**Requesting for Shared Lockers Procedure**

*Overview:*

In order to facilitate the transfer of I-clickers, assignments, exams, midterms & teaching materials between Instructors and Teaching Assistants, combination lockers are now available for use.

***Lockers location*:** inside the east entrance corridor of **10402:** TA & Sessional Open Plan area, just outside the copy/work room.

*Access:* **BLU 10402** is accessible to all teaching faculty and to all Teaching Assistants (via the east entrance unican). Each locker has a combination lock (Note: the combinations will be changed at the end of the semester).

***To Request a locker:*** Instructors may email the Receptionist at fhsrecep@sfu.ca to request a locker assignment by the end of the second week of the semester. Please include the class # (eg. HSCI 100). Lockers/combinations will *only* be issued to instructors. This is for the purpose of verification as the Receptionist does not have access to SIMS to verify TAs.

All lockers will have locks on them & are numbered 10054-10090.

*Procedure:*

1. At the beginning of the semester an email is sent from Receptionist (fhsrecep@sfu.ca) to all instructors (Faculty, Sessionals, cc’d TAs) with information about this option.
2. The instructor emails the Receptionist a request for a locker (including class number & TA name/email) before the end of the second week of the semester.
3. If needed, the Receptionist verifies with the instructor any information that may be missing from the initial email.
4. The Receptionist assigns a locker and lock to the Instructor/Class/TA and emails the locker number and the combination lock code/instructions to the Instructor & Teaching Assistants for that class.
5. At the beginning of the exam period, the Receptionist will send out a reminder email to the Instructors & TAs who have been assigned lockers, to clear out the lockers by the end of the fourth day after the last day of the exam/marking period.
6. After the end date, the Receptionist will empty ***any lockers that still contain contents and give any materials in the assigned locker to the instructor. ^ If any materials or items belong to the TA, the TA would then have to follow up with the instructor to get them back.*** **^**

*Notes: If it is a Sessional Instructor, then the Receptionist will hand over any items left in the locker to the UG or Grad Program Assistant who will follow up with Sessional instructor and/or store exams for the requisite 1 year storage period.*