

To: Faculty of Law Community
From: Dean Robert Leckey
Date: 10 November 2023
Subject: Faculty Reminders, 2023–2024 Academic Year

Please read the following procedures and policies that apply to the entire Faculty of Law.

Administrative Coordinators Services can be requested [here](#):

- Priority given:
 - Expense Reimbursements
 - Advances
 - No personal business and/or correspondence
- Work that should be done by a research assistant must not be given to an administrative coordinator.
- As in many faculties, administrative support is very limited. Please give extreme attention when asking the administrator for their service.

Academic Laptop Program:

- [The Academic Laptop Program](#) assists tenured and tenure-stream academic staff by subsidizing part or all the costs of purchasing laptop computers to be used for teaching purposes. This program is reviewed each academic year.

Professional Development Fund:

- Each eligible staff member is allowed up to \$750 annually from the [Professional Development Fund](#). Eligible staff who do not use the full \$750 in a given fiscal year may carry forward all, or any unused amount derived over two consecutive years, for a cumulative maximum of \$1500.
- The Program is operated on the University's Fiscal Year which is 01 May to 30 April.
- The deadline to submit an expense report for the current fiscal year is 15 April.

Printing, Photocopy and Courier Allotment:

- The allocation per professor, Boulton Fellow, and Wainwright Fellow for the purpose of printing, photocopying, and courier has been set at \$250.00 for each fiscal year. This amount does not apply to visitors to the Faculty or Faculty on sabbatical leave. Only retired professors who are teaching will have access to this allocation. Once you've reached the allocated amount, you will be contacted by finance to transfer the over amount to another eligible fund.

Communications:

- [Communication Best Practices](#) in respect of communications which Faculty of Law employees are urged to follow.
- For any communications questions or to advertise an event, please contact the communications team at comms.law@mcgill.ca

Events:

- If you are hosting an event, please refer to the [Staff and Faculty Resources page](#) for information on room bookings and guidelines.

Mail Services:

- For all incoming mail use the library entrance address: 3660 Peel
 - ***Outgoing mailbags are located in New Chancellor Day Hall, 5th floor (red bag for internal mail, blue bag for external mail)***

Courier Services:

- Same day services: Planète Courier
- Next day or national (across Canada) services: Purolator Courier
- USA and International services: Global Courier

Please note that it is not permissible to use faculty resources for personal use.

Course Handouts:

- Distribution of documents should be done electronically, through the MyCourses platform. Should distribution of a paper copy be absolutely necessary, I ask you to ensure that all orders for the reproduction of handouts originate from the Students Affairs Office. Should you deem it necessary to do your own handout photocopying, it will be deducted from your \$250.00 allocation.

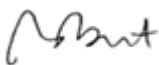
Business Cards:

- The cost of issuing business cards will be charged to the faculty budget if you are a new professor or take up an administrative appointment. Please contact fst.law@mcgill.ca

Supplies:

- Any supply requests should be given to the administrative coordinators who will place an order (if the faculty does not have it in stock) using McGill Marketplace (Minerva). As in the past, requests will be consolidated, and orders will be placed once a month, at the beginning of the month. When ordering, the item that is most reasonable in price will be ordered.

Thank you in advance for your cooperation.



Robert Leckey, Ad. E.
Dean and Samuel Gale Professor