

# Washburn University College of Arts and Sciences

## DEAN: DR. KELLY ERBY

- CAS administration
- Support Department Chairs and MAM
- CAS personnel matters / concerns
- Promotion, tenure and annual evaluation processes
- CAS budget
- Diversity, Inclusion and Belonging
- Program reviews
- College Faculty Council (CFC)
- Donor and alumni relations
- Faculty recruitment, scheduling and load

## ASSOCIATE DEAN: DR. MATT ARTERBURN

- Chair evaluations
- Faculty load/schedule assistance
- Office Coordinator supervision
- Adjunct hiring / budget
- Budget assistance to Dean and Chairs
- Math and English success initiatives
- Data analysis and reports
- CEP instructor qualifications and scheduling
- Summer session logistics

## ASSOCIATE DEAN: DR. TRACY ROUTSONG

- Bachelor of Integrated Studies Program
- Associates of Liberal Studies Program
- Corrections Program
- WU FLEx
- Excessive repeats
- Student concerns
- CAS Academic Advisor supervision
- CEP student approvals
- CAS coordination of NSO
- Transition to Scholarship Universe

## INTERIM ASSISTANT DEAN: DR. MARIA STOVER

- CEP faculty liaison coordinator
- Faculty Success Groups
- Faculty travel
- Faculty Colloquium
- Assist dean and department chairs with curricula processes and approvals
- Student perception survey system

## OFFICE COORDINATOR: CHRISTINE STONER

- Adjunct contracts and onboarding
- Course schedules
- Schedule changes
- Apeiron support
- Banner & Argos training
- Emergency hires
- Replacements for FMLA
- Faculty Load and Compensation (FLAC) support

## OFFICE COORDINATOR: TONI LEWIS

- Travel Reimbursement
- Meeting / Event scheduling and ordering food
- Dept. memberships & subscriptions
- Reception for CAS Office
- Purchasing for CAS Office
- Dean's Honor Roll
- Accounts payable
- Supplemental payments for Faculty Success Groups and Colloquium

## ACADEMIC ADVISOR: JEANNETTE NOBO

- CAS advising support
- New Student Orientation advising
- Associate of Liberal Studies Program advising
- Minor advising support per academic request
- Undeclared student visits with interest in CAS programs
- Rerecruitment and APR and CAS chair support

## OUTREACH COORDINATOR: MONIQUE ROBINS

- Concurrent Enrollment Partnership (CEP)
- Donor outreach
- Student outreach
- Student recruitment
- Scholarship award process
- Publication design

## COMM. COORDINATOR & DEAN'S ASSISTANT: DANA KING

- Website updates and social media
- Department communications
- Dean's calendar
- CFC and CAS meeting support
- Curriculum process support
- Support for faculty recruitment
- Promotion and Tenure process
- NSO support
- Faculty Success Group support