

**Section:** Academic Administration

**Section Number:** 2.1.1

**Subject:** Academic Departments: Secretarial Services

**Date of Present Issue:** 11/03/11

**Date of Previous Issues:**  
07/71, 08/82, 11/87

**POLICY:**

Secretarial assistance is provided to the academic colleges for preparation of materials needed for classroom instruction and for college correspondence or written material required for college operation.

Scheduling of the work of the academic unit secretary is the responsibility of the dean/director, who should assign or authorize secretarial work in accordance with the needs and priorities of the College. Such work might include:

1. Preparation of documents that support the operation/accreditation/advancement of the College or Schools within the College.
2. Preparation of documents that support the operation of other entities contained within the College (LSSU recognized Centers).
3. Preparation of instructional material needed by faculty members.
4. Preparation of correspondence or other written material required for the academic unit.

Secretarial assistance cannot be provided for preparation of private correspondence or other personal written materials, or for term papers, reports, theses, or dissertations undertaken by a faculty member in fulfillment of requirements for courses or programs of study in which the faculty member is enrolled.

Academic unit secretaries may, during slow periods within the college, apply for leave of absence without pay in accordance with the terms and conditions prevailing under the collective-bargaining agreement. Academic unit secretaries may also be assigned to other areas with heavy seasonal workload.

<b>Revision Date</b>	<b>Revision Summary</b>	<b>Revision Made By</b>	<b>Title/Dept.</b>
11-03-2011	Removal of prioritized list of duties. Duties assigned at the discretion of the dean/director.	M. Walworth	Provost