

COLLEGE OF ARTS & SCIENCES DEAN & ASSOCIATE DEAN RESPONSIBILITIES

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.

Associate Dean	Areas	Location
Rodney Hessinger	Humanities & Social Sciences	Admin Annex, B254
Anne Kugler	Graduate & Professional Programs	Admin Annex, B103
Mike Martin	Sciences, Mathematics, & Health	Admin Annex, B101

Whom should I talk with about . . . ?

Issue	Role	Other
Annual faculty evaluation	Dean	ADs always available for informal mentoring
Annual staff evaluation	Dean	ADs always available for informal mentoring Also, HR
Assessment	Director of Assessment	ADs always available for informal mentoring
APR: Selecting reviewers	ADs	ADs approve
APR: Self-study	Dir. of Assessment, ADs	ADs approve before sending to reviewers
APR: Creating reviewer schedule	ADs	ADs approve before sending to reviewers
APR: Assistance with action plan	ADs	
APR: Approval of action plan	Dean, to Provost	
APR: Data	Dir. of Assessment	Also Institutional Effectiveness
Bias reports	ADs	If not resolved there, to Dean
Budget requests/concerns	ADs or Dean	In conjunction with Director of Budget and Financial Analysis, Dean gives final approval, to Provost
Chair selection process	Dean	Dean recommends to Provost
Core	Core Committee, ADs	Also Core Director, for larger concerns
Course Load Reduction (CLR)	Dean	
Faculty personnel issues	ADs	If not resolved there, to Dean
Hiring: Requesting a hire	Dean	Dean recommends to Provost
Hiring: Advice on position request	ADs	

Hiring: Creating ad	ADs	AD and Dean approve
Hiring: Creating on-campus visit schedule	ADs	AD approves
Hiring: Best practices in hiring	ADs, HR	See also Legal and Assistant Provost for Diversity and Inclusion
Review of schedules, course cancellation, assistance at New Student Orientation	ADs	Also Registrar, Advising
Salary concerns	Dean	
Staff concerns	HR, ADs	If not resolved there, to Dean
Student complaints	ADs	If not resolved there, to Dean. Complaints from graduate students should be directed to the divisional AD first, then to AD/Director of CAS Graduate Studies.
Tenure and promotion	Dean	ADs always available for informal mentoring
Title IX concerns	Title IX Coordinator	Title IX Coordinator works in conjunction with the ADs and/or Dean
Travel funding requests	Dean	

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.