

## Associate Dean Responsibilities 2024-2025

| <b>Andi Tracy</b><br><b>Assoc. Dean of Student Academic Life</b>                 | <b>Nick Phillips</b><br><b>Assoc. Dean of Curriculum and Academic Programs</b>          | <b>Caleb Elfenbein</b><br><b>Assoc. Dean of Faculty Development and Diversity, Equity and Inclusion</b>   |
|--|---|---|
| Direct Reports:<br>Science Learning Center<br>Math Lab<br>Computer Science Lab   | Direct Reports:<br>Liberal Arts in Prison Program<br>Writing, Reading & Speaking Center | Direct Reports:<br>Academic Admin Support<br>Assistive Technology<br>Associate Dean Support<br>Institute for Global Engagement SIO<br>Research Compliance Manager |
| Mentored Advanced Projects (MAP) and student research<br><b>(With committee)</b> | Tutorial Instructor Orientation   | Senior Faculty Status (SFS) & Emeritus Faculty  |
| Independent Majors   | Academic Department, Concentrations & Program/Center Reviews                            | Department Chair Development and Retreat  |
| Community-Based Learning   | 1 <sup>st</sup> -Year Experience  | Early-Career Faculty & Staff Group  |
| Academic Software and Equipment Requests   | 2 <sup>nd</sup> -Year Experience  | Mid-Career Faculty Development  |
| Department Assessment  | Credit-bearing Internships  | Faculty Career Support and Retention  |
| Peer Mentoring (Programs & LCs)  | Part-Time and Term Faculty Contracts  | AMA, FLTA and International Visitor Contracts   |
| Humanities in Action Mellon Grant Consultant                                     | Faculty Mentoring Network   | Faculty Mentoring Network   |
| Committee on Academic Standing (CAS -- Chair)                                    | HIA Advisory Board & Presidential Mellon Grant Advisory Board                           | Diversity Policy and Faculty Development  |

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| Instructional Support (including Library and Information Technology) | Curriculum Committee                   | Committee for the Support of Faculty Scholarship (CSFS) |
| EASe/Student Employment  | Tutorial and Advising                  | Personnel Committee                                     |
| Assessment   | Academic Budget                        | IGE Advisory Board                                      |
|  | ACM Liaison for Faculty Development    | Research Oversight Officer                              |
|  | Downtown Residence/Civic Quad Planning | ODEI leadership team                                    |
|  | HSSC Building Policy & Oversight       | Film & Media Studies Concentration Budget Oversight     |