

Faculty Support Officers

Faculty Support Officers are dedicated to providing support to instructors at the University of Guelph-Humber. We are your first point of contact when you need information or advice related to the University's instructor and departmental policies and procedures.

We provide a range of administrative support services, which includes the following:

- Onboarding and requesting login information for new and returning faculty prior to the start of each semester
- Ordering desk copies, textbooks and course packs upon request
- Requesting parking permits and Lenel (door access) cards
- Allocating workstations; providing and collecting office keys on a semester basis
- Arranging for computer login information from the appropriate departments
- Coordinating Test Centre bookings for students registered through Accessible Learning Service
- Posting class cancellation notices and forwarding the information to be shared through social media
- Processing requests for printing tests and exams (if applicable)
- Providing electronic class lists upon request
- Requesting course websites and uploading AODA compliant course outlines to the University of Guelph-Humber website database
- Communicating and guiding instructors through the University's Academic Calendar, containing information regarding policies, procedures and protocols.
- Assisting instructors with other issues, which includes directing them to the appropriate department or individual



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