

Resources in Your Department

Administrative offices at Gordon State College are open from 8:00 AM until 5:00 PM, Monday through Friday, excluding holidays. The Department Head and Academic Services Assistant are your primary contacts in the Department.

Each part-time faculty member should communicate frequently with their Department Head concerning the faculty member's course(s). Should questions about responsibilities or procedures arise, these should be discussed with the Department Head. Off-campus instructors should communicate with the off-campus coordinator, the appropriate Department Head, or the office of the Provost and Vice President for Academic Affairs.

Academic Services Assistants ensure that you receive mail and messages. Mail for off-campus instructors will be sent to their residence. Some materials for off-campus, part-time faculty are transported by faculty designated as couriers to the off-campus site.

Part-time faculty can obtain secretarial assistance to type or copy tests and other materials through the Word Processing Department. On campus faculty have access to copying machines in their department offices. Off-campus instructors who have materials that need to be prepared for classes may put them in an envelope and drop them in the Hightower Library book-drops; alternatively, they can arrange material to be sent by courier to campus. Please mark your package to the attention of the Word Processing Department and give complete instructions for preparation, as well as instructions for returning the materials to you. Materials can be picked up, mailed to you, or delivered by other instructors who are teaching at your site. Material to be typed and copied must be submitted 48 hours prior to the deadline for completion. Material to be copied only should be submitted to the Word Processing Department four hours prior to the deadline for completion, though earlier submission is preferable. For assistance in arranging preparation of materials, please contact your department's Academic Services Assistant.