

First Contacts for Liberal Arts 2021-2022

Lori Sparger, Chief Operating Officer:

- News Service/Media requests/Crisis communication
- Marketing and 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 and 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 and 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 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 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

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 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, Purdue Doctorial Fellowship)
- 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)
- Fulbright Scholars

Wei Hong, Senior Associate Dean for Faculty Affairs:

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

VACANT, Director of Marketing and Communications:

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

Kirke Willing, Director of Financial Affairs:

- Business office operations (College Level)
- Proposal review and approval
- Budgets and account management (College and Departmental)
- University expenditure policies
- Faculty searches and new hire questions.

VACANT, 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
- 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, Assistant Director of Financial Affairs:

- 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 (back-up for Kirke Willing)
- University expenditure policies
- Faculty searches and new hire questions.

Dave Jones, 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, Chief Development Officer:

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

Rachel Frigo, Associate Director, Donor Relations

- Donor/alumni stewardship/gift acknowledgment

Martha Weise, Director of Corporate and Foundation Relations:

- Corporate and foundation funding proposals

VACANT, Administrative Assistant to the Chief Development Officer:

- Alumni updates (addresses, e-mail, job information, business cards)
- Mailing lists for all Alumni, Donor, Friends mailings

Kristen Hunt, Assistant to the Dean and Data Manager:

- Dean's calendar
- Promotion and 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 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)
- Dean's Advisory Council (with Constituent Relations Specialist)

VACANT, Diversity & Inclusion Initiatives Director

- Undergraduate student diversity initiatives
- Diversity Advisory Committee Chair

Ben Lamb, Web Developer

- Websites (CLA and departments)

Holly Tittle-Hudson, Assistant to Executive Assoc. Dean for UG

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

Tammy Hare, Assistant to Enior Associate Dean for Faculty Affairs

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

Michael Hicks, Grants Coordinator

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

VACANT, Events Manager

- Emerging Voice Awards Banquet
- Distinguished Alumni Banquet
- Homecoming
- Percs
- College events