

## **Policy 4-12: Use of College and Departmental Staff**

College and departmental staff are managed by the dean and department chairs for the benefit of the college and the departments. Hence, except as indicated below, staff are generally restricted from serving the needs of individual faculty members. Faculty should not ask staff to perform tasks related to an individual's teaching, non-university service, or scholarship, without first clearing that activity with the staff member's supervisor.

Some members of the staff (IT assistant, shop assistants, for example) serve primarily faculty and students in their particular needs. In this case, no prior permission is required to access this service.