



COLLEGE OF LITERATURE, SCIENCE, AND THE ARTS 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 Dean Andrew Martin and Chief of Staff, Rebecca Brown, cc'ing the appropriate Associate Dean.

Dean

Dean, College of Literature, Science, and the Arts – Andrew Martin

(admart@umich.edu), for appointments contact Kayla Niemann (kaylaa@umich.edu),
936-7540

Divisional Associate Deans

Associate Dean for the Humanities – Anne Curzan

(humanitiesad@umich.edu), for appointments contact Michele Burns (mabearin@umich.edu),
647-2115

Departments and Programs: Asian Languages and Cultures, American Culture, Afroamerican and African Studies (DAAS), Astronomy, Center for Judaic Studies, Classical Studies, Comparative Literature, English Language Institute, Germanic Languages and Literatures, History, History of Art, Humanities Institute, Linguistics, Kelsey Museum of Archaeology, Near Eastern Studies, Philosophy, Romance Languages and Literatures, Screen Arts and Cultures, Slavic Languages and Literatures, Sweetland Writing Center, Women's Studies

Associate Dean for the Natural Sciences – Doug Richstone

(naturalsciad@umich.edu), for appointments contact Michele Burns (mabearin@umich.edu)
647-2115

Departments and Programs: Biological Station, Chemistry, Complex Systems, Earth and Environmental Science, Ecology and Evolutionary Biology, Mathematics, Molecular, Cellular and Developmental Biology, Museum of Paleontology, Program in Biophysics, Program in the Environment, Psychology, Statistics

Associate Dean for the Social Sciences – Elizabeth Cole

(socialsciad@umich.edu), for appointments contact Michele Burns (mabearin@umich.edu)
647-2115

Departments and Programs: Anthropology, Communications Studies, Cognitive Science, Economics, English Language and Literature, International Institute, Organizational Studies, Political Science, Residential College, Sociology

Senior Manager for Academic Affairs – Linda Kentes

(lindahb@umich.edu), for appointments contact Lauren Stier (stierlau@umich.edu)

Types of Matters Handled by Divisional Associate Deans:

- 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

Graduate Issues (Specialist: Paula Hathaway)

- 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

Dean's Office Administration

Chief of Staff – Rebecca Brown

(rlbbrown@umich.edu), for appointments contact Donna Begley (dbegley@umich.edu), 764-3514

Types of Matters Handled by Chief of Staff:

- Facilitation of Communications with Dean and Dean's Office Across All Constituencies
- Management of Senior Administrators in Academic Affairs (Contact: Linda Kentes), Human Resources (Contact: Patrick Smitowski), and LSA Units (Contact: Merlis Nolan)
- Support, Strategic Planning and Project Management on Dean's Office and LSA Mission-Related Matters

Chief Administrators

Senior Manager for LSA Units – Merlis Nolan

(mnolan@umich.edu)

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

Associate Dean for Budget and Planning – James Penner-Hahn

(jeph@umich.edu), for appointments contact Sue Birko (birkos@umich.edu) 647-2224

Types of Matters Handled by Associate Dean for Budget and Planning:

- High Level/Mission Critical Strategic Planning and Budget Initiatives
- Interface with Provost's Office
- Cross-University Budgets and Programming
- Faculty Merit Program and Planning (Contact: Linda Blakley)
- LSA Budget
- International Agreements
- Enrollment Planning
- Transfer Student Strategies
- Summer Term Strategies
- Animal Care Programs

Executive Director of Finance and Administration – Steven J. Schlecht

(sjs@umich.edu), for appointments contact Sue Birko (birkos@umich.edu) 647-2224

Types of Matters Handled by Executive Director of Finance and Administration:

- Computing Issues (Contact: Marissa Green, Interim Director)
- Facilities and Renovation Issues (Contact: Bob Johnston)
- Financial Management Issues (Contact: Krista Farmer)
- Graduate Student Instructor (GSI) and Lecturer Budgets (Contact: Linda Blakley)
- Lecturers' Employee Organization (LEO) and Graduate Employees' Organization (GEO), including grievances (Contact: Jim Burkel)
- Management Information (Contact: Mark Bacon)
- Operational Budgeting
- Purchasing
- Research (Contact: Linda Chadwick)
- Unit Budget Planning

Development, Marketing, and Communication

Assistant Dean for Advancement – Thomas Baird

(baird@umich.edu), for appointments contact Vanessa Matteson (vmg@umich.edu), 615-6822

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)
- LSA magazine (and LSA Today)
- LSA News, Media and Public Relations
- Marketing
- Newsletter Consulting
- Special Events
- Undergraduate student recruiting & scholarships
- Web Design Support
- Scholarships (Specialist: Doug Fletcher)

Associate Dean for Undergraduate Education – Angela Dillard

(adillard@umich.edu), for appointments contact Michelle Ehlers (miehlers@umich.edu) 764-0320

Types of Matters Handled by Associate Dean for Undergraduate Education:

- Assessment and Learning Analytics (Specialist: Barbara Thomas)
- Climate and Diversity (Specialist: Marjorie Horton)
- Curriculum Committee – Proposals (Specialist: JoAnn Peraino)
- First-Year Seminars (Contact: Lori Gould)
- Instructional Support Services (Specialist: Monika Dressler)
- Internships (Specialist: Elizabeth Pariano)
- International Internships (Specialist: Rachael Criso)
- International Programs (CGIS)
- Learning Centers (Specialist: Marjorie Horton)
- LSA Student Government (Specialist: Marjorie Horton)
- Race and Ethnicity Requirement
- Residential Learning Communities (Specialist: Marjorie Horton)
- Teaching Academy and Faculty Institutes (Specialist: Marjorie Horton and Cameron Gibelyou)
- Teaching and Learning Innovation Programs (Specialist: Cameron Gibelyou)
- Theme Semesters
- Undergraduate Co-Curricular Programming (Specialist: Jeff Sorensen/Marjorie Horton)
- Undergraduate Student Recruitment (Specialist: Susan Perreault)
- Undergraduate Teaching and Advising Awards (Specialist: Michelle Ehlers)

Assistant Dean for Undergraduate Education – Marjorie Horton

(hortonm@umich.edu), for appointments call: 764-0320

Types of Matters Handled by Assistant Dean for Undergraduate Education:

- CIC Curriculum Collaboration (Coursesshare)
- Language Resource Center
- LSA Student Government
- Program in the Environment
- Residential College
- Residential Learning Communities (Global Scholars, Health Sciences Scholars, Lloyd Hall Scholars, Michigan Community Scholars, Michigan Research Community, WISE Residence Program)
- Science Learning Center
- Summer Reads

Assistant Dean for Undergraduate Education and Executive Director of Newnan Advising Center – Esrold Nurse

(eanurse@umich.edu), for appointments contact Debbie Walls (dwalls@umich.edu), 764-7297

Types of Matters Handled by Assistant Dean for Undergraduate Education and Executive Director of Newnan Advising Center:

- 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

Assistant Dean for Undergraduate Education

For assistance call: 764-0320

Types of Matters Handled by Assistant Dean for Undergraduate Education:

- Center for Engaged Academic Learning
- Curriculum Committee (policy)
- Museum of Natural History
- First-Year Seminars
- Honors Program
- Intergroup Relations Program
- MLK Planning Committee
- MLK Spirit Awards for Students
- Race and Ethnicity Courses
- Theme Semesters
- Undergraduate Research Opportunity Program
- University Courses Division/Applied Liberal Arts

Assistant Dean for Student Development and Career Initiatives – Paula Wishart

(pwishart@umich.edu), for appointments call: 764-0320

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

- Opportunity Hub Ideas and Questions
- Internship Program
- Global Opportunities and Internships
- Employer Job Postings for LSA Students
- Departmental Liaison for Career Questions
- Career Related Questions from LSA Parents
- Employers Interested in Hiring LSA Students
- Internship Scholarships and Funding
- Alumni-Employer Engagement
- Career Exploration Workshops
- Experiential Learning related to Career Goals
- ALA Internship Courses
- LSA Student Career Preparation Resources
- Alumni Career Mentoring for LSA Students