Focus: vision and mission; academic quality and faculty development; curricular initiatives; long-range strategic planning and priorities

- Foster academic quality
- Tenure-track faculty recruitment, hiring, review, tenure/promotion
- Salary decisions, merit reviews
- Meet regularly with chairs and faculty of the College
- Support tenure-track faculty searches
- Represent College at University meetings and to external constituencies
- Academic program review
- Promote academic program initiatives
- College committee assignments
- Staffing issues
- Space and technology
- Administer College budgets and discretionary funding
- Fundraising and grants
- Policy and Catalog review/revision
- Celebration programs
- Ex-officio member of Curriculum Committee

DIANE EVERETT
ASSOCIATE DEAN

Focus: academic affairs and administration

- Administer part-time academic instructional budgets
- Work with Departments and Registrar on Fall and Spring course schedules
- Signatory on personnel/payroll actions
- Assist with adjunct and lecturer faculty hiring, orientation, evaluation
- Faculty development: Hand and Summer grants, summer workshops
- Liaison with Student Success, Career Services and Academic Resources Center
- Take minutes and assist Dean at Chairs’ meetings.
- Work with Chairs to coordinate program assessment
- Liaison with Admissions for orientations and open houses
- Liaison with Honors Program
- Approve routine fiscal requests
- Review and respond to special student petitions for readmission, medical drops, and withdrawals
- Stand in for Dean, as necessary, at meetings/functions

GEORGE GLANDER
ASSOCIATE DEAN

Focus: student services/requests

- Handle requests for registration changes (add/drop, pass/fail, Course Exclusion/Retake, overloads, incompletes, withdrawals)
- Oversee and approve cultural events
- Oversee academic advising
- Liaison to Showcase; undergraduate research
- Dean’s certifications for law school, graduate programs, etc.
- Oversee web site
- Coordinate exit interviews with graduating seniors
- Take minutes at College meetings
- Suspension and dismissal notifications
- Review and respond to special student petitions for readmission, medical drops, and withdrawals
- Stand in for Dean, as necessary, at meetings/functions
- Dean’s List notifications
- Handle grade grievances

Note: Students should be advised to bring all paperwork and forms that require a Dean’s signature directly to Elizabeth 108. Appointments with the Dean or Associate Deans can be scheduled with Trena Wetherington or, if she is unavailable, any of the office staff.