



# NEW INSTRUCTOR ORIENTATION

*SSHA*

*Office of Department Services*

*Fall 2024*

# Our Team



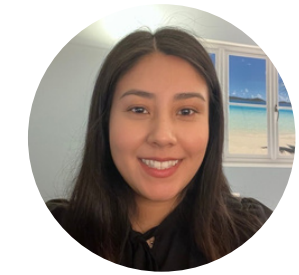
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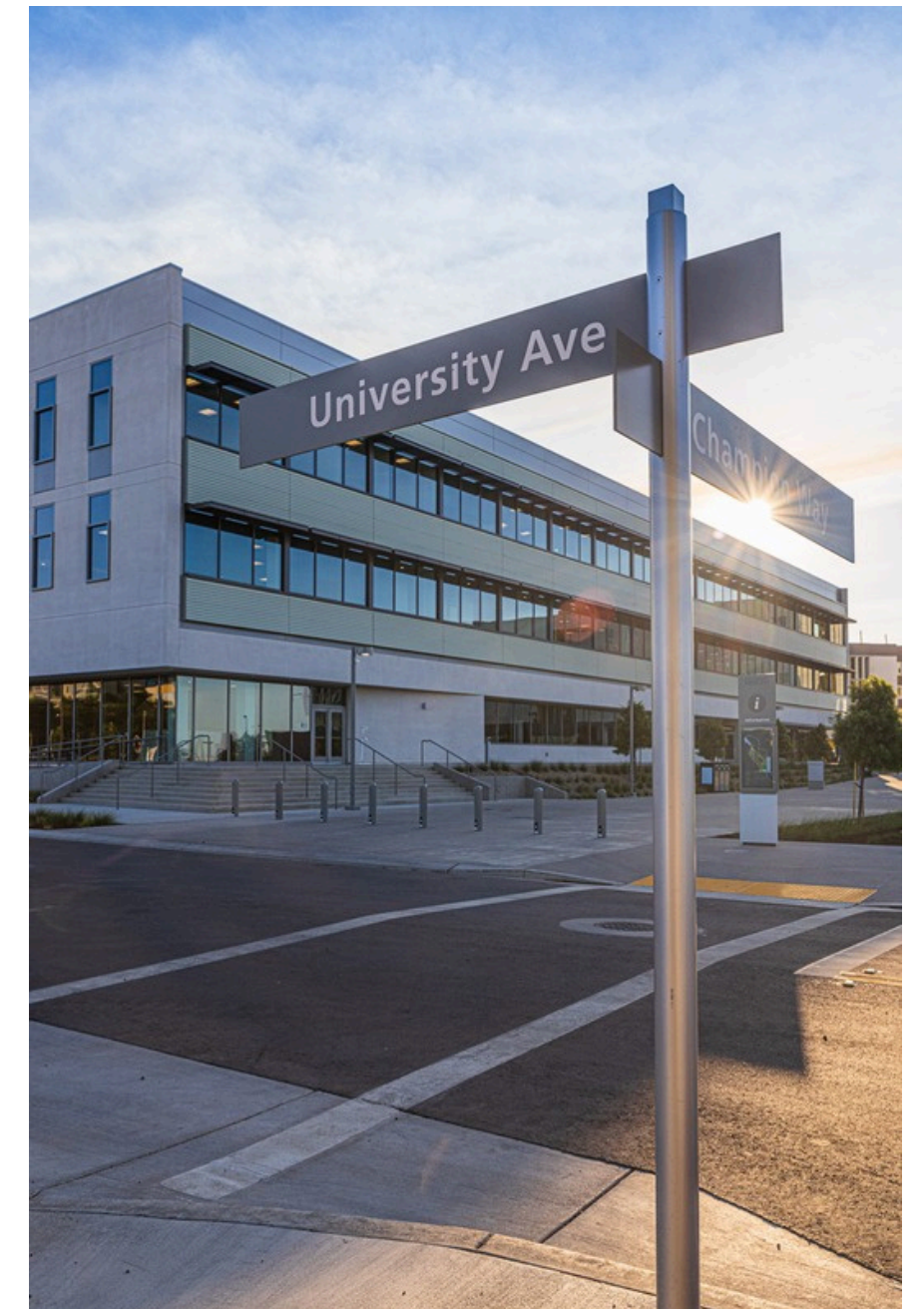
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**Our Website:** <https://ssha.ucmerced.edu/faculty-resources/department-services>

# SSHA Department Services

- The Office of Department Services is currently comprised of 2 Department Services Managers and 7 Academic Department Specialists that support specific department chairs and faculty.
- We actively partner with our department chairs, faculty, and colleagues to support the educational and research mission of the university.
- We support department chairs and faculty by providing:
  - Administrative support
    - (policy consultation, HR, IT, facilities, etc.)
  - Communication support
  - Event & Travel Support
  - Work with transitioning new department chairs



# Administrative & Communication Support

## What we do:

- Provide administrative support for department chairs.
- Serve as the point of contact for the department and respond to questions from faculty, staff, and other business units. Provide feedback and guidance as well as direction to relevant resources.
- Coordinate and schedule faculty meetings, a variety of other department meetings; send calendar invites, create agendas and generate meeting minutes (with follow-up on action items).
- Update/maintain the department websites.
- Collect and store course syllabi for each semester/session as well as respond to request for syllabi.
- Facilitate voting and surveys for department business during meetings and other occasions as needed.



# Administrative & Communication Support

## What we do:

- Assist with purchases and reimbursements requests by providing policy guidance, instructions, and/or submitting to CBS2 on behalf of the department.
- Disseminate information on behalf of the chair and faculty to students, as well as maintain current email lists.
- Assist with course scheduling by collecting and organizing teaching preferences, gathering IOR petition signatures, and record-keeping.
- Serve as archivists for academic department records such as documents, reports, flyers, brochures, and other related print and digital material.
- Consult on campus policies and procedures.
- And so much more!



# Event Support

## What we do:

- Event Logistics and Planning
  - Consult with department on event plannings and details
  - Identify potential event locations & vendors
  - Develop and coordinate guest lists
  - Manage catering and advertising
  - Ensure compliance with fire marshal and other campus policies surrounding events
- Travel Support for Guests
  - On behalf of the department, submit CBS2 requests for guest travel accommodations (hotel, car rental, airfare)
  - Guest travel reimbursements
- Honorariums for guest speakers
- Policy consultations



# Did You Know?

- SSHA Department Services staff collect common questions from faculty as well as collaborates with other offices to provide periodic informational communications titled “Did You Know?” to all SSHA faculty and staff.
  - Some examples include: Catcards, General Purchasing Requests, Reimbursements, Honorariums, etc.
- We review them on a regular basis for updates and continued relevance. We hope these serve as a helpful resource!
- Visit the link below to read more about it

first.  
further.  
forward.



<https://ssha.ucmerced.edu/faculty-resources/department-services/did-you-know>



# Contact Us

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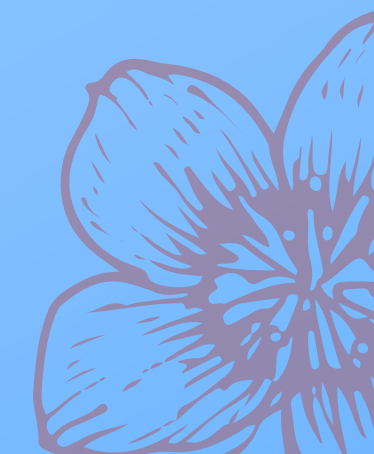
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A close-up photograph of pink cherry blossoms in full bloom. The flowers are in sharp focus in the foreground, showing their delicate petals and dark centers. The background is softly blurred, showing more blossoms and a window with vertical bars, suggesting an indoor setting with natural light.

**Questions?**