

FMDS Faculty Support Services
(FMDS Administrative Staff - FSec Support - Instruction Support)

This document must be inserted into the FMDS Manual of Operations.

FMDS Administrative Staff	Faculty Secretary Support (FSec) Support	Instruction Support
	<ol style="list-style-type: none"> 1. Course offerings 2. Tagging of courses in AIMS 3. Creates FIC account in AIMS (if new) 	<p>Course Delivery</p> <ol style="list-style-type: none"> 1. Welcome letter 2. FIC Self-Checklist 3. Course site importing 4. Course site troubleshooting (simple issues) 5. Request for lecture recording
		<p>Course Development</p> <ol style="list-style-type: none"> 1. Course Proposals/Institutions 2. Course writing 3. Course review 4. Instructional Design 5. Multimedia specialist 6. Accessibility 7. Gender specialist
		Course Promotion
		Faculty Convention
<p>Appointments</p> <ol style="list-style-type: none"> 1. Affiliate 2. Adjunct 3. Lecturer 4. Tutor 	<p>Appointments (FIC Notice)</p> <ol style="list-style-type: none"> 1. Regular 2. Affiliate 3. Lecturer <p>Appointments (Chair/Member, Test Developer, Marker)</p>	<p>Appointments</p> <ol style="list-style-type: none"> 1. Program Admission Committee 2. Thesis Advisory Committee

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	4. Comprehensive Exam Committee	
	Remunerations(Submission of Grades + Collection of CWA as Lecturer and Tutor) <ol style="list-style-type: none"> 1. Regular 2. Affiliate 3. Lecturer Renumerations/Payments (Submission of CWA as Chair/Member, Test Developer, Marker) <ol style="list-style-type: none"> 4. Comprehensive Exam Committee 	Renumerations/Payments <ol style="list-style-type: none"> 1. Program Admission Committee 2. Thesis Advisory Committee
		Curriculum and Instruction Committee
		Curricular Institution and Revision <ol style="list-style-type: none"> 1. Program Proposals/Institutions 1. Program or Curriculum Revisions

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