

Faculty Support Department

Faculty Support staff are committed in providing all UC Hastings Faculty with extraordinary customer service success and satisfaction!

- **Astra Room Reservation** – Staff can help reserve classrooms and seminar rooms for scheduled make-up or review classes.
- **Course Readers** – Staff can assist the Faculty before and during the semester in the preparation of course readers.
- **Class Materials** – Faculty can post class materials and announcements directly to Canvas.
- **Class Rosters** – Faculty can access class rosters directly through Canvas (<https://uchastings.instructure.com>) or Seat Gen (<https://hastings-seatgen.appointlink.com/>). Instructions for faculty and students are included at this site.
- **Classroom Seating Picture Charts** – To request a seating chart please see instructions in the faculty mailroom or in your Faculty Guidebook.
- **Conference and Special Events** – Faculty Support can provide you with assistance on conference and special event planning.
- **Exam Preparation** – Staff can help with formatting and preparing your examination.
- **Faculty Judicial Clerkship Student Letters of Recommendation; Upload Letters to (OSCAR) On-Line System for Clerkship Application and Review** – Recommendation letters and requests should be sent to letters@uchastings.edu
- **Federal Express** – Staff can assist with package preparation and shipping.
- **First Class Assignments** – Faculty can post their first assignments directly to Canvas. (<https://uchastings.instructure.com>).
- **Office Supplies** – Standard office supplies are available in the Faculty Support Office. Requests for non standard supplies can be made through your assigned Faculty Support Assistant.
- **Professor and Course Evaluation Reports (PACE reports)** - Results of the evaluation can be given to the Faculty by request. Verification that student grades have been submitted is necessary before a request can be fulfilled. Use Kscope to access your PACE report (kscope.uchastings.edu). Click the Academic Resources button, then click on Pace Reports (located on the upper left top of screen).
- **Recording a Class** – Media Services can record a class session in the large classrooms, (Classrooms A-H, J, and K utilizing the installed system), please contact media@uchastings.edu or for small seminar rooms you may check out a recorder with the assistance of the Faculty Support staff. For a more detailed explanation please refer to your Faculty Guidebook.
- **Travel Reimbursements and Check Requests** – Faculty with a Faculty Research Account (FRA) should submit all original receipts of expenses for processing. (<http://sites.uchastings.edu/purchasing/payit>).

If you need assistance in other areas, please contact Stephen Lothrop, Faculty Support Administrator.