purple/Red

File Folders (Legal) White/Yellow/Pink/Green/Blue/Purple/Red

Hanging Folders Legal

Dividers Assorted; 8 tabs

Plastic Folders Clear; Letter

Letterhead Faculty of Education (from document solutions)

Envelopes

Faculty of Education No Window (from document solutions)

Kraft 6½x9½/ 9x12/ Expand 9x12/ 9½x14¾/ 10x13/ 11½x14½/ 12x14/ 12x16

Blank

Padded #1/#2/#3/#4/#5/#6

Labels File Folders/ Envelopes

Overhead Transparency Roll

Individual Transparencies Copier/Printer

Permanent Overhead Pens

Blue Medium/Fine

Black Medium/Fine

Red Medium/Fine

Non-Permanent Overhead Pens

Blue Medium/Fine

Black Medium/Fine

Green Medium/Fine

Red Medium/Fine

Purple Medium

Orange Medium

Papers/Writing Pads

Yellow Lined

White Lined w/ 3 holes

Graph Paper

Flip-Chart Paper Lined/Blank

Permanent Markers Black/ Red/ Green/ Blue (sold in set only)

Masking Tape 24x55 mm

Packing Tape Clear

String Cotton/Polyester

Whiteboard Eraser

Whiteboard Marker		Black/Blue/Red/Green
Whiteboard Cleaner		
Whiteboard Wipes		
Cassette Tape		60 minutes
DVD-R		Recordable (x8)
CDR		80 min Silver
Disk Envelope		With Window
Batteries		AA/AAA
Construction Paper		
	Large	Green/Purple/Blue/Black/Brown/Orange/Pink
	Regular	Yellow/ Purple/ Orange/ Blue/ Pink/ Brown/ Black/ Green/ Mauve Green/Beige/Dark Green/Dark Blue/Purple/Pink/Cherry/ Orange/Dark Orange
Neon Paper		
Tag Board (Letter)		Yellow (Canary)/Pink (Salmon)/Green/Peach/Gray/White
Tracing Paper		
Foam Paper		Royal Blue/Light Blue/Green/Moss Green/Black/White/ Orange/Yellow/Pink/Mauve
Paper Rolls		White/Light Green/Blue/Orange/Yellow/Red/ Green/ Purple
Spines		1/2; 1/4; 3/8; 1; 5/16 inches

Appendix B – Standard Printing Supply List

Printer Model:	Cartridge Model:	Price (MS):
HP Color LaserJet 2550LN	Q3960A (BLACK)	\$87.00
	Q3961A (CYAN)	\$105.00
	Q3962A (YELLOW)	\$105.00
	Q3963A (MAGENTA)	\$105.00
HP Color LaserJet 2600N	Q6000A (BLACK)	\$80.00
	Q6001A (CYAN)	\$87.00
	Q6002A (YELLOW)	\$87.00
	Q6003A (MAGENTA)	\$87.00
HP Color LaserJet 3600N	Q6470A (BLACK)	\$123.00
	Q6471A (CYAN)	\$122.00
	Q6472A (YELLOW)	\$122.00
	Q6473A (MAGENTA)	\$122.00
HP LaserJet 1022N	Q2612A	\$74.00(\$134.12 dual pack)
HP LaserJet 1300N	Q2613X	\$94.00
HP LaserJet 1320N	Q5949X	\$122.00(\$223.05 dual pack)
HP LaserJet 1320TN		
HP LaserJet 2015DN	Q7553X	\$138.00
HP LaserJet 2200DTN	C4096A	\$112.00
HP LaserJet 2430TN	Q6511X	\$193.00
HP LaserJet 4050TN	C4127X	\$134.00
HP LaserJet 4240N	Q5942X	\$210.00
HP LaserJet 5100n	C4129X	\$152.00
Brother HL-2040	TN350	\$61.29
Brother HL-2070N		
Brother MFC-7420		
BrotherMFC-7820N		
Brother DCP-7020		

Appendix C – Cell Phone Policy

Cell Phones For Faculty Associates and Coordinators (passed by Executive August 20, 2007)

Faculty Associates and Coordinators are provided with access to telephones in their offices. If instead of a land-line, the FA or Coordinator would prefer to use their personal cell phone. Professional Programs will reimburse the FA/Coordinator up to \$30/month for the term of their (SFU employment) contract. *Partial re-imburement only because it is recognized that the cell phone is also used for own personal business. Therefore:*

- \$30/month for the use of cell phone for business matters.
- Professional Programs will remove office phones for FAs and Coordinators who choose to use their cell as the primary means of business contact.
- Cell phone number will be published as their office/contract number.
- The FA/Coordinator will be responsible for paying the cell bill.
- Reimbursement of \$30/month shall be paid by completing an expense form, three times per year (December, March and end of contract).
- The use of cell phone is not permitted for business purposes while operating a vehicle.
- Permission to use cell phones for long distance business calls must be obtained in writing before charges are incurred, or they will not be accepted.

Appendix D – Incumbents for Roles Listed in this Document

Contact Personnel:

Dean

Suzanne de Castell (decaste@sfu.ca)

Associate Dean, Administration

David Paterson (dpaterso@sfu.ca)

Director, Administration

Donalda Meyers (dmeyers@sfu.ca)

Assistant to the Associate Dean, Administration

Leonard Thong (leonardt@sfu.ca)

Systems Consultant

Howard Leung (hleunge@sfu.ca)

Secretary to the Dean

Alana Nordstrand (anordstr@sfu.ca)

Secretary to the Associate Dean, Academic

Devi Pabla (pabla@sfu.ca)

Secretary to the Associate Dean, Administration

Linda Milum (lmilum@sfu.ca)

Facilities Clerk

Rosie Peric (rperic@sfu.ca)

Procedure for getting Guidelines into this Manual

- 1) An issue will be brought forward that should be addressed.
- 2) The Assistant to the Associate Dean, Administration will draft guidelines.
- 3) The Assistant to the Associate Dean, Administration will bring the draft forward to the Management Committee.
- 4) The Assistant to the Associate Dean, Administration will send the draft to the APSA group for comment.
- 5) The draft will then go to the Executive Committee for feedback.
- 6) The Policy will then go to the members of the Faculty for information.
- 7) The General Administrative Guidelines document will be kept on the website for easy access.