

Office Roles and Responsibilities

Dr. John Fritch

Provost and Vice President of Academic Affairs

Ext. 2551

- Overall responsibility for academics and academic support functions of the University
- Academic liaison to the President's Office and WUBOR

- *Have a question for the Office of the Provost and not sure where it goes? Call ext. 4963 or email: VPAA@washburn.edu*
- *Have a document that needs to be signed or processed? Send documents to: VPAADocs@washburn.edu*
- *Have a campus-affiliated event you want to share with colleagues? Send information to: AcademicEvents@washburn.edu*

Holly Broxterman

Executive Assistant to Provost and Manager, Academic Affairs & Curricula

Ext. 3870

- Manages executive support for Dr. Fritch, including calendar / office operations.
- Administers CourseLeaf software and governance tracking/reporting.
- Oversees academic catalogs, governance calendars.

Dr. Beth O'Neill

Associate Provost

Ext. 2138

- Curriculum/program revisions and development
- Academic Program Review and Annual Reports
- General Education
- Oversee Aleshire Center, Study Abroad, WTE, and Honors Program
- System-wide Transfer and Articulation
- Coordinate with KBOR on academic initiatives
- Coordinate articulation agreements
- Coordinate with EM and SARR regarding Banner
- Faculty Senate - Academic Affairs cmte
- Oversee Interdisciplinary Studies & Intl Education Committees

Dr. Danny Wade

Associate Provost

Ext. 1449

- Promotion and Tenure
- Faculty searches, training, & hiring guidelines
- New faculty orientation, onboarding, and mentoring
- Faculty development initiatives
- Internal grants—Faculty Development, Small/Major Research, Intl Travel
- Oversee Center for Teaching Excellence (C-TEL) Faculty and Emeritus Awards
- University Information and Resources
- Academic policy exceptions and waivers
- Late withdrawals/Late retroactive withdrawals
- Academic probation & reinstatement
- Student and faculty academic concerns
- Faculty Senate – Faculty Affairs Committee

Dr. Melanie Worsley

Associate Provost

Ext. 2115

- Oversee assessment and IRB
- Licensure, NC SARA, and specialized program accreditation
- Coordinate learning space committee
- Support OSP
- Graduate Council
- Credit for Prior Learning
- Federal Work Study
- Policy questions, concerns, and revisions
- Chair OER committee
- Approve AAS conferrals from WU Tech
- Manage academic calendar
- Faculty Handbook committee

Dr. Jennifer Ball - Associate Provost

Ext. 1840

- HLC Academic Liaison Officer
- Corrections Education
- University Accreditation

Dr. Ju-Yu Chang - Director, Online Education

Ext. 3194

- Directs Online Education Taskforce
- Develops and coordinates campus-wide best practice for online course delivery
- Provides education and training

Ilia Jones - Corrections Education Director

Ext. 2535

- Supports corrections education support

Andrea Lagos - Director, Financial Reporting and Academic Budgets

Ext. 3193

- Budget support for Academic Affairs, CAS, SOBU, SAS, SON, and Libraries
- Department-level training provider for: FLAC, Budget, Finance reports
- Prepares & processes: budget and finance reports, budget transfers and payments

Beth Mathews - Coordinator, Compliance

Ext. 2612

- Supports Associate Provosts' projects.
- Provides support to faculty development tasks and Academic Affairs, Faculty Affairs, Faculty Handbook, Gen Education, and Grad Council committees.

Donna Landry - Office Coordinator

Ext. 4963

- Manages front desk operations.
- Manages office inboxes & processes (VPAAdocs, VPAA, & Academic Events)
- Oversees financial processing including p-cards, payments, and reconciliations.
- Provides administrative support.

Debi Meier - Academic HR Specialist

Ext. 1109

- Support for academic recruitment & hiring, including posting ads
- FLAC contact for HR
- On-boarding and off-boarding faculty members, prepares faculty contracts
- Travel arrangements & other requirements of faculty searches.