

Dean's Office Staff Responsibilities 2020-21

Retta Kelley x4268, kelleyla	Marcia Baker x3098, bakermar	Terri Phipps x3460, phippst
Scheduling – Dean Schvalla Rivera		Scheduling – Mark Levandoski Tim Arner Cynthia Hansen
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
Budget Planning		Personnel
Academic Budget		Committee on Diversity & Inclusion
HLC/NCA: Higher Learning Commission		
Faculty Recruitment, Evaluation, and Support		
Faculty Searches	Faculty Recruitment and Relocation Budget	Faculty Development Opportunities
Faculty Reviews - Processing/ Tracking	Startup Expenses	Chair of Faculty Support
Faculty Salaries	Faculty Development Funds and Competitive Grant Expenses	Faculty Stipend Requests
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	Sedona Administrator
Short-course Instructors	Entering faculty information in Colleague	External Grants (non-HHMI, including PostDoc, CFD, Mellon)

Retta	Marcia	Terri
Harris Fellowship Process	Harris Fellowship Budget	Diversity/ Affirmative Action support for faculty hiring and retention
Official Lists of All Faculty	NSF Grants and Match Budgets	Faculty Searches for Consortium for Faculty Diversity (CFD) and Post-Docs
Leaves - Processing/ Tracking	Furbush Fellowship Budget	Advertising for Faculty Recruitment, including PostDoc
Department Chairs	NEH Summer Stipends	Contact for online faculty recruiting (PeopleAdmin)
College Catalog/ Viewbook Faculty Lists		Dean's Survey Distribution & Reporting
Faculty Leadership Seminar		Department Reviews - Processing/ Tracking
		Faculty Mentoring Network
		Early Career Faculty (Personnel)
		Grinnell Faculty Colloquium
Instructional Programs		
	MAP Budgets	Mentored Advanced Project (MAP) Program
		Tutorial Program / 1 st Year Experience
		2 nd Year Experience
		National Center for Faculty Development and Diversity (NCFDD) Programs
Other		
Dean's Travel	Dean's Office Budget	Dean's Office Website
Dean's Correspondence and Reports	Dean's Discretionary Budget	Dean's Office Intranet
Faculty Office Assignments	Acad. Equip. Applications/ Awards/ Budgets	Faculty News Digest

Department Budgets	Dean's List	Innovation Grant: Faculty/Staff Mentoring Program
Faculty Handbook	Academic Staff Development Budget	
Dean's Stewardship		