

Washburn University College of Arts and Sciences

DEAN: DR. LAURA STEPHENSON

- CAS administration
- Department Chairs
- CAS personnel matters / concerns
- Promotion & Tenure process
- CAS budget
- Program reviews
- College Faculty Council (CFC)
- Donor & alumni relations

ASSOCIATE DEAN: DR. MATT ARTERBURN

- Adjunct qualifications and schedules
- Summer budgets and schedules
- Data analysis & reports
- Budget assistance to Dean & chairs
- Chair evaluations
- CEP scheduling and instructor qualifications
- For 2019-2020: Math Lab oversight

ASSISTANT DEAN: DR. KELLY ERBY

- Curriculum processes/approvals
- CEP faculty liaison coordinator
- Diversity & Inclusion
- Directions and CAS Bulletin
- Course Success Groups
- Student perception forms
- Faculty Colloquium
- Faculty travel
- New Student Orientation support

ASSISTANT DEAN: DR. TRACY ROUTSONG

- Bachelor of Integrated Studies Program
- Excessive repeats
- Student concerns
- Student recruitment
- CEP student approvals
- Outreach to SoBU, SoN, SAS
- Associates of Liberal Studies Program

SR. ADMIN. ASST: MS. CHRIS RHOADS

- Adjunct contracts & on-boarding
- Course schedules
- Schedule changes
- Apeiron support
- Banner & Argos training
- Emergency hires
- Replacements for FMLA

SR. ADMIN. ASST: MS. TONI LEWIS

- Travel Reimbursement
- Meeting / Event scheduling
- Dept. memberships & subscriptions
- Student perception forms
- BIS and NSO support
- Reception for CAS Office
- Purchasing for CAS Office
- Dean's Honor Roll

COMM. COORDINATOR / DEAN'S ASST: MS. MICHAELA SAUNDERS

- Website, social media and Bulletin
- Department communications
- Dean's calendar
- CFC & CAS meeting agendas
- Commencement planning
- Curriculum process support
- Faculty searches/hires
- Promotion & Tenure process

OUTREACH COORDINATOR: MS. MONIQUE ROBINS

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