

First Contacts for Liberal Arts (by area of responsibility) 2024-2025

Area	Staff Member		
A/P Staff Liaison; Development Fund Competition; Networking Program	Tera Bivins		
Academic Policies and Procedures (CLA & University)	Wei Hong		
Academic Program Development and Assessment	Joel Ebarb	Wei Hong	Sorin Matei
Alumni Board liaison (CLA) and Purdue Alumni Association liaison; Alumni Awards, Participation, Visits, Contacts	Kristy Foster		
Alumni information, updates, events, awards, contacts, participation	Kristy Foster		
Assessment of student learning	Wei Hong		
Banner - student registration system	Lori Sparger		
Budgets and account management	Kirke Willing	Leslie Burns	
Business Office operations	Kirke Willing	Leslie Burns	
Business policies & procedures (department, CLA, & University)	Kirke Willing	Leslie Burns	
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	Tera Bivins		
Cluster Initiative in Innovation Social Science Methods	Sorin Matei		
Commencement	Joel Ebarb		
Corporate and Foundation Funding Proposals	David Williams		
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		
Distinguished Professor (procedures)	Kristen Hunt		
Diversity and Inclusion planning, Diversity Advisory Committee Liaison	Briggitta August	Wei Hong	
Donor/alumni stewardship/gift acknowledgment, solicitations	Kristy Foster		
Emergency procedures	Wei Hong		
Emeriti faculty nominations	Wei Hong		
Employee pay & benefits (including job classification & leave policies)	Kirke Willing	Leslie Burns	
Enrollment management	Joel Ebarb	Lori Sparger	

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Equipment and network infrastructure needs	Jess Maynard		
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 Burns
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	Tera Bivins	Lori Sparger	
Honorary Degree nominations	David Reingold	Kristen Hunt	
Honorary Degree nominations (procedures)	David Reingold	Kristen Hunt	
Honors College Liaison	Joel Ebarb		
Information Technology news, resources, and literacy	Jess Maynard		
Information Technology policies, procedures, security, and support services	Jess Maynard		
Instructional Technology (classrooms, labs)	Jess Maynard		
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	Jess Maynard		
LA Influentials class promotion, logistics	Lori Sparger		
Limited-submission grant competitions	Sorin Matei		
Mailing lists/direct mail re alumni, donors, friends, Delivera email distributions	Kristy Foster		
New faculty and new department head orientations	Wei Hong		
Personnel issues/Human Resources liaison	Tera Bivins		
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	Ayn Reineke		
Purdue Research Foundation (PRF) and other internal (Purdue) research grant programs	Sorin Matei		
Research proposal budgeting and processing	Kirke Willing	Leslie Burns	

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Sabbatical & Other Leave Requests Coordinator	Wei Hong	Kirke Willing	
Scholarships (undergraduate)	Lori Sparger		
Senate (schedule; agenda)	Michelle Scott		
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		
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	Jess Maynard		
Teacher Education Council (dean's representative)	Wei Hong		
Teaching Excellence Award, teaching needs, enrollment, and course availability	Joel Ebarb		
Technology funding opportunities (internal & external)	Jess Maynard		
Thayer Scholar Programs	Joel Ebarb		
University Development Office Liaison	David Williams		
University expenditure policies	Kirke Willing	Leslie Burns	
University Faculty Scholars	David Reingold	Kristen Hunt	
Vice President for Engagement Office liaison	Joel Ebarb		
Vice President for Research Office liaison	Sorin Matei		
Vice Provost for Teaching & Learning Office Liaison	Joel Ebarb		
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		
Websites (CLA and department)	Ben Lamb		
Wilke Undergraduate Research Internship Coordinator	Joel Ebarb		