

Washburn University Office of Academic Affairs

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**

Have a question for academic affairs and not sure where it goes? **Call ext. 1648 or email VPAA@washburn.edu**

The information below should help you route your question.

INTERIM VPAA: DR. LAURA STEPHENSON

- Ext. 1648
- Overall responsibility for academics
- Academic liaison to the President's Office

ASSOCIATE VPAA: DR. JENNIFER BALL

- Ext. 1840
- Institution contact for Higher Learning Commission
- Liaison to KBOR
- Corrections Project
- Coordinates with directors of academic programs
- General education
- Academic policies and exceptions
- Sponsored projects

DIRECTOR OF ACADEMIC OPERATIONS AND SPECIAL PROJECTS: STEVE LUOMA

- Ext. 1043
- Implements academic affairs software
- Contact for EAB's APS software
- Manages Academic Affairs operations
- Manages program review
- Coordinates classroom renovation projects
- Oversight of catalog & curriculum mgmt processes

SR. MANAGER OF ACADEMIC BUDGETS: DEBBIE WHITE

- Ext. 1859
- Finance management, Academic Affairs
- Budget support for SOL
- Point of contact for: Purchasing, Finance, Budget offices
- Approves: OneCard, vouchers, requisitions
- Coordinates contracts

MANAGER OF ACADEMIC BUDGETS: ANDREA LAGOS

- Ext. 3193
- Budget support for Academic Affairs, CAS, SoBU, SAS, Libraries, SoN
- Department-level training provider for: FLAC, Budget, Finance reports
- Prepares and processes: budget and finance reports, budget transfers and payments
- **Can help you answer:** Where/how do I pay this?

ACADEMIC HR SPECIALIST: DEBI MEIER

- Ext. 1109
- Support for academic recruitment/hiring, including posting ads
- Employment verification for faculty
- FLAC contact for HR
- On-boarding and off-boarding faculty members
- Prepares faculty contracts
- **Can help you with:** Travel arrangement and other requirements of faculty searches

MANAGER OF ACADEMIC SCHEDULE AND COMMENCEMENT: JANET SCHNEIDER

- Ext. 1310
- Class scheduling
- Manages terms/calendars in Banner, academic room assignments
- Commencement activities
- Convocation
- **Can help you:** with scheduling questions; provide training for schedule development for departments; with commencement questions; reserve the Martin Room

COORDINATOR OF PROJECTS AND OPERATIONS, ACADEMIC AFFAIRS: HOLLY BROXTERMAN

- Ext. 3870
- Supports Faculty Affairs Committee, Faculty Senate, and General Faculty
- Tracks curriculum process (CourseLeaf), Banner curriculum, academic catalog revisions.
- Special projects
- **Can help you:** answer questions about CourseLeaf, or provide CourseLeaf training for departments

COORDINATOR OF COMPLIANCE, ACADEMIC AFFAIRS: BETH MATHEWS

- Ext. 2612
- Supports Associate VPAA, Director of Faculty Development, Academic Affairs Committee, HLC accreditation process
- Licensure and clinicals compliance
- Student issues
- Tenure and promotion
- **Can help you:** schedule time with Dr. Ball; answer questions about sabbaticals, research grants, faculty awards, grade appeals, retroactive withdrawals

COMMUNICATIONS COORDINATOR & ASSISTANT TO THE VPAA: MICHAELA SAUNDERS

- Ext. 4963
- Supports VPAA, Faculty Handbook Committee
- Prepares Academic Affairs agenda materials for WUBOR; communication pieces and plans
- Academic events promotion
- Academic Affairs website
- **Can help you:** schedule time with Dr. Stephenson; brainstorm connections across campus; figure out who in Academic Affairs can best help you