

Administrative Services Centre - LEA 2 (7th Floor)
Anthropology / History and Classical Studies / Jewish Studies / Sociology

Finance Services (Room 718-719)

Services provided, such as: Operating Budgets, Expense Reports (Operating Budgets, Visiting Speaker Series), Appointments/POPS payments (Honorariums, Students, Research Assistant Offer Letters and Payments), Reports, Journals, Invoices - P.O., Banking, IDC's, Payment & Wire Transfer Requests, Research Grants, Managing Endowments (donations), Donor Award Coordination, James McGill Funds, William Dawson Scholars. Telephone and Network Coordination.

Title	Area	Name	Email	Telephone 514-398
Area Manager, Finance	ANTH / HIST & CLAS / JWST / SOCI	Franca Cianci	franca.cianci@mcgill.ca	6845
Admin. Coordinator - Finance	Anthropology & Sociology	Fataneh Fasih	fataneh.fasihzaman@mcgill.ca	6848
Admin. Coordinator - Finance	History and Classical Studies & Jewish Studies	Jody Anderson	jody.anderson@mcgill.ca	3872

Human Resources / Operations Services (Room 716 - 717)

Human Resources Services provided, such as: Appointments/Reappointments (Academic, Support Staff, Course Lectures, Visiting Professors, etc.), Academic Job Recruitment, Immigration Process, Leaves (Disability/Maternity/Medical/ Personal/Sabbatic), Tenure Dossier and Promotions, etc. Policies and Procedures, and support to Chairs.

Operations Services provided, such as: Courier, General Room bookings, Keys, Stationery Inventory, Card Access, Mail, Space, Visiting Speaker Series, Events Coordinator, uPrint, Website maintenance: contact information for staff and faculty, etc. Annual Reports & Cyclical Review. Meeting roombookings.

Title	Area	Name	Email	Telephone 514-398
Area Manager - HR/Operations	ANTH / HIST & CLAS / JWST / SOCI	Erin Henson	erin.henson@mcgill.ca	6847
Admin. Coordinator	ANTH / HIST & CLAS / JWST / SOCI	Shameem Mooradun	shameem.mooradun@mcgill.ca	6543

Graduate & Undergraduate Student Affairs Services (Room 712 - 713)

Services provided, such as: Admissions (Graduate Program - Uapply), Advising, Grades, Methods of Evaluation, Registration, Timetable (plus conference bookings), Calendar updates (course proposals and program updates), Fellowships, Student Funding Budget & Payments, Teaching Assistantships, Website maintenance related to Graduate and Undergraduate Programs, etc.

Title	Area	Name	Email	Telephone 514-398
Area Manager - Student Affairs	Graduate & Undergraduate: ANTH / HIST & CLAS / JWST / SOCI	Connie Di Giuseppe	connie.digiuseppe@mcgill.ca	4285
Admin. & Student Affairs Coordinator	<u>Undergraduate:</u> History and Classical Studies	Jessica Ward	jessica.ward2@mcgill.ca	3975
Admin. & Student Affairs Coordinator	<u>Undergraduate:</u> Anthropology & Sociology	Joanne Terrasi	giovanna.terradi@mcgill.ca	6868
Admin. & Student Affairs Coordinator	<u>Graduate:</u> History and Classical Studies & Jewish Studies; <u>Undergraduate:</u> Jewish Studies	Mitali Das	mitali.das@mcgill.ca	2844
Admin. & Student Affairs Coordinator	<u>Graduate:</u> Anthropology & Sociology	Olga Harmazy	olga.harmazy@mcgill.ca	4300

HR & OPERATIONS Contact Person(s) by Topic:			
HUMAN RESOURCES	Primary Contact Person:	Back-up Contact Person:	Responsible Person:
Academic Affairs (All Contract Staff Appointments -- Course Lecturers, Faculty Lecturers, Visiting Scholars. All Tenure & Tenure-Track Appointments and Reappointment.)	Erin Henson	Franca Cianci	Chair of Unit
Academic Leaves (Maternity, Parental, Personal, Sabbatical)	Erin Henson	Franca Cianci	Chair of Unit
Academic Policy and Procedures (University and Unit)	Erin Henson	Franca Cianci	Chair of Unit
Academic Salary Policy (Merit Exercise)	Erin Henson	Franca Cianci	Chair of Unit
Appointments & Applications for CRC, James McGill, William Dawson, etc..	Erin Henson	Franca Cianci	Chair of Unit
Immigration Procedures (Work Permits (including Renewals), Permanent Residence & Temporary Work Permit)	Erin Henson	Franca Cianci	Academic Personnel Office
New Faculty (Relocation Info, Office setup, Keys, etc.)	Shameem Mooradun	Erin Henson	Chair of Unit
Recruitment, Tenured & Tenure-Track (Advertising - Recruitment License)	Erin Henson	Franca Cianci	Chair of Unit
Recruitment, Tenured & Tenure-Track (Setup of Academic Jobs Online, Booking Hotels, Job Talks & Interviews, etc.)	Shameem Mooradun	Erin Henson	Erin Henson
Retirements (Faculty & Support Staff)	Erin Henson	Franca Cianci	Chair of Unit
Reporting (HR Faculty and Staff)	Erin Henson	Franca Cianci	Chair of Unit
Tenure Dossier and Promotions	Erin Henson	Franca Cianci	Chair of Unit
OPERATIONS	Primary Contact Person:	Back-up Contact Person:	Responsible Person:
Annual Reports & Cyclical Review (Support)	Shameem Mooradun	Erin Henson	Chair of Unit
Business Cards (Faculty & Staff)	Shameem Mooradun	Erin Henson	Erin Henson
Calendar updates (Faculty section updates / deletions names, etc..)	Erin Henson	Erin Henson	Chair
Event Coordination (such as, Conferences, Award Ceremonies)	Shameem Mooradun	Erin Henson	Faculty Member in Unit Coordinating Events
Laptop program information & coordination	Shameem Mooradun	Erin Henson / Franca Cianci	
Listserv maintenance (Faculty lists, Staff Lists and Announcement Lists)	Shameem Mooradun	Erin Henson	Erin Henson
Mail Room & Courier (sending out and receiving parcels)	Shameem Mooradun	Jody Anderson	Erin Henson
Meetings (assistance with departmental meetings - document circulation)	Shameem Mooradun	Erin / Franca / Connie	Chair of Unit
Office Keys & Building/Lab Card Access (LENEL)	Shameem Mooradun	Erin / Franca / Connie	Erin Henson
Office Supplies & Inventory maintenance	Shameem Mooradun	Jody Anderson	Erin Henson
Photocopier (uPrint Access)	Erin Henson	Franca / Connie	Erin Henson
Room bookings for Meetings/Events (<i>Contact Student Affairs Area to book rooms for courses, exams, conferences, student orientation</i>)	Shameem Mooradun	Erin Henson	Erin Henson
Signage, Staff Directories and Contact Lists (update Staff Only)	Shameem Mooradun	Erin Henson	Erin Henson
Space (Office/Centers/Labs)	Erin Henson	Franca/ Connie	Erin Henson (<i>consult with</i> Chair of Unit)
Speaker Series (Flyers, Announcements, i.e. hotel bookings, room bookings)	Shameem Mooradun	Jody Anderson	Erin Henson (with Faculty Member Coordinators of Unit)
Stationery (update and orders letterheads & envelopes)	Shameem Mooradun	Jody Anderson	Erin Henson
Web updates and maintenance (<i>All pages except for Student/Program related pages - contact student area for updates</i>)	Shameem Mooradun	Erin / Connie	Faculty Assigned to Web updates
Screen (6th floor advertisement - student related to student affairs)	Shameem Mooradun	Erin Henson / Faith Wallis	Erin Henson

NOTE: All maintenance issues must be reported to LEACOCK PORTER at local: 5081 or email: leacockporter.fmd@mcgill.ca

Finance Area			
Contact Person by Topic:	Primary Contact Person:	Back-up Contact Person:	Responsible Person:
STUDENT Appointments (<i>must provide completed paper work before payment will be processed - such as Research Assistant Offer Letter, Timesheet SIGNED, Study Permit, etc.</i>)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair/Researcher)
Work Study Program (<i>Hiring students via this program information available at url: http://www.mcgill.ca/studentaid/work-study</i>)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair/Researcher)
POPS Payments	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair/Researcher)
Benefits Budget (monitoring)	Franca Cianci	Connie Di Giuseppe	Franca Cianci (& Chair of Unit)
Donor Award Coordination	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair of Unit)
Endowments (maintenance and monitoring)	Franca Cianci	Connie Di Giuseppe	Franca Cianci (& Chair of Unit)
Remuneration payments (<i>must provide completed forms available at url: http://www.mcgill.ca/financialservices/policies/guestspeaker</i>)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair of Unit)
Expense Reports (<i>ONLY Non-McGill Staff and/or Students</i> , such as Visiting Speakers, Job Search Recruitment, Student Recruitment, etc.)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair of Unit)
Expense Reports (<i>obtaining Chairs Signature</i>)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair of Unit)
Recruitment Reimbursements	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair of Unit)
Banking, including Check Deposits	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair of Unit)
Inter-departmental Charges (IDC's)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair/Researcher)
Invoice payment via P.O. (Purchase Order -- <i>all funds, including Research Grants</i>)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair/Researcher)
Journal payments	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair/Researcher)
Journal Transfers (one fund to another)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair/Researcher)
Payment & Wire Transfer Requests	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci (& Chair/Researcher)
Operating Budget (Exercise & Maintenance)	Franca Cianci	Connie Di Giuseppe	Franca Cianci (& Chair of Unit)
Operating Budgets (Reconciliation)	Franca Cianci	Connie Di Giuseppe	Franca Cianci (& Chair of Unit)
Summary Reports: for Salary, Expenses, Endowments (<i>Excluding Research Grants, please contact Daniela Caucci - FST</i>)	Franca Cianci	Connie Di Giuseppe	Franca Cianci
Research Assistant Offer Letters (Casual Student -- <i>template letters available</i>)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Jody Anderson (History / Classics / Jewish Studies) Fataneh Fasih (Anthropology/Sociology)	Franca Cianci
Salary (monitoring & maintenance both Academic & Staff)	Franca Cianci	Connie Di Giuseppe	Franca Cianci (& Chair of Unit)
Variance Reports - Operating Budgets	Franca Cianci	Connie Di Giuseppe	Franca Cianci (& Chair of Unit)
Telephone and Network Connections (<i>setup, updates, removals and budget</i>)	Fataneh Fasih (Anthropology / History / Classics / Jewish Studies / Sociology)	Franca Cianci (Anthropology / History / Classics / Jewish Studies / Sociology)	Franca Cianci
uPrint (budget monitoring and reconciliation)	Franca Cianci	Connie Di Giuseppe	Franca Cianci (& Chair of Unit)
Research Grants (All queries)	Cynthia Romanyk (FST) - Leacock, Room 715	Franca Cianci	Research (PI)
New Fund Requests for Academics (e.g. Start-Up Funds)	Franca Cianci (Anthropology / History / Classics / Jewish Studies / Sociology)	Cynthia Romanyk (FST) - Leacock, Room 715	Franca Cianci (& Researcher)
New Fund Requests for Postdocs	Franca Cianci (Anthropology / History / Classics / Jewish Studies / Sociology)	Cynthia Romanyk (FST) - Leacock, Room 715	Franca Cianci (& Researcher)
William Dawson Scholars (application & renewal)	Franca Cianci	Connie Di Giuseppe	Franca Cianci (& Researcher)
James McGill Funds (application & renewal)	Franca Cianci	Connie Di Giuseppe	Franca Cianci (& Researcher)

Student Affairs Area, Contact Person by Topics	Primary Contact Person:	Back-up Contact Person:	Responsible Person:
Graduate Program:			
Admissions (setup of uApply program)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	GPD of Unit and/or Admissions Officer
Advising (admissions/document requirements,perspective students, registration, Thesis deposits & Oral defense)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	GPD of Unit
Calendar updates (course proposals and program submissions/deletions/updates)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	GPD of Unit / Chair
Calendar updates (Faculty section updates / deletions names, etc..)	Erin Henson (ANTH/HIST/CLAS/JWST/SOCI)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Chair
Course Permits	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Joanne Terrasi / Jessica Ward (ANTH/HIST/CLAS/JWST/SOCI)	Connie DiGiuseppe
Course Syllabii	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Joanne Terrasi / Jessica Ward (ANTH/HIST/CLAS/JWST/SOCI)	Connie DiGiuseppe
Exams (Area/Comprehensive and/or Language)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Joanne Terrasi / Jessica Ward (ANTH/HIST/CLAS/JWST/SOCI)	Connie DiGiuseppe
Fellowship Internal/External (coorindates submission of applications, calculates CGPA, ensures eligibility, and provides Committee with lists /applicant pool)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Joanne Terrasi / Jessica Ward (ANTH/HIST/CLAS/JWST/SOCI)	GPD and/or Fellowships Officer of Unit; Connie DiGiuseppe
Graduate Student Funding (internal and external fellowships guides student and staff with regards to the process and verifies applications submitted by students)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	GPD and/or Funding Officer of unit
Grades (guides course instructors with grade submission and changes)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Joanne Terrasi / Jessica Ward (ANTH/HIST/CLAS/JWST/SOCI)	Connie DiGiuseppe
Graduation	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	Connie DiGiuseppe
PhD Oral Defenses (scheduling)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Joanne Terrasi / Jessica Ward (ANTH/HIST/CLAS/JWST/SOCI)	GPD of Unit
Postdoctoral Fellowships (invitation letter and registration required docs)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	Post Doctoral Supervisor
Postdoctoral Fellowships (immigration docs)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe, Post Doctoral Supervisor
Postdoctoral Fellow Appointments	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Erin Henson (ANTH/HIST/CLAS/JWST/SOCI)	Connie / Post Doc Supervisor
Registration (MA, PhD and Postdoctoral Fellows)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	Enrolment Services: Clara Spadafora

Residency requirements	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	Graduate Postdoctoral Studies; Enrolment Services
Room Bookings for Courses, Conference and Exam (final/mid-term)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History, Classics, Jewish St)	Joanne Terrasi / Jessica Ward (ANTH/HIST/CLAS/JWST/SOCI)	Connie; University Timetable Office
Stats & Reporting (enrolment, courses, reports/stats for Annual Reports, etc.)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History, Classics, Jewish St)	Joanne Terrasi / Jessica Ward (ANTH/HIST/CLAS/JWST/SOCI)	Chair, UPD of units, Connie
Student Fees (general information)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	Enrolment Services/Student Accounts
Student Funding Budget (distribution and maintenance)	Connie Di Giuseppe (Anthropology/Sociology); Mitali Das (History, Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	GPD of Unit / Graduate Committee
Student Funding Budget (setup via BSA)	Jody Anderson (History / Classics / Jewish Studies)	Franca Cianci / Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Franca Cianci, Student Aid Office
Student Funding (offer letters, BSA payments)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	Connie Di Giuseppe
Student Progress (yearly review of files)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History& Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	GPD of Unit
Teaching Assistant (Job posting & Appointments processing)	Connie Di Giuseppe (Anthropology/Sociology/Jewish St.);	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Unit TA Committee, Chair; Connie
Teaching Assistantships Budget	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Unit Chair; Connie
Teaching Assistantships Assignments	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI); TBA (Anthropology); Michael Smith (Sociology); Jarrett Rudy (History & Classics); Yael Halevi-Wise (Jewish St)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Chair / Unit TA Committee Chair; Connie
Teaching Assistantships (sending out/receiving offer letters and workload forms)	Student Affairs Support Staff: Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics);	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Connie Di Giuseppe
Thesis submission (PhD and MA)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History, Classics, Jewish St)	Connie DiGiuseppe (ANTH/HIST/CLAS/JWST/SOCI); Olga Harmazy (History& Classics, Jewish St); Mitali Das (Anthropology/Sociology);	
Website (updates related to programs)	Olga Harmazy (Anthropology/Sociology); Mitali Das (History, Classics, Jewish St)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Chair of Unit

Student Affairs Area, Contact Person by Topics	Primary Contact Person:	Back-up Contact Person:	Responsible Person:
Undergraduate Program:			
Advising (<i>prescriptive advising</i> -- related to programs, graduation requirements, internships, study abroad, perspective students, etc..)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	UPD of units; Connie DiGiuseppe
BSA Undergraduate Award Payments (ARIA Awards)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	Connie
Calendar updates (course proposals and program submissions/updates)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI); Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	UPD, Connie
Calendar updates (Faculty section updates / deletions names, etc..)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Chair, Erin Henson, Connie
Course Evaluations (Mercury online setup and report extraction)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	Connie
Course Lecturers Orientation	Chair (Anthropology, Jewish St.); Michael Smith (Sociology); Jarrett Rudy (History & Classics)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Chair of Unit
Course Permits	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	Connie
Course Syllabi	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	Chair of Unit; Connie
Curriculum (Course/Program proposals/revisions, Faculty of Arts/SCTP follow up)	Undergraduate Prog. Director of Unit; Connie / Jessica Ward (History & Classics); Joanne Terrasi (Anthropoloty & Sociology); Mitali (Jewish Studies)	Undergraduate Prog. Director of Unit; Connie DiGiuseppe (ANTH/HIST&CLAS/JWST/SOCI)	UPD of Units; Connie (ANTH/HIST/CLAS/SOCI/JWST)
Deferred Examination (collection and submission to Exam Office)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	Connie
Final Examination (collection and submission to Exam Office, <i>archiving sessionals exams for one year</i>)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	Connie
Exam Printing/Orders Supplies (mid-term exams, In-Dept. Final Exams, Ordering of exam booklets and scantrons via Printing Services)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	Connie
Grades (guides course instructors with grade submission and grade changes, <i>collects sessionals grade breakdown end of appointment</i>)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	Connie
Graduation	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	UPD of Unit, Connie
Method of Evaluations	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	Connie

Orientation (all term)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Joanne Terrasi (History & Classics); Jessica Ward (Anthropology/Sociology/Jewish St)	UPD; Connie
OASIS - Faculty of Arts , Student Affairs Advisers contact for ASC	Ruth Kuzaitis <ruta.kuzaitis@mcgill.ca>; Monica Hotter <monica.hotter@mcgill.ca>		
Program Adviser Orientation (academic training)	UPD/GPD of Unit (ANTH/HIST&CLAS/JWST/SOCI)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Chair of Unit
Room Bookings for Courses, Conference and Exam (final/mid-term)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	Connie
Stats & Reporting (enrolment, courses, reports/stats for Annual Reports, etc.)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	Chair, UPD of units, Connie
Summer Term	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Chair, UPD of units, Connie
Supplemental Examination (collection and submission to Exam Office)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Olga Harmazy / Mitali Das (ANTH/HIST/CLAS/JWST/SOCI)	University Exam Office; Connie
Study Away/ Exchange (information)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	OASIS; Connie
Transfer Credits (study away, exchange)	Academic Advisors within Unit assigned to process Transfer Credits	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Chair of Unit; Connie
Timetable (class scheduling yearly course offerings setup for the upcoming academic year)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Chair of Unit Chair, UPD, GPD,
Website (updates related to programs)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	Chair of Unit
Inter-University Transfer (CREPUQ system)	Joanne Terrasi (Anthropology/Sociology); Jessica Ward (History & Classics); Mitali Das (Jewish Studies)	Connie Di Giuseppe (ANTH/HIST/CLAS/JWST/SOCI)	UPD; Student Affairs Staff