

NON-FACULTY WORKSHOP ATTENDANCE POLICY PROTOCOL

The following guidelines pertain to the protocol for faculty seeking to have their non-faculty administrator attend Office of Faculty Affairs sponsored or co-sponsored faculty development workshops:

- The request will be emailed from the faculty to the Office of Faculty Affairs (OFA) three weeks prior to the workshop.
- The e-mail must state the reason for the request, including how it will benefit the work of the faculty requestor.
- Seats will first be given to faculty and within three business days of the workshop, if space allows, remaining seats will be given to non-faculty in order of the submitted requests.
- The requestor will be notified within three business days of the workshop.