

**College of Health and Public Affairs  
Dean's Office Job Responsibilities**

**Dawn Oetjen**

**Melvin Rogers**

Associate Dean <i>Administration &amp; Faculty Affairs</i>	Associate Dean <i>Student &amp; Personnel Affairs</i>	Melvin Rogers <i>(continued)</i>	
<ul style="list-style-type: none"> <li>-Accreditations</li> <li>-SACS credentials</li> <li>-Faculty Excellence Awards</li> <li>-Program Reviews</li> <li>-IE Assessment</li> <li>-Honors Committee</li> <li>-Strategic Planning</li> <li>-TIP Awards</li> <li>-Faculty Formal Grievances</li> <li>-IDL/ADL CDWS and Distributive Learning</li> <li>-FCTL Advisory Board Liaison</li> <li>-Tenure &amp; Promotion</li> <li>-Instructor/Lecturer Workshops</li> <li>-AESP</li> <li>-Faculty Governance</li> </ul>	<p align="center"><b>Student Affairs</b></p> <ul style="list-style-type: none"> <li>-Appeals</li> <li>-Grievances</li> <li>-Student Insurance</li> <li>-Student Government</li> <li>-Graduation Coordinator</li> <li>-Student Perception of Instruction</li> </ul>	<p align="center"><b>Undergraduate Studies</b></p> <ul style="list-style-type: none"> <li>-UG student awards</li> <li>-UG student admin record changes</li> <li>-Oversee Dean's List</li> <li>-Dean's UG Student Leadership Council</li> <li>-Pegasus &amp; Founder's Day Awards</li> </ul>	
<p align="center"><b>Committees</b></p>	<p align="center"><b>Personnel Affairs</b></p> <ul style="list-style-type: none"> <li>-Informal grievances</li> <li>-Job descriptions</li> <li>-COHPA Liaison to HR</li> <li>-Hiring</li> <li>-Searches</li> <li>-Staff evaluations &amp; Upgrades</li> <li>-Staffing assessment</li> <li>-Staffing oversight for DO</li> <li>-Dept. personnel issues</li> <li>-DO staff meetings</li> <li>-Office Manager meeting</li> <li>-New Chair Orientation</li> <li>-New Faculty Orientation</li> <li>-Conflict of Interest</li> </ul>	<p align="center"><b>Committees</b></p>	
<ul style="list-style-type: none"> <li>-UAC Committee</li> <li>-COHPA Honors (Ex Officio Advisor)</li> <li>-Division Review Committee (Advisor)</li> <li>-Tenure &amp; Promotion</li> <li>-Chairs Council</li> <li>-Deans' Update</li> </ul>	<p align="center"><b>Administration</b></p>	<ul style="list-style-type: none"> <li>-Diversity</li> <li>-Office Managers</li> <li>-International</li> <li>-Dean's UG Student Leadership Council</li> <li>-Faculty Council</li> <li>-COHPA Scholarship Committee</li> <li>-Chairs Council</li> <li>-Deans' Update</li> </ul>	
<ul style="list-style-type: none"> <li>-Space, facilities and building management</li> <li>-Oversees course scheduling and classroom space</li> <li>-Oversees submission of final grades to Registrar's Office</li> <li>-Personnel data Management</li> <li>-SACS (AA20) Faculty Hiring</li> </ul>			

**College of Health and Public Affairs  
Dean's Office Job Responsibilities**

**Ross Wolf**

**Thomas Wan**

Associate Dean <i>Academic Affairs/Technology</i>	Ross Wolf <i>(continued)</i>	Ross Wolf <i>(continued)</i>	<i>Associate Dean Research</i>
<b>Graduate Studies</b>	<b>Undergraduate Studies</b>	<b>Committees</b>	<b>Research</b>
<ul style="list-style-type: none"> <li>-Graduate grade appeals</li> <li>-Catalog Grad Coordinator</li> <li>-Tuition Waivers Grad Program Development</li> <li>-Grad enrollment/data Management</li> <li>-Manages grad scholarships/fellowships</li> </ul>	<ul style="list-style-type: none"> <li>-UG curriculum development</li> <li>-Articulation/Affiliation agreements</li> <li>-UG equipment fees</li> <li>-Service learning/UG research</li> <li>-Transfer Services liaison</li> <li>-UG course scheduling/Grad Studies</li> <li>-Enrollment mgt./UG Programs</li> <li>-UG grade changes</li> <li>-COHPA Rep/Univ UG Executive Committee</li> <li>-COHPA Rep Univ AD Executive Committee</li> <li>-COHPA Rep/UPCC &amp; UCRC Curriculum committees</li> <li>-Consultant w/ COHPA Communications Office UG programs</li> <li>-Liaison to TSO for community/state articulation agreements</li> <li>-DO Rep w/RC administration</li> <li>-Oversees UG equipment and supply fees</li> <li>-RFP for UG teaching equipment</li> <li>-Review of equipment fees paid by students in majors</li> <li>-USS activities (as related to student issues)</li> <li>-Grade roll processing</li> <li>-UG incomplete grade agreements</li> <li>-Oversight of USS</li> </ul>	<ul style="list-style-type: none"> <li>-COHPA UG Studies</li> <li>-UG Studies Executive Committee</li> <li>-UCRC &amp; UPCC</li> <li>-ADEC Committee</li> <li>-COHPA Graduate Council</li> <li>-Univ. Assoc. Dean's Council</li> <li>-Dean's Grad. Leadership Council</li> <li>-PAF Executive Board</li> <li>-Master Planning</li> <li>-ITRCC</li> <li>-Technology Advisory Committee</li> <li>-Grad Fellowship Committee</li> <li>-PhD Committee</li> <li>-Chairs Council</li> <li>-Deans' Update</li> </ul>	<ul style="list-style-type: none"> <li>-Oversight of all aspects of college research office.</li> </ul>
<b>Administration</b>		<b>ISAT</b>	<b>Committees</b>
<ul style="list-style-type: none"> <li>-Formal Grad grade appeals</li> <li>-College grad policy/procedure</li> <li>-UMPC Representative for COHPA</li> <li>-TARS/Dual Comps</li> <li>-Reviews PCard/purchasing policy</li> <li>-College purchases/reimbursement requests</li> <li>-Budget review</li> <li>-Regional campus liaison</li> <li>-Coordinates Grad/UG program education</li> <li>-Manages enrollment data</li> </ul>		<ul style="list-style-type: none"> <li>-Oversees ISAT operations (shared with CS&amp;T)</li> <li>-Technology agreements</li> <li>-ISAT/CS&amp;T staff meetings</li> <li>-ISAT Strategic Planning</li> <li>-Property (inventory) POC</li> <li>-Budget/planning for outside tech agreements</li> <li>-Grad equipment/technology fees</li> </ul>	<ul style="list-style-type: none"> <li>-Sabbatical</li> <li>-RIA</li> <li>-COHPA Research Coordinators</li> <li>-UCF Research Advisory Committee</li> <li>-Chairs Council</li> <li>-Deans' Update</li> </ul>