FACULTY WORK REQUEST SUBMISSION GUIDE

The FASC strives to provide excellent service. Therefore, more often than not, many of your work requests will be completed in a shorter period of time than indicated below.¹

Business Day = 8 hours

Immediate:
Faxes

1 business day:
Letters
Syllabi
Emails
Copies of Class Handouts
Print Requests
Posting Class Notes to MyLaw (electronic copies)
Conversion Projects (editing is not required)
Scan Projects (editing is not required)

2 business days:
Book Copies (including class handouts)
Posting Class Handouts to MyLaw
SSRN Uploads
Revisions to faculty web pages and resumes
Seating Charts

5 business days:
Article/Report revisions
Outline revisions
Case revisions
Mail merges
Reprint mailings
Conversion Projects (editing required)
Scan Projects (editing required)
Transcriptions

10 business days:
Articles to be submitted to Law Reviews and Journals
Articles/Reports (type from draft)
Outlines (type from draft)

1 month:
Course packs (do not require copyright permissions to be obtained)
Book revisions

3 months:
Books and Course packs (requires copyright permissions to be obtained)
Books (type from draft)

¹ Turnaround times are subject to change due to high volume periods; quantity of requests; or unforeseen issues with the project. The FASC will notify faculty immediately if additional time is required to complete the project.

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