

# College of Arts and Sciences | Office of the Dean

Administration Building Annex – B101

216.397.4287 // <http://sites.jcu.edu/cas>

## Administrative Assistant Responsibilities

<b>Ellen Valentine</b> 216.397.4215 // <a href="mailto:evalentine@jcu.edu">evalentine@jcu.edu</a> Administrative Assistant to the CAS Dean - Margaret Farrar	<b>Karen Connell</b> 216.397.4287 // <a href="mailto:kconnell@jcu.edu">kconnell@jcu.edu</a> Administrative Assistant to the Associate Dean for Sciences, Mathematics, and Health - Graciela Lacueva
Academic Program Review (APR)	Addition to Bulletin Forms <a href="http://sites.jcu.edu/registrar/pages/faculty-and-staff/forms/">http://sites.jcu.edu/registrar/pages/faculty-and-staff/forms/</a>
Any form that requires the Dean's signature	Addition to Schedule Forms <a href="http://sites.jcu.edu/registrar/pages/faculty-and-staff/forms/">http://sites.jcu.edu/registrar/pages/faculty-and-staff/forms/</a>
Appointments with the CAS Dean	Any form that requires an Associate Dean's signature
Culicchia Award	Appointments with the Associate Dean for Sciences
Dean's List	CAS Website
Faculty Evaluations	Grade Change Forms (available in the Registrar's Office)
Hiring Requests and Relocation Reimbursements <a href="http://sites.jcu.edu/cas/pages/faculty-resources/">http://sites.jcu.edu/cas/pages/faculty-resources/</a>	Great Lakes Internships
Key Requests (department chairs)	Independent Study Contracts <a href="http://webmedia.jcu.edu/cas/files/2016/05/Independent-Study-1.pdf">http://webmedia.jcu.edu/cas/files/2016/05/Independent-Study-1.pdf</a>
PCard Approvals	Part-time Lecturer Contracts
Senior Awards Ceremony	Self-Designed Major & Minor Forms <a href="http://sites.jcu.edu/cas/pages/current-student-resources/undergraduate-students/forms-and-petitions/">http://sites.jcu.edu/cas/pages/current-student-resources/undergraduate-students/forms-and-petitions/</a>
Staff Evaluations (hard copy outside of regular cycle)	Stipends
Tenure and Promotion Dossiers	Syllabi <a href="http://sites.jcu.edu/cas/pages/faculty-resources/classroom-policies-and-procedures/syllabus-information/">http://sites.jcu.edu/cas/pages/faculty-resources/classroom-policies-and-procedures/syllabus-information/</a>
Travel Requests and Reimbursements <a href="http://sites.jcu.edu/cas/pages/faculty-resources/travel-policies/">http://sites.jcu.edu/cas/pages/faculty-resources/travel-policies/</a>	

CAS Responsibilities: <http://webmedia.jcu.edu/cas/files/2016/08/CAS-Office-Chart-of-responsibilities-2016-17.pdf>

Other CAS Forms: <http://sites.jcu.edu/cas/pages/current-student-resources/undergraduate-students/forms-and-petitions/>