

GRADY BALLENGER
DEAN OF THE COLLEGE

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

- Foster academic quality
- Meet regularly with chairs & faculty of the college
- Administer college budgets and discretionary funding
- Coordinate tenure-track faculty recruitment, hiring, review, tenure/promotion
- Make salary decisions following merit reviews
- Represent college at university meetings (Provost/President, College Advisory Board) and to external constituents
- Serve as College liaison with the Values Council
- Oversee Academic program review
- Promote special academic program initiatives)
- Coordinate College committees
- Liaison with Community Engagement (Certificate, CBR, service-learning)
- Supervise adjunct and support staff
- Oversee academic facilities and technology in the College
- Approve major purchases (as defined by Finance)

- Support Development in fundraising and grants
- Faculty development--Hand and summer grants, workshops, etc.
- Liaison with Honor System Council
- Liaison with Career Services
- Oversee A&S graduate programs through the Graduate Council (DeLand/Celebration)
- Serve as ex-officio member of the College Curriculum committee

TONI BLUM
ASSOCIATE DEAN

Focus: academic program

- Work with Departments, Dean of FYS, and Registrar on course schedules
- Chair GEAC (General Education Assessment Committee)
- Coordinate with Faculty (FIG) and Registrar on Course-Unit Transition
- Handle routine requests for registration changes (add/drop, pass/fail, f-forgiveness, overloads, incompletes, withdrawals)
- Sign off on routine personnel/payroll paperwork
- Oversee & approve cultural events
- Oversee academic advising
- Handle grade grievances
- Liaison to the Undergraduate Research Committee (SURCAS, SURE)
- Liaison with Honors Program

- Dean's certifications for law school, graduate programs, etc.
- Oversee web site
- Coordinate exit interviews with graduating seniors
- 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

KAREN KAIVOLA
Senior Adviser to the Dean for Budgets and Planning

Focus: College finances and strategic planning

- Maintain records for full- and part-time academic instructional budgets
- Advise the Dean on budget strategies and long-range planning
- Chair grants and fellowships committee

MITCHELL REDDISH

- Coordinator of Admissions events

DON MUSSER

- Coordinator of First Year Seminars

KANDY QUEEN-SUTHERLAND, FIG Chair

- Coordinator of Course Unit Transition

Note: Students should be advised to bring all paperwork and forms that require a Dean's signature directly to Elizabeth 106. Appointments with the Dean or the Associate Dean can be scheduled with Trena Wetherington or Robin Carter, 386.822.7515.