

College of Liberal Arts & Sciences

Dean's Office Staff

Sara Sanders
Dean

Becca Tritten
Senior Director of Administration

- Policies & Procedures, Strategic Planning
- Dean's Office/ALT Liaison
- Builds agendas for DEO, EC, SLT, Dean's Department Meeting
- Strategic support and implementation for Dean's Office
- Faculty Assembly Staff Support
- Promotion & Tenure (Support)

Maggie Vogel
Facilities Manager

Liz Mendez-Shannon
Director of Access, Opportunity, and Diversity

Kelly Kauffman
Operations Manager

- 240 SH Main Office Operations
- 240 Operations Budget
- Key & Access Management (SH)
- Efficiencies, Facilities, Purchasing for 240 SH
- Dean's Office Purchasing (Lead)
- Events Management/Planning (Lead)
- CLAS Workflow Administrator
- Oversee CLAS Scholarships
- CLAS Department Reviews
- CLAS Department MOPs
- Named Appointments
- Annual Review of Policies
- Financial Sub-certification Policies & Procedures: Food/Beverage, Reward/Recognition, Cash Handling

Lisa Gray
Events, Projects Coordinator

- Dean Sara Sanders Schedule & Travel
- CLAS Elections
- Annual Faculty Meeting
- CLAS Commencement (Lead)
- Faculty Assembly (Support)
- Dean's Advisory Council (Support)
- CLAS Alumni Fellows Contact
- CLAS SWAG/Medallions/Awards needs
- Liz Mendez-Shannon Schedule (Support)
- Tom Koeppel Schedule (Support)
- Conference Registration
- Pcard Holder
- Event Support

Tiffany Schier
Faculty Affairs Director

- Faculty Policies & Procedures
- Builds Strategies, Ensures Equity
- DEO & Faculty Affairs Training
- Liaison with Dean's Office staff on data needed for Assoc. Deans
- Faculty Reviews, All Categories
- DEO Offer Letters, Retention Letters, MOUs
- Workload Allocations, PTEAPs
- ITF Contract & Line Procedures
- Line Proposals, Joint Recommendations
- Promotion and Tenure (Lead)

Catherine Moore
Administrative Services Specialist

- Assoc. Dean Josh Weiner Schedule
- PDAs, Old Golds, Flex Loads, Faculty Awards
- Graduate Education Matters: GEPC, GESS, DGS Orientation, etc.
- TA & Post Doc Process Management
- CLAS Department Reviews
- Named Appointments
- CLAS Scholarships Support
- CLAS Policy Website Updates
- Dean's Office Website Maintenance
- CLAS Org Charts
- Pcard Holder
- Event Support

Rachel Spengler
Faculty Affairs Specialist

- Assoc. Deans Chris Cheatum and Roland Racevskis Schedules
- Retirement/Resignation Endorsements
- FRAP / DEO Surveys
- Student Worker Program
- Oversee Donor Acknowledgements
- 240 Main Line Reception and Email Supervisor
- Collegiate Communications & Calendars
- Promotion and Tenure (Support), DCG Cover Sheets
- CLAS Department Reviews
- Support Faculty Affairs Director
- Faculty Workshops
- Pcard Holder
- Event Support

Students
Office Assistants

- Daily Operations (Support)
- Main Line Reception
- Inventory Management
- Office Supply Ordering
- Office Mail
- Conference Room Schedule
- Photocopier Maintenance
- Project Work as Assigned
- Event Support
- Donor Letters (Support)