Each associate dean is responsible for an academic division and an additional area of the College. The principle reason for this new structure is to foster more frequent and more collaborative communication between the CAS office and academic departments.

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<tr>
<th>Associate Dean</th>
<th>Areas</th>
<th>Location</th>
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<tr>
<td>Anne Kugler</td>
<td>Humanities and Director of CAS Graduate Education</td>
<td>Admin Annex, B103</td>
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<tr>
<td>Graciela Lacueva</td>
<td>Sciences, Mathematics, Health, and Internships</td>
<td>Admin Annex, B101</td>
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<tr>
<td>Pam Mason</td>
<td>Social Sciences, Education, Global Studies, and Global Education</td>
<td>Admin Annex, B105</td>
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<tr>
<th><strong>Whom should I talk with about . . .?</strong></th>
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<tr>
<td><strong>Issue</strong></td>
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<td>Annual faculty evaluation</td>
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<td>Annual staff evaluation</td>
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<td>Assessment</td>
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<td>APR: Self-study</td>
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<td>APR: Creating reviewer schedule</td>
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<td>APR: Assistance with action plan</td>
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<td>APR: Approval of action plan</td>
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<td>APR: Data</td>
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<td>Hiring: Advice on position request</td>
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<td>Category</td>
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<td>Hiring: Creating ad</td>
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<tr>
<td>Hiring: Creating on-campus visit schedule</td>
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<tr>
<td>Hiring: Best practices in hiring</td>
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<td>Review of schedules, course cancellation, assistance at New Student Orientation</td>
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<td>Salary concerns</td>
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<td>Staff concerns</td>
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<td>Student complaints</td>
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<td>Tenure and promotion</td>
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<td>Title IX concerns</td>
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<td>Travel funding requests</td>
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**Our requests:**

If you are interested in having items added to meeting agendas, simply send those to us directly. We want to be clear, however, that you do not need to wait for a meeting to give us feedback or to help shape our ongoing conversation; we welcome your phone calls, emails, and office visits throughout the year.

We are always eager for opportunities to learn more about your work at the university. Please let us know about your departmental research presentations, student capstone presentations, performances, and the like.

We will ask you for a schedule of your department meetings during the year. We will occasionally ask for you to facilitate discussions at those meetings, and provide your faculty’s feedback to us in a timely way. We want to be able to address concerns as they arise.

Our most important request is that if you have an issue or a concern, don’t worry overly much about whether or not you’re asking the “right” person; ask one of us, and we’ll do our best to address it.