

SILLC Business and Academic Support Services Quick Reference

SILLC forms:

www.sillic.arizona.edu/resources

Computer Support:

cohhelp@email.arizona.edu

Team mission:

Dedicated to furthering the mission, goals and core values of the School of International Languages, Literatures and Cultures and its departments and programs by:

- 1) Providing high quality and efficient services to the faculty, students, and customers – both internal and external – of SILLC while remaining fiscally and ethically responsible;
- 2) Acting as a resource for SILLC faculty and students in both academic and business operations;
- 3) Providing continuity and uniformity in the services provided by our team; and
- 4) Establishing relationships with other professionals across campus to help further our mission.



THE UNIVERSITY OF ARIZONA
COLLEGE OF HUMANITIES

**School of International
Languages, Literatures
& Cultures**

sillic.arizona.edu

**Requires Prior Department Head Approval*

Account balances.....	Debbie
Annual Performance Review.....	Clarity
Academic Program Review.....	Stephanie
Building access (keys; door code, room privilege cards).....	Melody
Check or cash deposits.....	Stephanie
Classroom changes.....	Leonora
COH IT/Telcom Liaison.....	Melody
Common final exam scheduling.....	Leonora
Conference room scheduling (LSB).....	Melody
Course scheduling*.....	Leonora
Course curriculum changes*.....	Leonora
Department Head calendars.....	Secretary
Desk copies.....	Secretary
Expense Reimbursement.....	Debbie
Facilities issues.....	Melody
Faculty orientation.....	Clarity
Fund transfers (sponsorships, faculty fellows, etc.).....	Gennady
GAT evaluations.....	Frank
Graduate program applications.....	Frank
Graduate tuition scholarships & fellowships.....	Frank
Grant applications/budgets.....	Gennady
Hiring (faculty)*.....	Clarity
Hiring (GATs)*.....	Frank
Hiring (graders/students)*.....	Melody
Listservs.....	Secretary
Office Space Coordinator.....	Melody
Payment of invoices.....	Debbie
Payroll.....	Clarity
Post Tenure Review.....	Clarity
Promotion and Tenure.....	Clarity
Purchases using Pcard.....	Stephanie
Research & Travel funds.....	Gennady
Sabbaticals.....	Clarity
Scholarships.....	Gennady
SILLC alumni database.....	Stephanie
SILLC Copy Center.....	Secretary
SILLC Director calendar.....	Stephanie
SILLC majors/minors plan/databases.....	Stephanie
Special event room scheduling.....	Melody
State account budgets (Personnel/Operations).....	Gennady
Student course enrollment (undergraduate).....	Leonora
Student course enrollment (graduate).....	Frank
Summer/Winter session payroll questions.....	Clarity
Supply ordering.....	Secretary
Syllabi.....	Leonora
Teacher Course Evaluations (TCEs).....	Leonora
Travel Authorizations*.....	Debbie
Travel reimbursements.....	Debbie
Visa issues (applications, renewal).....	Clarity
Visa issues (graduate students).....	Frank
Visiting lecturer/guest speaker.....	Melody

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