

**2006-07 COLLEGE OF LIBERAL ARTS • GUIDE FOR CHAIRS AND DIRECTORS, AND ADMINISTRATORS**  
**WHO HAS AUTHORITY TO MAKE DECISIONS ON KEY MATTERS:**

**Faculty, Research and Human Resources**

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|   |                    |        |                  |
|---|--------------------|--------|------------------|
| Faculty leaves — James Parente  | James Parente      | 4-9839 | paren001@umn.edu |
| Faculty retentions — James Parente  | Steven Rosenstone  | 4-2535 | sjr@umn.edu      |
| Faculty retirement — James Parente  | Margaret Yzaguirre | 6-9352 | mmy@umn.edu      |
| Faculty tenure track hiring — James Parente in consultation with Steven Rosenstone              |                    |        |                  |
| Faculty tenured hires — Steven Rosenstone and James Parente with approval of E. Thomas Sullivan |                    |        |                  |
| Funding of journals — James Parente   |                    |        |                  |
| Grants, sign off on — James Parente   |                    |        |                  |
| P/A and CS/BU searches — Margaret Yzaguirre   |                    |        |                  |
| P/A leaves and promotions — Margaret Yzaguirre  |                    |        |                  |
| Scholarly events funding — James Parente  |                    |        |                  |

**Undergraduate Programs**

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|  |                |        |                  |
|--|----------------|--------|------------------|
| Course access funding — Phil O'Brien                   | Maggie Aftahi  | 4-5291 | med@umn.edu      |
| Course approvals and degree programs — Nanette Hanks   | Nanette Hanks  | 4-4801 | nhanks@umn.edu   |
| Curriculum development and management — Arlene Teraoka | Phil O'Brien   | 4-1008 | obrie082@umn.edu |
| Grade disputes — Arlene Teraoka                        | Arlene Teraoka | 4-9839 | terao001@umn.edu |
| Scholarships — Arlene Teraoka                          |                |        |                  |
| Student recruitment and K-12 outreach — Maggie Aftahi  |                |        |                  |

**Graduate Programs**

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|--|---------------|--------|---------------|
| Graduate student compensation and support — Jo-Ida Hansen    | Jo-Ida Hansen | 4-2535 | clagp@umn.edu |
| Graduate program requests (issues and size) — Jo-Ida Hansen  |               |        |               |
| Graduate gap funding — Jo-Ida Hansen                         |               |        |               |
| Graduate Research Partnership Program (GRPP) — Jo-Ida Hansen |               |        |               |
| Summer tuition for TA's — Jo-Ida Hansen                      |               |        |               |

**Space and Facilities**

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|   |             |        |                  |
|---|-------------|--------|------------------|
| Allocation of space — Mark Pharis                                   | Mark Pharis | 4-2535 | phari001@umn.edu |
| Capital projects >\$200K — Steven Rosenstone                        |             |        |                  |
| Remodeling projects — Mark Pharis in consultation with Phil O'Brien |             |        |                  |

**Budget and Finance**

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|---|-------------------|--------|------------------|
| Allocation of faculty positions — Steven Rosenstone               | Phil O'Brien      | 4-1008 | obrie082@umn.edu |
| Allocation of recurring staff positions — Steven Rosenstone       | Steven Rosenstone | 4-2535 | sjr@umn.edu      |
| Course access funding — Phil O'Brien                              |                   |        |                  |
| Funding of new initiatives — Steven Rosenstone                    |                   |        |                  |
| Funding of interdisciplinary research centers — Steven Rosenstone |                   |        |                  |

**External Relations and College Communication**

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

**Information Technology**

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