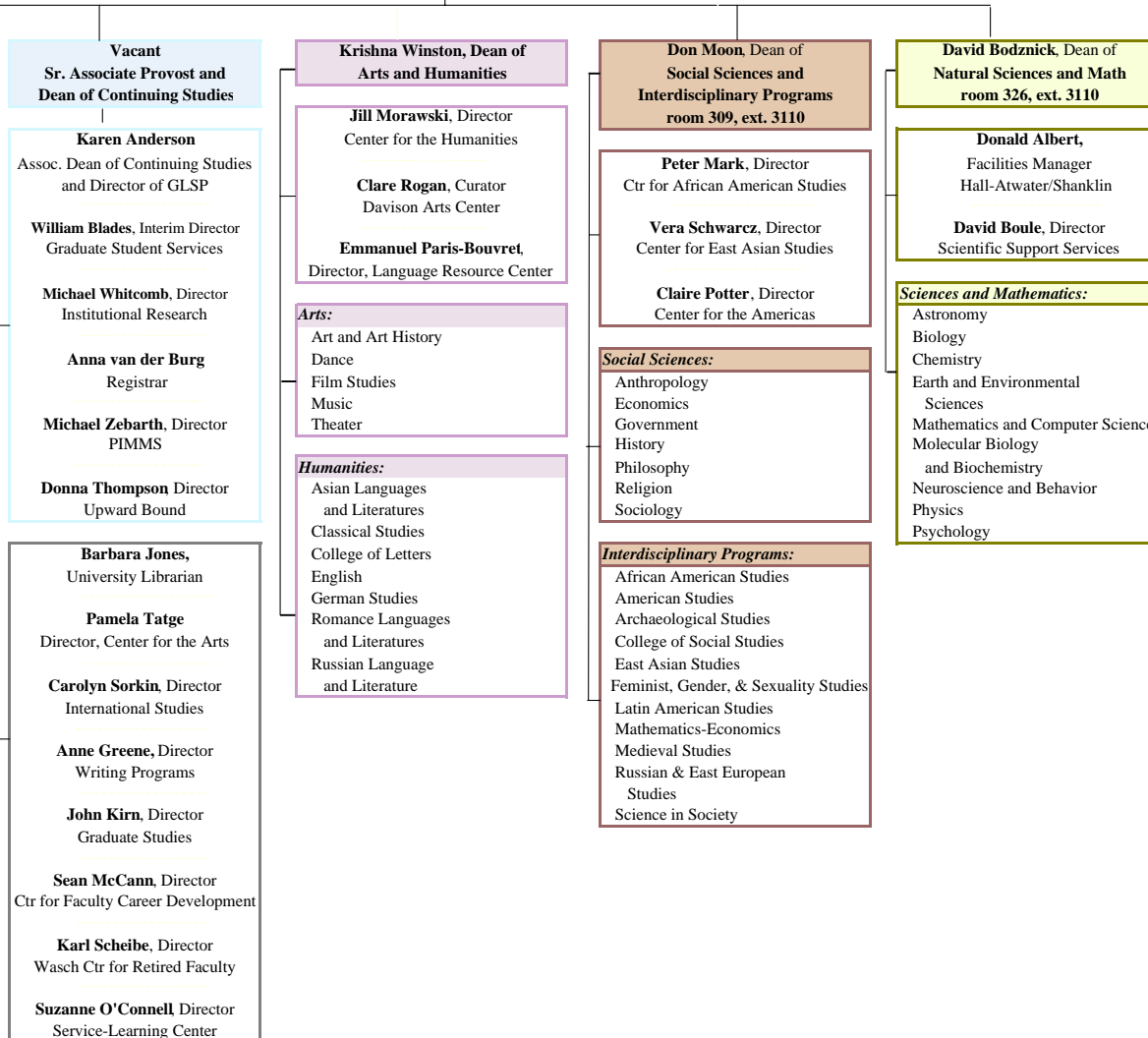


Office of Academic Affairs
Administrative Assignments -- October 1, 2007

Key Administrative Assignments	
Vacant	Paula Lawson
Sr. Associate Provost & Dean of Continuing Studies room 327, ext. 2010	Associate Provost room 306, ext. 2703 •faculty compensation •coordinate faculty searches
Janine Lockhart	•faculty visitors and moonlighters
Financial Planner and Analyst room 325, ext. 2723	•curricular planning
•budget oversight	•Institutional Review Board
•financial systems	•immigration issues
•grant proposal budget review	•first-year advising assignments
•insurance claims	•liaison to Affirmative Action and Foundation Relations
•account management	
•year-end fiscal process	
Joy Vodak	Eloise Glick
Coordinator, Office of Academic Affairs room 325, ext. 2705	Faculty Resource Specialist room 323, ext. 2708
•liaison for administrative support staff and Chairs on HR issues	•faculty personnel processes and reporting
•monthly administrative support meetings	•faculty database & systems
•support financial planner	•sabbaticals and leaves
•Computing & Non-Computing Capital	•teaching evaluation data
•pedagogical, project & seed grants/budgets	•Support Advisory Committee.
•manage office work flow	•Review & Appeals Board
Lisa Sacks	Sarah Northgraves
Administrative Assistant to the Academic Deans room 310, ext. 3428	Assistant to the Vice President for Academic Affairs room 320, ext. 2726
•support Deans and Dean of CS	•Admin Asst to VPAA
•manage Deans' and recruitment budgets	•support Associate Provost
•webmaster for AA	Fac. Resource Specialist, and Academic Secretary
•teaching apprentices	•grants in support of scholarship - general supplemental & professional
•mass emails	•maintain office files
•support Institutional Research	
•support faculty searches	

Joe Bruno
Vice President for Academic Affairs and Provost
room 320, ext. 2010



*Administrative assignments are listed to identify primary contacts for specific issues and are subject to change over time