

## First Contacts for Liberal Arts 2024-2025

### Lori Sparger, Chief Operating Officer:

- News service/Media requests/Crisis communication
- Marketing & Communications
- Events
- Student Services
- Academic advising
- Undergraduate student recruitment
- Vice Provost for Enrollment Management, liaison
- Enrollment, student characteristics (with A.D. for Undergraduate Education)
- Scholarships, departmental & college
- Dean's Scholars Program
- Student retention programs (with A.D. for Undergraduate Education)
- International Student Services
- Exploratory Studies program liaison (with A.D. for Undergraduate Education)
- Banner-student registration system
- LA Influentials-SCLA300 class & visiting alumni logistics
- Sponsorship requests
- Alumni award nominations (Emerging Voice/Distinguished Alumni)
- Outstanding Senior Awards
- Honorary Degree nominations (procedures)
- Facility administration/renovations/space requests
- Staff Employee Relations/Human Resources
- Coordinate staff VEPR requests
- Career advancement, internships, jobs

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

- International programs (study abroad initiatives; international students & faculty, SAIL grants, exchange programs, etc.)
- Liaison to the Vice Provost for Teaching & 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 & management
- Tracking credit hours & 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 liaison (with C.O.O for recruitment issues)
- Thayer Scholars Coordinator
- Honors College liaison
- Office of Engagement liaison
- Wilke Undergraduate Research Internship Coordinator
- Commencement
- Senate & Senate committees (CLA)
- Service Learning/Experimental Learning

\*Carmen Morrow, Lead Administrative Assistant to Executive Associate Dean for Undergraduate Education & International Programs

- Executive Associate Dean Ebarb calendars
- Undergraduate Curriculum/ Plan of Study updates
- Undergraduate Research (Dammon Dean's & Wilke programs, OUR liaison)

Wei Hong, Senior Associate Dean for Faculty Affairs:

- College & University academic policies & procedures
- Promotion & tenure policies & procedures
- Emeriti faculty nominations
- New faculty & new department head orientations
- CLA department head handbook
- Visiting Scholar Appointments
- External academic program reviews (department & programs)
- Equity & affirmative action (liaison with Office of Institutional Equity & Office of Ethics & Compliance)
- CLA Senate Committees liaison (except for Curriculum Committee, Educational Policy Committee, & Grade Appeals Committee)
- Teacher Education Council (Oversees CLA member selection)
- Provide & analyze Academic Program Assessment Data
- Member, Academic Programs Assessment
- Emergency procedures & BRNG safety committee (with Dir. Financial Affairs)
- Coordinate/manage faculty retention requests & faculty hiring process
- Coordinate/manage sabbatical leave requests & other paid & unpaid faculty leave requests
- University Faculty Scholars
- Coordinate faculty VEPR requests
- Liaison to the Vice Provost Office for Faculty Affairs & campus Associate Deans for Faculty Affairs Council

\*Michelle Scott, Lead Administrative Assistant to Senior Associate Dean for Faculty Affairs

- Senior Associate Dean Hong's calendar
- CLA Faculty Senate (schedule, minutes, agenda)
- Faculty Hiring
- Faculty Support Programs
- External academic program reviews
- BRNG safety committee
- United Way Team Captain

Sorin Matei, Associate Dean for Research & Graduate Education:

- CLA Faculty Development Centers administration, Artistic Endeavors, Social Sciences, Undergraduate Instructional Excellence, Humanistic Studies
- Research grant programs administration (including PRF, EVPRP/CLA internal programs, ASPIRE, & PROMISE)
- External grant processing, including cost sharing, monitoring
- Sponsored Program Services liaison
- Development of resources for promoting external research funding
- Cluster initiative in Advanced Social Science Methods (AMAP) w/Jay McCann
- Further CLA research networks & collaborations
- Communicating CLA research to various audiences
- Office of the Vice President for Research, & Associate Deans for Research Council liaison
- Limited-submission grant competitions
- Graduate education, awards, & fellowships (Ross, Andrews, Bilsland, Purdue Doctorial Fellowship)
- Graduate School liaison & Associate Deans for Graduate Education Council
- Further CLA Graduate student professional development opportunities
- Federal relations
- Faculty & Student Research Awards
- Office of Interdisciplinary Graduate Programs liaison, the Graduate School
- Academic Program Development (with Associate Dean for Undergraduate Education)
- Fulbright Scholars

\*Michael Hicks, Grants Coordinator & Assistant to Associate Dean of Research & Graduate Education

- Associate Dean Matei's calendar
- Grant & Fellowship Competitions
- Graduate Awards
- Graduate Education Inquiries
- Research Opportunities
- PROMISE Grant Application Review

Kristen Hunt, Project Manager & Data Manager, & Executive Assistant to the Dean:

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

Kirke Willing, Senior of Director Finance / Administration:

- Business office operations (College Level)
- Proposal review & approval
- Budgets & account management (College & Departmental)

- University expenditure policies
- Faculty searches & new hire questions.

Leslie Burns, Director of Financial Affairs / Administration:

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

Tera Bivins, Lead HR Business Partner:

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

David Williams, Chief Development Officer:

- Alumni contacts/participation/engagement visits
- Fundraising
- Corporate & foundation funding proposals
- Purdue for Life (University Development Office) liaison
- Major gifts/planned gifts/annual gifts
- Direct mail & solicitations

Ben Lamb, Web Developer

- Websites (CLA & departments)

Kristy Foster, Director of College Outreach

- 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

Renee Gaarder, Academic Program Manager

- Academic Program Development (with Assoc. Dean for Undergraduate Education)
- CLA Curriculum Committee liaison
- Procedures for processing curriculum changes
- CLA Undergraduate Catalog

- Teaching Excellence Awards
- CLA Scholarship Administrator
- Schedule Deputy for Cornerstone
- Mentoring and professional development support for unit-level Academic Program Managers

Erin VanEmon, Director of Projects

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