Communicating with the Dean’s Office

All budgetary and non-budgetary requests to the college from chairs and directors should come through the divisional associate deans. Each divisional associate dean has a specially-designated email address for this purpose. Units within the Undergraduate Education Division should forward requests to the Associate Dean for Undergraduate Education. The associate deans will work closely with the dean’s office to respond to all requests in a timely fashion. Associate deans will sign off each Thursday at 5:00 p.m. to attend to their own faculty business on Friday. You may certainly contact an associate dean on a Friday, but do not expect a response until Monday. In the event of an emergency that requires immediate attention on a Friday, please contact both Interim Dean Elizabeth Cole and Interim Academic Chief of Staff, Linda Kentes, cc’ing the appropriate associate dean.

Dean

Interim Dean, College of Literature, Science, and the Arts – Elizabeth Cole
(umlsadean@umich.edu), for appointments contact Kayla Niemann (kaylaa@umich.edu), 936-7540

Dean’s Office Administration

Interim Academic Chief of Staff – Linda Kentes
(lindahb@umich.edu), for appointments contact Michele Burns (mabearin@umich.edu), 647-2115

Types of Matters Handled by Academic Chief of Staff:

Facilitation of Communications with Dean and Dean’s Office Across All Constituencies
Support, Strategic Planning and Project Management on Dean’s Office and LSA Mission-Related Matters

Executive Director of Administration & Chief Financial Officer – Steven J. Schlecht
(sjs@umich.edu), for appointments contact Sue Birko (birkos@umich.edu), 647-2224

Types of Matters Handled by Executive Director of Administration & Chief Financial Officer:

Management of Administrative and Financial Operations for the College of LSA, including these areas:
Budget and Finance, Facilities and Capital Projects, Human Resources, Research Administration,
Technology Services and LSA Units.

Cross-University Budgets and Programming
Enrollment Planning
Interface with Provost’s Office
High Level/Mission Critical Strategic Planning and Budget Initiatives
LSA Budget
Summer Term Strategies
Transfer Student Strategies

Update: August 2018
**Advancement**

**Assistant Dean for Advancement – Thomas Baird**  
(baird@umich.edu), for appointments contact Sarah Christensen (sarahchr@umich.edu), 615-6447

Types of Matters Handled by Assistant Dean for Advancement:

- Alumni Relations, LSA Reunions
- Capital Campaign Support
- Corporate and Foundation Relations
- Dean’s Advisory Council (DAC)
- Distinguished Lectureships
- Donor Relations and Gift Processing
- Event Consulting
- Fundraising (Major Gifts, Annual Giving)
- Gift Stewardship
- Graphic Design and Support
- LSA Content Management System (web)
- LSA Fund (formerly annual fund)
- LSAmagazine (and LSA Today)
- LSA News, Media and Public Relations
- Marketing
- Newsletter Consulting
- Special Events
- Undergraduate student recruiting & scholarships
- Web Design Support

**Budget and Finance**

**Director of Finance – Krista Farmer**  
(kfarmer@umich.edu), for appointments contact Sue Birko (birkos@umich.edu), 647-2224

Types of Matters Handled by Director of Finance:

- Faculty Merit Program and Planning (Contact: Linda Blakley)
- Financial Management Issues (Contact: Krista Farmer)
- Graduate Student Instructor (GSI) and Lecturer Budgets (Contact: Linda Blakley)
- Operational Budgeting (Contact: Bill Barnett)
- Purchasing (Contact: Dean Girbach)

**Chief Administrators**

**Senior Manager for LSA Units – Merlis Nolan**  
(mnolan@umich.edu), for appointments contact Britney Jenkins (bklave@umich.edu), 764-4660

Types of Matters Handled by Senior Manager for Chief Administrators:

- Chief Administrator and Administrative Forum Management
- Chief Administrator Hiring and Professional Development
- Facilitation of Departmental and Dean’s Office Collaborations
- Resource to all Units

**Diversity, Equity, and Inclusion**

**Associate Dean for Diversity, Equity, Inclusion, and Professional Development – Fiona Lee**  
(lsa-dei-ad@umich.edu), for appointments contact Michele Burns (mabearin@umich.edu), 647-2115

Update: August 2018
**Types of Matters Handled by Associate Dean for Diversity, Equity, Inclusion, and Professional Development:**

- DEI Strategic Plan Implementation and Evaluation
- Faculty Training and Professional Development
- Creation of DEI Practices and Responsibilities

**Diversity, Equity, Inclusion, and Culture (DEIC) Officer – Latisha Cunningham**
(cunnlat@umich.edu), for appointments contact Michele Burns (mabearin@umich.edu), 647-2115

**Types of Matters Handled by DEIC Officer:**

- Staff Training and Professional Development
- DEI Strategic Plan Implementation
- Staff Consultations on DEIC Matters
- Candidate Pool Diversity
- Hiring Activities for Job Families

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**Divisional Associate Deans - Faculty Academic Affairs**

**Associate Dean for the Humanities – Anne Curzan**
(humanitiesead@umich.edu), for appointments contact Michele Burns (mabearin@umich.edu), 647-2115

**Departments and Programs:** Afroamerican and African Studies (DAAS); American Culture; Asian Languages and Cultures; Center for Judaic Studies; Classical Studies; Comparative Literature; English Language Institute; Film, Television, and Media; Germanic Languages and Literatures; History; History of Art; Humanities Institute; Linguistics; Kelsey Museum of Archaeology; Middle East Studies; Philosophy; Residential College; Romance Languages and Literatures; Slavic Languages and Literatures; Sweetland Writing Center; Women’s Studies

**Associate Dean for the Natural Sciences – Christopher Poulsen**
(naturalsciad@umich.edu), for appointments contact Michele Burns (mabearin@umich.edu), 647-2115

**Departments and Programs:** Animal Care Programs; Applied Physics; Astronomy; Biological Station; Chemistry; Complex Systems; Ecology and Evolutionary Biology; Mathematics; Molecular, Cellular and Developmental Biology; Museum of Paleontology; Physics; Program in Biophysics; Program in the Environment; Psychology; Statistics

**Associate Dean for the Social Sciences – Rosario Ceballo**
(socialsciad@umich.edu), for appointments contact Michele Burns (mabearin@umich.edu), 647-2115

**Departments and Programs:** Anthropology; Barger Leadership Institute; Cognitive Science; Communications Studies; Earth and Environmental Science; Economics; English Language and Literature; International Institute; Museum of Anthropological Archaeology; National Center for Institutional Diversity; Organizational Studies; Political Science; Sociology

**Faculty Academic Affairs – Linda Kentes**
(lindahb@umich.edu), for appointments contact Lauren Stier (stierlau@umich.edu), 764-8474

**Types of Matters Handled by Divisional Associate Deans:**

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Update: August 2018
Chair and Director Liaison/Meetings
Dual Career/Partners
External Reviews
Faculty Personnel Issues
Faculty Salary Issues
  (including starting salaries and retentions)
Grievances

Leaves and Sabbaticals
Position Requests
Recruitment and Hiring
Research – Proposals, Cost Sharing, Sponsors,
  Matching Grants
Resignations
Retirements

**Facilities and Capital Projects**

**Director of Facilities and Operations – Robert Johnston**
(rijkjohnstn@umich.edu), for appointments contact Laurie Sanders (lassy@umich.edu), 764-0323

**Associate Director of Facilities and Operations – Dan Rife**
(drifc@umich.edu), 764-6760, for appointments contact Laurie Sanders (lassy@umich.edu), 764-0323

**Graduate Education**

**Manager for Graduate Education – Paula Hathaway**
(ptrail@umich.edu), 615-6122

*Types of Matters Handled by Manager for Graduate Education:*

AMDPs and Graduate Certificates
Continuous Enrollment
Funding for Graduate Student Events
Graduate Program Policies and Reviews
Graduate Student Instructor Training
Graduate Student Recruitment
Upper Level Teaching Program

**Human Resources**

**Human Resources Director – Patrick Smitowski**
(psmitow@umich.edu), for appointments contact Kim Lewandowski
(kimski@umich.edu), 615-0587

Human Resources Issues (Contact: Patrick Smitowski)
Lecturers’ Employee Organization (LEO) and Graduate Employees’ Organization (GEO),
  including grievances (Contact: Dominick Fanelli)

**Opportunity Hub**

**Assistant Dean for Student Development and Career Initiatives – Paula Wishart**
(pwishart@umich.edu), for appointments contact Kim Berry (berrkimb@umich.edu), 763-6717

*Types of Matters Handled by Assistant Dean for Student Development and Career Initiatives:*

Opportunity Hub Ideas and Questions
Internship Scholarships and Funding

Update: August 2018
Internship Program
Global Opportunities and Internships
Employers Interested in Hiring LSA Students
Career Related Questions from LSA Parents
Departmental Liaison for Career Questions
Employer Job Postings for LSA Students

Alumni-Employer Engagement
Career Exploration Workshops
Experiential Learning related to Career Goals
ALA Internship Courses in the Hub
LSA Student Career Preparation Resources
Alumni Career Mentoring for LSA Students

Research

Director of Research Administration – Linda Chadwick
(lchadw@umich.edu), 647-2151

Technology Services

Chief Information Officer – Cathy Curley
(cacurley@umich.edu), for appointments contact Alyssa Longo (alysbeck@umich.edu), 615-0102

Classroom Services (Contact: Moni Dressler)
Computing Issues (Contact: Marissa Green)
Management Information Systems (Contact: Mark Bacon)
Web Services (Contact: Pat Belden)

Undergraduate Education

Associate Dean for Undergraduate Education – Angela Dillard
(adillard@umich.edu), for appointments email Michelle Ehlers (miehlers@umich.edu), 764-0320

Types of Matters Handled by the Office of the Associate Dean for Undergraduate Education:

Applied Liberal Arts / University Courses Division
Assessment and Learning Analytics (Specialist: TBD)
Climate and Diversity (Specialist: Kelly Maxwell)
Community Engaged Academic Learning (CEAL)
Comprehensive Studies Program (CSP)
Curriculum Committee
Curriculum Support Office (Specialists: Lori Gould, JoAnn Peraino)
Digital Wolverines
First-Year Seminars (Contact: Angela Dillard)
Honors Program
Learning Communities (Specialist: Kelly Maxwell)
LSA Student Government (Specialist: Kelly Maxwell)
optiMize/LSA Social Innovation
Race and Ethnicity Requirement (Specialists: Dorine Lawrence-Hughes, Lori Gould)
Scholarships (Specialist: Doug Fletcher)
Study Abroad (CGIS)
Teaching Academy and Faculty Institutes (Specialists: Angela Dillard and Cameron Gibelyou)
Teaching and Learning Across the College

Update: August 2018
Teaching and Learning Innovation Programs (Specialist: Cameron Gibelyou)
Undergraduate Co-Curricular Programming (Specialist: Jeff Sorensen)
Undergraduate Student Recruitment (Specialist: Susan Perreault)
Undergraduate Teaching and Advising Awards (Specialist: Cameron Gibelyou)
UM 2020 Accreditation

**Assistant Dean for Undergraduate Education and Student Academic Affairs – RaShonda Flint**
(rrflint@umich.edu), for appointments contact Debbie Walls (dwalls@umich.edu), 764-7297

**Types of Matters Handled by Assistant Dean for Undergraduate Education**

- Academic Advising
- Academic Integrity (cheating, plagiarism, etc.)
- Academic Probation and Dismissal
- College Instructional Handbook, Online Course
  - Guide, and other College Publications for Students, Instructors, and Advisors
- College Requirements for Students
- College Rules and Procedures Governing Instruction, (e.g., attendance, final exams)
- College Rules Governing Students (e.g., late drops, incompletes, grades)
- Degree Completion Audits
- Grade Grievance Policies
- New and Transfer Student Orientation Advising
- Student Academic Records
- Student Problems in the Classroom
- Student Academic Progress Reports
- Testing Accommodation Center

**Assistant Dean for Undergraduate Education (Curriculum) – Dorine Lawrence-Hughes**
(dlawhugh@umich.edu), for appointments email Michelle Ehlers – (miehlers@umich.edu), 764-0320

**Types of Matters Handled by Assistant Dean for Undergraduate Education:**

- Comprehensive Studies Program (CSP)
- Health Science Scholars Program (HSSP)
- Michigan Research Community (MRC)
- Museum of Natural History
- Race and Ethnicity Courses
- Science Learning Center
- Women in Science and Engineering Residential Program (WISE RP)

**Assistant Dean for Undergraduate Education (Student Engagement) – Kelly Maxwell**
(kmax@umich.edu), for appointments email Michelle Ehlers (miehlers@umich.edu), 764-0320

**Types of Matters Handled by Assistant Dean for Undergraduate Education:**

- Center for Global and Intercultural Study (CGIS)
- English Language Institute (ELI)
- Global Scholars Program (GSP)
- Intergroup Relations Program (IGR)
- Language Resource Center (LRC)
- Lloyd Hall Scholars Program (LHSP)
- LSA Student Government
- Michigan Community Scholars Program (MCSP)
- Residential College (RC)

Update: August 2018
Undergraduate Research Opportunity Program (UROP)