## Dean’s Office Staff Responsibilities 2022-2023

<table>
<thead>
<tr>
<th><strong>Retta Kelley</strong> x4268, kelleyla</th>
<th><strong>Marcia Baker</strong> x3100, bakermar</th>
<th><strong>Terri Phipps</strong> x3460, phippst</th>
<th><strong>Christina Sporer</strong> x4931, sporerch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling – Dean</td>
<td>Scheduling – Cynthia Hansen</td>
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<td></td>
<td>Jin Feng</td>
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<td></td>
<td>Tim Arner</td>
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</table>

## Committees

<table>
<thead>
<tr>
<th>Faculty Meeting</th>
<th>Committee for the Support of Faculty Scholarship (CSFS)</th>
<th>Instructional Support Committee (ISC)</th>
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<tbody>
<tr>
<td>Executive Council</td>
<td>Alumni Scholars and Academic Speaker Budgets</td>
<td>Faculty Organization Committee (FOC): Maintain Committee Lists; Election Ballots</td>
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<tr>
<td>Trustees</td>
<td>Tutorial &amp; Advising</td>
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<tr>
<td>Accreditation</td>
<td>Personnel</td>
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## Faculty Recruitment, Evaluation, and Support

<table>
<thead>
<tr>
<th>Faculty Staffing Requests</th>
<th>Faculty Recruitment and Relocation Budget</th>
<th>Faculty Development Opportunities</th>
<th>Contact for online faculty recruiting</th>
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<td>Faculty Reviews - Tracking</td>
<td>Startup Expenses</td>
<td>Chair of Faculty Support</td>
<td>Advertising for Faculty Recruitment, including PostDoc</td>
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<tr>
<td>Faculty Salaries</td>
<td>Faculty Development Funds and Competitive Grant Expenses</td>
<td>Faculty Stipend Requests</td>
<td>Faculty Searches for Consortium for Faculty Diversity (CFD) and Post-Docs</td>
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<tr>
<td>Full-Time Faculty Contracts - Production/ Tracking</td>
<td>Term Faculty Travel Expenses</td>
<td>Extra-Departmental Teaching Assignments (GWS, HUM, SST115, TUT, etc.)</td>
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<tr>
<td>Part-time faculty contracts</td>
<td>Endowed Chair Expenses</td>
<td>Interfolio Administrator</td>
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<td>Short-course Instructors</td>
<td>Entering faculty information in Colleague</td>
<td>External Grants (non-HHMI, including PostDoc, CFD, Mellon)</td>
<td></td>
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<tr>
<td>Retta</td>
<td>Marcia</td>
<td>Terri</td>
<td>Christina</td>
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<tr>
<td>Official Lists of All Faculty</td>
<td>NSF Grants and Match Budgets</td>
<td>Dean’s Survey Distribution &amp; Reporting</td>
<td>Faculty Interview Packets</td>
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<tr>
<td>Leaves - Processing/ Tracking</td>
<td>Harris Fellowship Budget</td>
<td>Department Reviews - Processing/ Tracking</td>
<td>Department Chair Development</td>
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<tr>
<td>Department Chairs</td>
<td>Furbush Fellowship Budget</td>
<td>Faculty Reviews - Processing</td>
<td>Grinnell Lecture</td>
</tr>
<tr>
<td>College Catalog/ Viewbook Faculty Lists</td>
<td>NEH Summer Stipends</td>
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<td>Faculty Mentoring Network</td>
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<td>Faculty Leadership Seminar</td>
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<td>Harris Fellowship Process</td>
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### Instructional Programs

| | Mentored Advanced Project (MAP) - Budgets | Mentored Advanced Project (MAP) - Program | Student Research Symposium |
| | | | |
| | Tutorial Program | | |
| | 2nd 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 | | | |