

## First Contacts for Liberal Arts 2016-2017

### **Lori Sparger, Chief Operating Officer:**

- Student Services
- Academic advising
- Student recruitment
- Career advancement
- Study Abroad program advising
- Enrollment, student characteristics
- Dean's Advisory Council
- Student diversity initiatives
- Student retention programs (with A.D. for Undergraduate Education)
- International Student Services
- Vice Provost for Enrollment Management, liaison
- Scholarships, departmental and college
- LA Influentials-SCLA300 class and visiting alumni logistics
- Exploratory Studies program (with A.D. for Undergraduate Education) liaison
- Banner-student registration system
- Sponsorship requests
- Coordinate staff VEPR requests

### **Joel Ebarb, Associate Dean for Undergraduate Education & International Programs:**

- International programs (study abroad initiatives; international students and faculty, SAIL grants, exchange programs, etc.)
- Liaison to the Vice Provost for Teaching and Learning/Undergraduate Educational Affairs Council
- Academic Program Development (with Assoc. Dean for Graduate Education)
- CLA Curriculum committee liaison
- Procedures for processing curriculum changes
- CLA Undergraduate Catalog
- Teaching needs/course availability
- Minimum course enrollment policies and management
- Tracking credit hours and majors (with Data Manager)
- Course equivalencies, substitutions
- Course cancellations
- Grade appeals
- Center for Instructional Excellence liaison
- Student retention programs (with C.O.O)
- Student/parent complaints or questions
- Teaching Excellence Awards
- Student awards (Mortar Board, commencement responder, etc.)
- Exploratory Studies program (with C.O.O for recruitment issues) liaison
- Thayer Scholars Coordinator
- Honors College liaison
- Office of Engagement liaison
- Wilke Undergraduate Research Internship Coordinator
- SpringFest (Programming)
- Commencement

### **Melissa Remis, Associate Dean for Research & Graduate Education:**

- CLA Faculty Development Centers administration

- Research grant programs administration (including PRF and EVPRP/CLA internal programs)
- External grant processing, including cost sharing, monitoring
- Sponsored Program Services liaison
- Development of resources for promoting external research funding
- Cluster initiative in innovative social science methods
- Further CLA research networks and collaborations
- Communicating CLA research to various audiences
- Office of the Vice President for Research, and Associate Deans for Research Council liaison
- Limited-submission grant competitions
- Graduate education, awards, and fellowships (Ross, Andrews, Bilsland, PRF)
- Graduate School liaison and Associate Deans for Graduate Education Council
- Further CLA Graduate student professional development opportunities
- Federal relations
- Faculty and Student Research Awards
- Office of Interdisciplinary Graduate Programs liaison, the Graduate School
- Academic Program Development (with Associate Dean for Undergraduate Education)

**Wei Hong, Associate Dean for Faculty Affairs:**

- College and University academic policies and procedures
- Promotion and tenure policies and procedures
- Diversity Action Committee and Sexual Harassment Advisors Network liaison
- Emeriti faculty nominations
- New faculty and new department head orientations
- CLA department head handbook
- Visiting Scholar Appointments
- External reviews (department and programs)
- Diversity, inclusion, and affirmative action (liaison with Diversity Resource Office, Office of Institutional Equity)
- CLA Senate Committees liaison (except for Curriculum Committee)
- Teacher Education Council (dean's representative)
- Student learning outcomes and assessment
- Provide and analyze Academic Program Assessment Data
- Member, Academic Programs Assessment
- Emergency procedures (with Dir. Financial Affairs)
- Coordinate/manage faculty retention requests and faculty hiring process
- Coordinate/manage sabbatical leave requests and other paid and unpaid faculty leave requests
- Coordinate faculty VEPR requests

**Kirke Willing, Director of Financial Affairs:**

- Business office operations (departmental)
- Business policies and procedures (department, CLA, & University)
- Employee pay and benefits, including job classification and leave policies
- Proposal review and approval
- Budgets and account management
- University expenditure policies
- Faculty searches and new hire questions.
- CLA Space allocation/audit with dean
- Emergency procedures (with Associate Dean for Faculty Affairs)

**Brett Chambers, Director of CLA Information Technology:**

- Information Technology policies, procedures, security, and support services
- Information Technology news, resources, and literacy
- Instructional technology
- Equipment and network infrastructure needs
- Internal technology funding programs: Provost's instructional equipment funds
- External technology funding opportunities to address technology initiatives
- Liaison to ITaP, Student Services Computing, Distance Learning, etc.
- Research technology consulting, design, and project planning.

**Leslie Barnes, Business Manager, CLA Administration:**

- Budgets and account management
- Business office operations (departmental)
- Business policies and procedures (department, CLA, & University)
- Employee pay and benefits, including job classification and leave policies
- Faculty searches (back-up for Kirke Willing)
- Proposal review and approval
- University expenditure policies

**Jodi Silotto, Director of Marketing and Communications:**

- Communication
- THINK Magazine
- College and department websites
- Marketing, media projects, and news releases

**Katherine Prochno, HR Consultant:**

- Administrative/Professional staff liaison
- A/P staff development fund competition
- A/P staff networking program
- CLA Staff Evaluation Procedures
- Personnel issues, harassment, and other complaints
- Staff searches
- Human Resources Liaison

**David Williams, Director of Advancement:**

- Fundraising
- Corporate and foundation funding proposals
- University Development Office liaison
- Major gifts/planned gifts

**Vacant, Director of Alumni Relations & Special Events:**

- Alumni awards nominations (Emerging Voice/Distinguished Alumni)

- Homecoming
- CLA Alumni Board and Purdue Alumni Association liaison
- Alumni contacts/participation/engagement visits
- Outstanding Senior Awards
- Spring Fest coordinator (Logistics)

**Kristy Foster, Donor Relations & Stewardship Manager:**

- Direct mail and solicitations
- Donor/alumni stewardship/gift acknowledgment
- Alumni updates (addresses, e-mail, job information, business cards)
- Mailing lists for all Alumni, Donor, Friends mailings
- Delivera email distribution

**Kristen Hunt, Assistant to the Dean and Data Manager:**

- Dean's calendar
- Promotion and tenure (schedule; procedures; form 36, Area Committee Faculty Representatives)
- Senate (schedule; minutes; agenda)
- Department head meetings (schedule; minutes; agenda)
- Honorary Degree nominations (procedures)
- Distinguished Professor (procedures)
- Interview schedules between candidates and dean and his senior staff
- Search coordination for dean's senior staff
- Data resources (e.g. Data Digest, Metrics, including metric support for CLA units)