



Indiana University of Pennsylvania

DATE: August 31, 2016

TO: Department Chairpersons
Academic Affairs Secretaries
Academic Deans

FROM: Dr. Timothy Moerland
Provost and Vice President
for Academic Affairs

Craig S. Bickley
Associate Vice President
for Human Resources

SUBJECT: Clerical Assignments

Questions continue to come to the attention of the Deans and the Office of Human Resources regarding acceptable duties/tasks for clerical employees in the academic departments. This memorandum is an annual reminder on the importance of differentiating between faculty work, faculty chairperson and deans' work, and clerical work. Failure to abide by these guidelines risks the unbudgeted reclassification of AFSCME positions and may result in disciplinary action against the supervisor. AFSCME bargaining unit members must **not** be assigned managerial duties or work belonging to other bargaining units. Listed below are a few examples of responsibilities of the department chairperson and/or faculty that falls outside the scope of clerical work and cannot be delegated to the department secretary:

- Providing academic advisement to students.
- Grading exams, proctoring exams or make up tests, maintaining grade books, or entering grades electronically.
- Administering student evaluations.
- Completing faculty workload forms.
- Training and overseeing the work of graduate assistants.
- Being asked to give input regard restructuring academic programs, identifying course assignments for faculty, or identifying when classes are scheduled.
- Having direct authority of a non-clerical nature in the operation of programs such as field experiences, practicum, internships, and student teaching placements.
- Making decisions about adding or canceling courses/sections and determining who is qualified to teach certain courses. Chairs are expected to prepare class schedules.
- Authorizing students to drop, add, withdraw, change grades, etc. by writing faculty signatures on documents.
- Completing work for a faculty member that is not related to IUP, e.g., private business.
- Developing departmental budgets, having independent authority for the department's budget or the purchasing of supplies and equipment.
- Signing the name of a faculty member on paper or logging on to university systems other than their own.
- Developing policies.

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Obviously the above assignments should never be performed by a student worker. We urge you to discuss these and other examples that you may identify within your department and college. As questions or concerns surface, please contact the Office of Human Resource for further clarification.

The department secretary is essential to the proper functioning of the department and the college. We want to convey our appreciation for the excellent service that the department secretaries provide to the University and its students.

cc: Associate Deans
Dr. John Kilmarx
Dr. Rhonda Luckey