

Dean's Office Staff Responsibilities 2022-2023

Retta Kelley x4268, kelleyla	Marcia Baker x3100, bakermar	Terri Phipps x3460, phippst	Christina Sporer x4931, sporerch
Scheduling – Dean		Scheduling – Cynthia Hansen Jin Feng Tim Arner	
Committees			
Faculty Meeting	Committee for the Support of Faculty Scholarship (CSFS)	Instructional Support Committee (ISC)	
Executive Council	Alumni Scholars and Academic Speaker Budgets	Faculty Organization Committee (FOC): Maintain Committee Lists; Election Ballots	
Trustees		Tutorial & Advising	
Accreditation		Personnel	
Faculty Recruitment, Evaluation, and Support			
Faculty Staffing Requests	Faculty Recruitment and Relocation Budget	Faculty Development Opportunities	Contact for online faculty recruiting
Faculty Reviews - Tracking	Startup Expenses	Chair of Faculty Support	Advertising for Faculty Recruitment, including PostDoc
Faculty Salaries	Faculty Development Funds and Competitive Grant Expenses	Faculty Stipend Requests	Faculty Searches for Consortium for Faculty Diversity (CFD) and Post-Docs
Full-Time Faculty Contracts - Production/ Tracking	Term Faculty Travel Expenses	Extra-Departmental Teaching Assignments (GWS, HUM, SST115, TUT, etc.)	
Part-time faculty contracts	Endowed Chair Expenses	Interfolio Administrator	
Short-course Instructors	Entering faculty information in Colleague	External Grants (non- HHMI, including PostDoc, CFD, Mellon)	

Retta	Marcia	Terri	Christina
Official Lists of All Faculty	NSF Grants and Match Budgets	Dean's Survey Distribution & Reporting	Faculty Interview Packets
Leaves - Processing/ Tracking	Harris Fellowship Budget	Department Reviews - Processing/ Tracking	Department Chair Development
Department Chairs	Furbush Fellowship Budget	Faculty Reviews - Processing	Grinnell Lecture
College Catalog/ Viewbook Faculty Lists	NEH Summer Stipends		Faculty Mentoring Network
Faculty Leadership Seminar			
Harris Fellowship Process			
Instructional Programs			
	Mentored Advanced Project (MAP) - Budgets	Mentored Advanced Project (MAP) - Program	Student Research Symposium
		Tutorial Program	
		2 nd Year Experience	
Other			
Dean's Travel	Dean's Office Budget	Dean's Office Website	Support Grants Office
Dean's Correspondence and Reports	Dean's Discretionary Budget	Dean's Office Intranet	Faculty Meeting minutes
Faculty Office Assignments	Acad. Equip. Applications/ Awards/ Budgets	Faculty News Digest	
Department Budgets	Dean's List		
Dean's Stewardship			
Faculty Handbook			