

**GRADY BALLENGER**  
**DEAN OF THE COLLEGE**

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

- Foster academic quality through strategic planning
- 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 assessment/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
- 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**

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Focus: Academic program

- Work with Departments and Registrar on course schedules
- Chair GEAC (General Education Assessment Committee)
- Approve routine personnel/payroll/Travel Requests/fiscal requests
- Liaison to the Undergraduate Research Committee (SURCAS, SURE)
- Liaison with Honors Program
- Take minutes/assist at Chairs meeting
- Handle grade grievances
- Assist with adjunct and lecturer faculty hiring, orientation, evaluation
- Dean's certifications for law school, graduate programs, etc.
- Coordinate with Admissions and Asst. Provost for Student Success

**GEORGE GLANDER**  
**ASSOCIATE DEAN**

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Focus: Student services

- Handle routine requests for registration changes (add/drop, pass/fail, f-forgiveness, overloads, incompletes, withdrawals)
- Oversee & approve cultural events
- Oversee academic advising
- Oversee web site
- Liaison with Career Services & Academic Resources Center
- Dean's List letters to students
- Suspension & Dismissal notifications
- Take minutes at College meetings

**BOTH ASSOCIATE DEANS**

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- 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
- Support tenure-track faculty searches
- Support faculty development

**KAREN KAIVOLA**

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- Coordinator of Junior Seminars

**DON MUSSER**

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- Coordinator of First Year Seminars

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.