

College of Arts and Sciences | Office of the Dean

Administration Building Annex – B101

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

Administrative Assistant Responsibilities

Ellen Valentine 216.397.4215 // evalentine@jcu.edu Administrative Assistant to the CAS Dean - Margaret Farrar	Karen Connell 216.397.4287 // kconnell@jcu.edu Administrative Assistant to the Associate Dean for Sciences, Mathematics, and Health - Graciela Lacueva
Academic Program Review (APR)	Addition to Bulletin Forms http://sites.jcu.edu/registrar/pages/faculty-and-staff/forms/
Any form that requires the Dean's signature	Addition to Schedule Forms http://sites.jcu.edu/registrar/pages/faculty-and-staff/forms/
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 http://sites.jcu.edu/cas/pages/faculty-resources/	Great Lakes Internships
Key Requests (department chair requests only)	Independent Study Contracts http://sites.jcu.edu/cas/pages/current-student-resources/undergraduate-students/forms-and-petitions/
PCard Approvals (department chairs and program directors)	Part-time Lecturer Contracts
Reserve the CAS Conference Room	Reserving the CAS Conference Room
Senior Awards Ceremony	Self-Designed Major & Minor Forms http://sites.jcu.edu/cas/pages/current-student-resources/undergraduate-students/forms-and-petitions/
Staff Evaluations (hard copy outside of regular cycle)	Stipends
Tenure and Promotion Dossiers	Syllabi http://sites.jcu.edu/cas/pages/faculty-resources/classroom-policies-and-procedures/syllabus-information/
Travel Requests and Reimbursements http://sites.jcu.edu/cas/pages/faculty-resources/travel-policies/	

CAS Deans 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/>