

**First Contacts for Liberal Arts
area of responsibility)
2019**

**(by
2018 -**

Area	Staff member			
A/P Staff Liaison; Development Fund Competition; Networking Program	Katherine Prochno			
Academic Policies and Procedures (CLA & University)	Wei Hong			
Academic Program Development and Assessment	Joel Ebarb	Sorin Matei	Wei Hong	
Alumni Board liaison (CLA) and Purdue Alumni Association liaison; Alumni Awards, Participation, Visits, Contacts	Andrea Hatch			
Alumni information, updates, events, awards, contacts, participation	Andrea Hatch			
Assessment of student learning	Wei Hong			
Banner - student registration system	Lori Sparger			
Budgets and account management	Kirke Willing	Leslie Barnes		
Business Office operations	Kirke Willing	Leslie Barnes		
Business policies & procedures (department, CLA, & University)	Kirke Willing	Leslie Barnes		
Catalog, Undergraduate	Joel Ebarb			
Center for Instructional Excellence Liaison	Joel Ebarb			
CLA research, developing resources and communicating research to various stakeholders, furthering networks and collaborations	Sorin Matei			
CLA Staff Evaluation Procedures	Katherine Prochno			
Cluster Initiative in Innovation Social Science Methods	Sorin Matei			
Commencement	Joel Ebarb			
Corporate and Foundation Funding Proposals	Martha Weise			
Curriculum (procedures for processing changes)	Joel Ebarb			
Data resources (Data Digest & Metrics), including metric support for CLA units	Kristen Hunt			
Dean's calendar	Kristen Hunt			
Dean's Advisory Council	Lori Sparger			
Dean's Scholars Program	Lori Sparger			
Dean's senior staff searches (coordinator)	Kristen Hunt			
Department head handbook	Wei Hong			
Department head meetings (schedule; minutes; agenda)	Kristen Hunt			
Distance Education (technology)	Brett Chambers			
Distinguished Professor (procedures)	Kristen Hunt			
Diversity and Inclusion planning, Diversity Advisory Committee Liaison	Rachel Brooks	Wei Hong		
Donor/alumni stewardship/gift acknowledgment, solicitations	Andrea Hatch			
Emergency procedures	Wei Hong			
Emeriti faculty nominations	Wei Hong			
Employee pay & benefits (including job classification & leave policies)	Kirke Willing	Leslie Barnes		
Enrollment management	Joel Ebarb	Lori Sparger		
Equipment and network infrastructure needs	Brett Chambers			
Exploratory Studies program liaison	Joel Ebarb	Lori Sparger		
External grant processing, including cost sharing; monitoring	Sorin Matei			
External reviews of academic programs	Wei Hong			

Faculty and student research awards	Sorin Matei			
Faculty hiring process	Wei Hong	Kirke Willing	Leslie Barnes	Katherine Prochno
Faculty Development Centers, Artistic Endeavors, Social Sciences, Undergraduate Instructional Excellence, Humanistic Studies	Sorin Matei			
Federal relations	Sorin Matei			
Fundraising, major gifts, planned gifts	David Williams			
Grade appeals (College of Liberal Arts)	Joel Ebarb			
Graduate School liaison, Graduate Education, awards, and fellowships	Sorin Matei			
Graduate student professional development	Sorin Matei			
Harassment issues and other complaints	Katherine Prochno	Lori Sparger		
Homecoming	Kati Pratt			
Honorary Degree nominations	Homecoming			
Honorary Degree nominations (procedures)	David Reingold	Kristen Hunt		
Honors College Liaison	Joel Ebarb			
Information Technology news, resources, and literacy	Brett Chambers			
Information Technology policies, procedures, security, and support services	Brett Chambers			
Instructional Technology (classrooms, labs)	Brett Chambers			
International Programs: student and faculty exchange opportunities, study abroad	Joel Ebarb	Lori Sparger		
International student services	Lori Sparger			
Interview schedules for senior administrative searches	Kristen Hunt			
ITaP liaison	Brett Chambers			
LA Influentials class promotion, logistics	Lori Sparger			
Limited-submission grant competitions	Sorin Matei			
Mailing lists/direct mail re alumni, donors, friends, Delivera email distributions	Andrea Hatch			
New faculty and new department head orientations	Wei Hong			
Personnel issues/Human Resources liaison	Katherine Prochno			
Promotion and tenure (schedule; procedures; form 36)	Kristen Hunt			
Promotion and tenure policies & procedures	Wei Hong			
Publications (THiNK magazine, CLA annual report); Marketing and Media Projects	Kati Pratt			
Purdue Research Foundation (PRF) and other internal (Purdue) research grant programs	Sorin Matei			
Research proposal budgeting and processing	Kirke Willing	Leslie Barnes		
Sabbatical & Other Leave Requests Coordinator	Wei Hong	Kirke Willing		
Scholarships (undergraduate)	Rachel Brooks	Lori Sparger		
Senate (schedule; agenda)	Holly Tittle-Hudson			
Senate and senate committees (CLA)	Joel Ebarb	Wei Hong		
Service Learning/Experiential Learning	Joel Ebarb			
Sexual Harassment Advisors Network Liaison	Wei Hong			
Space allocation and facilities remodeling	Kirke Willing			
Sponsored Program Services liaison	Sorin Matei			
Spring Fest coordinator	Kati Pratt			
Student Awards	Joel Ebarb			
Student Retention Program	Joel Ebarb	Lori Sparger		
Student/Parent complaints/questions	Joel Ebarb			
Student Services (academic advising, Career Services, student recruitment)	Lori Sparger			
Student Services Computing liaison	Brett Chambers			

Teacher Education Council (dean's representative)	Wei Hong			
Teaching Excellence Award, teaching needs, enrollment, and course availability	Joel Ebarb			
Technology funding opportunities (internal & external)	Brett Chambers			
Thayer Scholar Programs	Joel Ebarb			
Undergraduate student diversity	Rachel Brooks	Lori Sparger		
University Development Office Liaison	David Williams			
University expenditure policies	Kirke Willing	Leslie Barnes		
University Faculty Scholars	David Reingold			
Vice President for Engagement Office liaison	Joel Ebarb			
Vice President for Research Office liaison	Sorin Matei			
Visiting Scholar appointments	Wei Hong			
Voluntary Early Partial Retirement (VEPR) requests for faculty requests for staff	Wei Hong			
Voluntary Early Partial Retirement (VEPR) requests for staff	Lori Sparger			
Vice Provost for Teaching & Learning Office Liaison	Joel Ebarb			
Websites (CLA and department)	William White			
Wilke Undergraduate Research Internship Coordinator	Joel Ebarb			