

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 PROVOST & VPAA: DR. LAURA STEPHENSON

- Ext. 1648
- Overall responsibility for academics and academic support functions of the university
- Academic liaison to the President's Office

ASSOCIATE PROVOST: DR. JENNIFER BALL

- Ext. 1840
- Higher Learning Commission Academic Liaison Officer
- Liaison to KBOR
- Corrections Education
- Faculty Governance
- General education
- Compliance and Accreditation
- Sponsored projects

ASSISTANT PROVOST: DR. DANNY WADE

- Ext. 1449
- Academic policy exceptions and waivers
- Student academic concerns
- Faculty development, faculty awards, tenure and promotion, CTEL
- Faculty searches and related training, orientation, on-boarding, mentoring.
- Internal grants, Academic and Sweet Sabbaticals

ASSISTANT PROVOST: DR. BETH O'NEILL

- Ext. 2138
- Program review
- Annual reporting
- Curriculum/program revisions and development
- New program support
- Coordinates with directors of academic programs

DIRECTOR, ACADEMIC BUDGET AND FINANCE: ANDREA LAGOS

- Ext. 3193
- Budget support for Academic Affairs, CAS, SoBU, SAS, SoN, and Libraries
- 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

COORDINATOR OF PROJECTS AND OPERATIONS, ACADEMIC AFFAIRS: HOLLY BROXTERMAN

- Ext. 3870
- Supports Academic 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 Provost, Asst. Provost for Faculty Development, Faculty Affairs Committee, HLC accreditation process
- Licensure compliance
- Student issues
- Tenure and promotion
- **Can help you:** schedule time with Dr. Ball or Dr. Wade; answer questions about sabbaticals, research grants, faculty awards, grade appeals, retroactive withdrawals

COMMUNICATIONS COORDINATOR & ASSISTANT TO THE VPAA: MICHAELA SAUNDERS

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