

FIRST PERSON TO CONTACT FOR:**College Initiatives**

Diversity initiatives — James Parente	James Parente	4-2535	paren001@umn.edu
New initiatives — James Parente	Alicia Johnson	4-4145	amj@umn.edu
Process improvement — Alicia Johnson			
Strategic/long-range planning — James Parente			

Faculty and Human Resources

P&A, CS/BU job classification and searches — Millie Reid	Human resources problem-solving - M. Yzaguirre, W. Lane		
Employee performance issues — Margaret Yzaguirre, Wendy Lane	Medical & disability leaves, FMLA, ADA — M. Yzaguirre, W. Lane		
Equal opportunity/affirmative action — Margaret Klein	Organizational development, staff structure — M.Y., W.L.		
Employment and search requisitions Faculty — Gayle Gabrielski	P/A leaves and promotions — Rick Jacobson		
Employment Immigration — John Blair	Promotion and tenure — Gayle Gabrielski		
Faculty awards — Gayle Gabrielski	Staff retentions — Margaret Yzaguirre, Wendy Lane		
Faculty compensation and merit — Richa Nagar	Visiting faculty — John Blair		
Faculty employment policies — John Blair	John Blair	4-2594	j-blai@umn.edu
Faculty leaves (non-medical) — Gayle Gabrielski	Gayle Gabrielski	5-1805	gabr0074@umn.edu
Faculty retentions — Richa Nagar	Rick Jacobson	4-3605	rickj@umn.edu
Faculty retirement — John Blair	Margaret Klein	6-9842	klein021@umn.edu
Faculty search authorization - James Parente	Wendy Lane	5-8484	lanex025@umn.edu
Faculty searches (in progress) - Richa Nagar	Richa Nagar	4-9839	nagar@umn.edu
Grievances — Margaret Klein	James Parente	4-2535	paren001@umn.edu
HR policy interpretation - Margaret Yzaguirre, Wendy Lane	Millie Reid	6-7648	volkm003@umn.edu
	Margaret Yzaguirre	6-9352	mmy@umn.edu

International Education

FLAS fellowships - Evelyn Davidheiser	Evelyn Davidheiser	6-1821	edavidh@umn.edu
International faculty exchanges - Evelyn Davidheiser			
Study Abroad: short term, student exchanges - Evelyn Davidheiser			

Research and Graduate Programs

Brain Imaging - Jo-Ida Hansen	Scholarly events funding - Gayle Gabrielski		
Center reviews — Jo-Ida Hansen	Summer tuition for TAs - Wendy Friedmeyer		
Graduate program requests — Wendy Friedmeyer	CLA DOVE Summer Fellowships - Wendy Friedmeyer		
Graduate Research Partnership Program (GRPP) - Friedmeyer	CLA Graduate Scholar Fellowships - Wendy Friedmeyer		
Grant submission and management - Gayle Anderson			
Grant funding and proposal development - Barbara Murdock	Gayle Anderson	6-9612	ander104@umn.edu
Interdisciplinary research centers - Jo-Ida Hansen	Wendy Friedmeyer	4-9815	fried053@umn.edu
Program reviews - Jo-Ida Hansen	Gayle Gabrielski	5-1805	gabr0074@umn.edu
Research - Jo-Ida Hansen	Jo-Ida Hansen	4-9839	clagp@umn.edu
	Barbara Murdock	4-9007	murdo004@umn.edu

Undergraduate Programs & Student Services

Academic misconduct — Meaghan Thul	K-12 Outreach - Anise McDowell		
Advising - Mark Taylor	Transfer of credit - Office of Admissions		
Bulletin/catalog - Nanette Hanks	Undergraduate recruitment - Maggie Aftahi		
Career services - Paul Timmins	Undergraduate Research Opportunities (UROP) - Rebecca Rassier		
Commencement - Lisa Murphy Filhart, Carol Hondl	Writing Enrichment Curriculum - Nanette Hanks		
Course access - Nanette Hanks			
Course approvals and degree programs - Nanette Hanks	Office of Admissions	5-2008	
Curriculum development and management - Nanette Hanks	Maggie Aftahi	4-5291	med@umn.edu
Freshman Research Opportunities - Barbara Schwab	Victor Collins	5-2300	vcollins@class.cla.umn.edu
Freshman Seminars - Nanette Hanks	Lisa Murphy Filhart	6-9847	lmurp@class.cla.umn.edu
Grade disputes - Nanette Hanks	Ted Fitch	4-3851	tfitch@class.cla.umn.edu
Individualized degree programs - Rebecca Rassier	Nanette Hanks	4-4801	nhanks@umn.edu
Internships - Paul Timmins	Laurel Hirt	6-2044	holli107@umn.edu
Martin Luther King, Jr. Program - Victor Collins	Carol Hondl	5-0340	chondl@class.cla.umn.edu
National Student Exchange - David Holliday	Anise McDowell	5-8649	amm@umn.edu
Scholarships - Barbara Schwab	Rebecca Rassier	4-4368	rrassier@class.cla.umn.edu
Summer session (curriculum) - Nanette Hanks	Barbara Schwab	5-7994	schwab133@umn.edu
Second language requirement (info and appeals) - Ted Fitch	Mark Taylor	5-3846	mtaylor@class.cla.umn.edu
Service-learning - Laurel Hirt	Meaghan Thul	4-5013	mthul@class.cla.umn.edu
	Paul Timmins	4-7577	timmi004@umn.edu

Budget and Finance

Budget planning, clarifications — Karen Dewanz	Pandora Aaron	4-9370	aaron012@umn.edu
CLA NOW - Deb Ludowese	Gayle Anderson	6-9612	ander104@umn.edu
EFS questions - Scott Appelwick	Scott Appelwick	5-7790	appel015@umn.edu
Financial policies — Peggy Buckley	Stacy Bonn	6-5039	bonnx002@umn.edu
Financial reporting and data requests — Pandora Aaron	Peggy Buckley	6-9812	mab@umn.edu
Financial Service Teams - Scott Appelwick	Karen Dewanz	4-2339	kdewanz@umn.edu
Foundation accounts, asset management, private funds — Rose Pederson	Deb Ludowese	4-1008	ludow006@umn.edu
Fund transfers - Stacy Bonn	Rose Pederson	6-7611	r-kerb@umn.edu
Grants Management/Certified approver program — Gayle Anderson	Kathleen Post	4-0814	postx002@umn.edu
Instructional funding — Pandora Aaron	Toni Ziegler	4-4153	a-ziegler@umn.edu
Payroll — Toni Ziegler, Kathleen Post			

External Relations

Alumni mentoring program — Erica Giorgi	Sue Banovetz	4-1359	banovetz@umn.edu
Alumni relations — Erica Giorgi	Karen Bencke	6-9638	karenb@umn.edu
CLA website - Colleen Ware	Tessa Eagan	5-5378	teagan@umn.edu
Departmental websites - Karen Bencke	Ericia Giorgi	5-8837	giorg003@umn.edu
Development and fundraising — Mary Hicks	Mary Hicks	5-5541	hicks002@umn.edu
Faculty expertise database - Tessa Eagan	Julie Rebeau	5-5811	jrebeau@umn.edu
Foundation fund balances and use — Julie Rebeau	Mary Pattock	4-0812	patto017@umn.edu
Public relations, media, college publications, event promotion — Sue Banovetz	Barbara Patton-Walker	5-5092	bpw@umn.edu
Reach (formerly <i>CLAToday</i>) — Mary Pattock	Colleen Ware		warex005@umn.edu
External University awards (Honorary degrees, etc) - Barbara Patton-Walker			

Information Technology Services, Resources, and Web Sites

CLA computer helpline — (4-HELP) 624-4357			
CLASS advising Web — Colin DeLong	Karen Bencke	6-9638	karenb@umn.edu
Departmental websites - Karen Bencke	Ed Clark	6-0722	edclark@umn.edu
Desktop support, servers — Jamey Hansen	Colin DeLong	4-2325	cdejong@class.cla.umn.edu
Equipment, software, labs, support — Ed Clark	Jamey Hansen	6-3666	hansenj@umn.edu
Instructional technology, research computing — Jen Mein	Jen Mein	6-9638	jen@umn.edu
Programming services — Matt Nuttall	Matt Nuttall	6-0350	nutta003@umn.edu
Technology equipment requests — Ed Clark			

Planning

Allocation of space — Gary Oehlert, Scott Elton	Scott Elton	6-0950	elton003@umn.edu
Buildings, space planning, relocation — Gary Oehlert, Scott Elton	Gary Oehlert	4-3801	gary@umn.edu

CLA and University Awards/CLA Committees

CLA Awards:	Budget Advisory Committee - Scott Elton		
CS/BU & P/A Staff Outstanding Service Awards - TBA	Council of Chairs - Peggy Berkowitz		
Distinguished Women Scholars Awards - John Blair	Course Review Committee - Nanette Hanks		
External University awards (Honorary degrees, etc) - Barbara Patton-Walker	Curriculum, Instruction, and Advising - Nanette Hanks		
Morse-Alumni - Barbara Schwab	Student Fees Committee - Jen Mein		
Outstanding Contributions to Post Baccalaureate, Graduate, and Professional Education - Barbara Schwab	Other committees — Peggy Berkowitz		
“Red” Motley Teaching Award - Barbara Schwab	Peggy Berkowitz	6-8039	peggyb@umn.edu
Tate Advising Award - Barbara Schwab	John Blair	4-2594	j-blai@umn.edu
CLA Committees:	Scott Elton	6-0950	elton003@umn.edu
Assembly — Peggy Berkowitz	Nanette Hanks	4-4801	nhanks@umn.edu
	Jen Mein	5-3838	jen@umn.edu
	Barbara Patton-Walker	5-5092	bpw@umn.edu
	Barbara Schwab	5-7994	schwa133@umn.edu

Dean's Group Calendars

Dean's Group	Scheduler			Dean's Group	Scheduler		
James Parente	Peggy Berkowitz	6-8039	peggyb@umn.edu	Mary Hicks	Julie Rebeau	5-5811	jrebeau@umn.edu
Sue Banovetz	Jodi Gustafson	4-2381	gusta594@umn.edu	Margaret Klein	Rick Jacobson	4-3605	rickj@umn.edu
Ed Clark	Vivian Ramirez	6-7999	ramir042@umn.edu	Richa Nagar	Gayle Gabrielski	5-1805	gabr0074@umn.edu
Karen Dewanz	Deb Ludowese	4-1008	ludow006@umn.edu	Gary Oehlert	Erik Farseth	4-8480	farseth003@umn.edu
Jo-Ida Hansen	Vivian Ramirez	6-7999	ramir042@umn.edu	Jennifer Windsor	Marissa Lehman	4-8986	lehm0107@umn.edu

2008-09 COLLEGE OF LIBERAL ARTS • GUIDE FOR CHAIRS AND DIRECTORS, AND ADMINISTRATORS
WHO HAS AUTHORITY TO MAKE DECISIONS ON KEY MATTERS:

Faculty and Human Resources

Faculty leaves — Richa Nagar			
Faculty retentions — Richa Nagar	Margaret Klein	6-9842	klein021@umn.edu
Faculty retirement — Richa Nagar	Richa Nagar	4-9839	nagar@umn.edu
Faculty tenure track hiring — Richa Nagar in consultation with James Parente	James Parente	4-2535	paren001@umn.edu
Faculty tenured hires — James Parente and Richa Nagar with approval of E. Thomas Sullivan			
Funding of journals — Richa Nagar and James Parente			
P/A and CS/BU searches and hires — Margaret Klein			
P/A leaves and promotions — Margaret Klein in consultation with James Parente			

Undergraduate Programs

Course approvals and degree programs — Jennifer Windsor			
Curriculum development and management — Jennifer Windsor	Maggie Aftahi	4-5291	med@umn.edu
Grade disputes — Jennifer Windsor	Anise McDowell	5-8649	amm@umn.edu
K-12 Outreach - Anise McDowell	Barbara Schwab	5-7994	schwa133@umn.edu
Scholarships — Barbara Schwab	Jennifer Windsor	4-8675	windsor@umn.edu
Student recruitment — Maggie Aftahi			

Research and Graduate Programs

Graduate student support — Jo-Ida Hansen			
Graduate program requests — Jo-Ida Hansen			
Graduate Research Partnership Program (GRPP) — Jo-Ida Hansen	Gayle Anderson	6-9612	ander104@umn.edu
Grants — Gayle Anderson (first submissions)	Jo-Ida Hansen	4-9839	clagp@umn.edu
Jo-Ida Hansen (collegiate approval)	Gary Oehlert	4-9839	gary@umn.edu
Gary Oehlert (alternate for collegiate approval)			
Scholarly events funding — Jo-Ida Hansen			
Summer tuition for TAs — Jo-Ida Hansen			

Space Allocation

Allocation of space — Gary Oehlert	Gary Oehlert	4-3801	gary@umn.edu
Capital projects >\$200K — James Parente			
Remodeling projects — Gary Oehlert in consultation with Karen Dewanz			

Budget and Finance

Allocation of faculty positions — James Parente			
Allocation of recurring staff positions — James Parente	James Parente	4-2535	paren001@umn.edu
Funding of new initiatives — James Parente			
Funding of interdisciplinary research centers — James Parente			

External Relations

College publications, public relations, media, event promotion — Sue Banovetz	Sue Banovetz	4-1359	banovetz@umn.edu
Development, fundraising and alumni relations — Mary Hicks	Mary Hicks	5-5541	hicks002@umn.edu

Information Technology

Equipment, software, labs, support — Ed Clark	Ed Clark	6-0722	edclark@umn.edu
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