

FACULTY WORK REQUEST SUBMISSION GUIDE

*Please note the timeframes are based on the FSS team member's receipt of everything required to begin the project, not notification from the faculty member that assistance will be required.*¹

Business Day = 8 hours

Same Day:

Faxes
Letters
Emails

1-2 business days:

Blackboard Support²

- Class Rosters
- General/Periodic Postings (syllabi, class handouts, etc.)
- Seating Charts
- Tent Cards

Print/Copy Requests (first day assignments may require additional time to complete) W&M
Law Faculty Bio Webpage Updates (bios, intellectual contributions, and cv uploads)

2-3 business days:

Articles/Reports/Outlines (possible 5-7 days depending on length)
Convert Article Layout to Law Review Format
Mail merges (possible 5-7 days depending on recipient list, etc.)
Reprint mailings (possible 5-7 days depending on # of recipients)
Research/Build Email Address Books (possible 5-7 days depending on recipient list, etc.)
SSRN Uploads
Transcriptions (possible 5-7 days depending on length)

5-7 business days:

Create New Hire Faculty Webpages (from resume – enter bio & intellectual contributions)
Create Surveys & Compile Results
Law Review/Journal Article Submissions

4-6 weeks:

Blackboard Postings

- Course Material (requests to post all/majority readings listed on syllabi or requiring copyright permissions)

Course Material Adoption Requirement (Books, TMs, supplemental materials, etc.)

Course Packs

Desk/Review Copy Requests

Handbooks

2-3 months:

Manuscripts (Books, Supplements, Teacher Manuals)

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

² Reach out to the FSS to learn about other forms of Blackboard support that may be available. Completion times may vary depending on the form of support requested.