

WHERE DO I GO?

*Items requiring a Dean's signature must be logged in with Karen Pierce - FRONT DESK.

*COHPA Records Room - Files must be signed out with Sonia Cirocco (3-5823)

ACADEMIC	DEAN	STAFF	Ex. Grad. Teaching - Prof. Service	Dean Oetjen	Vanessa Nixon
Catalog Revisions			RIA	Dean Wan	Pat Means
Undergraduate	Dean Wolf	Margaret Mlachak	REPORTS	DEAN	STAFF
Graduate	Dean Wolf	Ranetta Guinn	Faculty Evaluation of Chair	Dean Rogers	Vanessa Nixon
Certificate of Participation	Dean Rogers	Vanessa Nixon	Faculty Activity Reports (DO worksheets)	Dean Rogers	Vanessa Nixon
Change of Grade Forms			Faculty Annual Reports	Dean Rogers	Vanessa Nixon
Undergraduate	Dean Wolf	Margaret Mlachak	Chair Evaluation of Faculty	Dean Rogers	Vanessa Nixon
Graduate	Dean Wolf	Ranetta Guinn	Institutional Effectiveness		
Grade Rolls	Dean Wolf	Margaret Mlachak	Undergraduate & DO	Dean Oetjen	Margaret Mlachak
Conflict of Interest/Permission to Use	Dean Rogers	Vanessa Nixon	Graduate	Dean Oetjen	Margaret Mlachak
Faculty	Dean Rogers	Vanessa Nixon	Program Reviews		
USPS/A&P	Dean Rogers	Vanessa Nixon	Undergraduate	Dean Oetjen	Margaret Mlachak
Graduate Petitions	Dean Wolf	Ranetta Guinn	Graduate	Dean Oetjen	Margaret Mlachak
Thesis - Graduate	Dean Wolf	Ranetta Guinn	Accreditation Reports	Dean Oetjen	Margaret Mlachak
Tuition Waiver - Graduate	Dean Wolf	Ranetta Guinn	Adjunct Evaluations	Dean Rogers	Vanessa Nixon
Tuition Waiver - Employee	Dean Rogers	Vanessa Nixon	Performance Appraisals (USPS/A&P)	Dean Rogers	Vanessa Nixon
Tuition Waiver - Grant Personnel	Dean Rogers	Kerry Gajewski	PERSONNEL - HIRING		
Tenure and Promotion (T&P)			Faculty, Staff & Adjunct Hiring Files (SACS)	Dean Rogers	Vanessa Nixon
(1)Start process/outside review	Dean Oetjen	Barbara Conner	Contracts-OPS,GRA for DO (student)	Kerry Gajewski	Sheri Stripling
(2)College/University processing		Vanessa Nixon	Dual Comp Forms	Dean Wolf	Kerry Gajewski
			Faculty Agreements (returning faculty)	Dean Rogers	Dana Blickley
			Faculty Sabbatical Request	Dean Wan	Pat Means
			Faculty Hiring Files	Dean Rogers	Vanessa Nixon
COURSE RELATED			Grant-PAF's, SARF's	Dean Wan	Barbara Howell/Nicole Phansteil
Course Action Forms			EPAF's - OPS,GTA,GRA for DO	Kerry Gajewski	Sheri Stripling
Undergraduate	Dean Wolf	Margaret Mlachak	EPAF's - Faculty/Staff for DO	Kerry Gajewski	Vanessa Nixon
Graduate	Dean Wolf	Ranetta Guinn	Personnel Issues/Exit Checklists	Dean Rogers	Vanessa Nixon
Special Topics Forms			Time Sheets/Payroll for DO	Kerry Gajewski	Sheri Stripling
Undergraduate	Dean Wolf	Margaret Mlachak	BUDGET		
Graduate	Dean Wolf	Ranetta Guinn	Telephone charges for DO		Sheri Stripling
Scheduling (Dean's Conf. Rm. 335)		Barbara Conner	Budget Sheets, EPAF Approval (All)		Dana Blickley
Scheduling (Classrooms/Lecture Halls)		Dan Oberbeck	Budget Transfers		Dana Blickley
Scheduling (HPA I Atrium)		Karen Pierce	Budget Issues/Policies, EPAF Approval (All)		Kerry Gajewski
Student Disability Tests		Karen Pierce	EXTERNAL RELATIONS		
Student Perception of Instruction (SPI)	Dean Wolf	Vanessa Nixon	Communications (3-1270)		Karen Guin
AWARDS - Excellence			COHPA Webmaster (3-5884)		David Janosik
UG Teaching - UG Faculty Advising	Dean Oetjen	Vanessa Nixon	Alumni & Community Relations &		Donalyn Lagasse
and Professional Advising, TIP,			Scholarship Applications (3-4577)		Donalyn Lagasse
Distinguished Researcher & SoTLs					