

Sr. Administrative Coordinator Becky Badger		Sr. Administrative Coordinator Megan Fltz		Associate Director Kellye Mitros
<ul style="list-style-type: none"> • Faculty hiring/reappointments • Team teaching • Teaching schedules • Leaves, FMLA • Mid-term chair evaluations • DGS/DUS appointments • Asst. Professors Annual Reviews • Reconcile Non-Reg Budget • DIME support 		<ul style="list-style-type: none"> • Faculty hiring/reappointments • Team teaching • Teaching schedules • Leaves, FMLA • Mid-term chair evaluations • DGS/DUS appointments • Asst. Professors Annual Reviews • Reconcile Non-Reg Budget • Grad R&PD funds • 5 + 1 Program • Appointments through Postdoc office • Grad meetings • Advisory Council 		<ul style="list-style-type: none"> • All data entry and review for all faculty hiring/reappointments/ promotions • Main liaison to the Provost's Office • Search authorization letters • TPAC appointments • Director appointments, Undergrad Asst. Dean appointments • Retirements & Resignations • Annual reports • Fall and Spring Elections • College reference guide • College wide training
Calendaring for: <ul style="list-style-type: none"> • Arts Associate Dean • Humanities Associate Dean 		Calendaring for: <ul style="list-style-type: none"> • Social Sciences Associate Dean 		
Departments: <ul style="list-style-type: none"> • Art, Art History, and Design • Film, Television, and Theatre • Music • Theology • Philosophy • History • English • Africana • American Studies • East Asian • German • Romance Languages & Literature • Irish Language & Literature • Classics • Program for Liberal Studies 	Centers/Programs: <ul style="list-style-type: none"> • Sacred Music • Shakespeare • Italian Studies • Cushwa Center • Devers Program • Journals • CSLC • Tech & Digital Studies • Gender Studies • Medieval • Creative Writing • Early Christian Studies • Philosophy of Religion 	Departments: <ul style="list-style-type: none"> • Anthropology • Economics • Political Science • Psychology • Sociology 	Centers/Programs <ul style="list-style-type: none"> • Religion and Society • Social Movements & Social Change • CCCG • deNicola Center • Institute for Latino Studies • Reilly Center • Rooney Center • Shaw Center • LEO • BIG lab • FACTS • Psych Clinic • History & Philosophy of Science 	

