

# College Directory 2009 – 2010

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## Policies and Procedures

Please visit the CLAS website at <http://clas.ku.edu/about/policies.shtml> for detailed information on the following policies:

### Academic

- Guidelines on Academic Appointments
- Advising Policy
- Guidelines for Faculty on Faculty Evaluation and Merit Salary Matters
- Grading System for CLAS Courses
- Graduate Curricular Change Form .doc (Also available as a pdf)
- Graduate Program Change Form
- Committee on Graduate Studies Change Form Deadlines
- Guidelines for Employing Lecturers on Multi-Term Contracts
- Lecturer Fund FY09
- Lecturer Salary Guidelines
- **Promotion and Tenure Guidelines**
  - Statement On Promotion and Tenure
  - Dean's memo on external reviewers, April 2009
  - Dean's memo on Information Regarding P&T
  - Promotion & Tenure Submission Preparation
  - Candidate Response to Negative Recommendation or Marginal/Poor Evaluation Rating from the Initial (Unit) Review Committee
  - Guidelines for Faculty on Progress Toward Tenure Review
  - Other promotion and tenure policies including third year review can be found on the Provost web site
- Research Intensive Semester for Junior Faculty
- Sabbatical Leave Information
- Student Academic Misconduct Policy

### Administration

- Academic Journals and Journal Editors Support Policy
- Bylaws of the College Assembly
- Chair/Director Travel Funds
- College-Wide Instructional Commitments Policy
- Faculty Travel Fund
- Grant or Contract Related Redistribution of Effort
- General Research Fund Information
- Grievance Procedure
- Immigration Cost Estimates Allowable Expenses
- Nepotism Policy
- Official Hospitality Fund: Policy FY09
- Official Hospitality Fund: Form FY09 (Excel file)
- Supplemental Salary Fund (SSF) Policy Agreement Form
- Supplemental Salary Fund (SSF) Approved Agencies

- Teaching Assignment Policy
- Team Teaching Policy
- Time Limits on Appointments of GTAs
- University Support Staff - New Hire Guidelines

### **Personnel**

- Domestic Partner Accommodation
- Guidelines for Faculty on Faculty Evaluation and Merit Salary Matters
- Faculty Retention Guidelines
- Guidelines for Employing Lecturers on Multi-Term Contracts
- Immigration Cost Estimates Allowable Expenses
- Nepotism Policy
- Phased-Retirement Guidelines
- University Support Staff - New Hire Guidelines

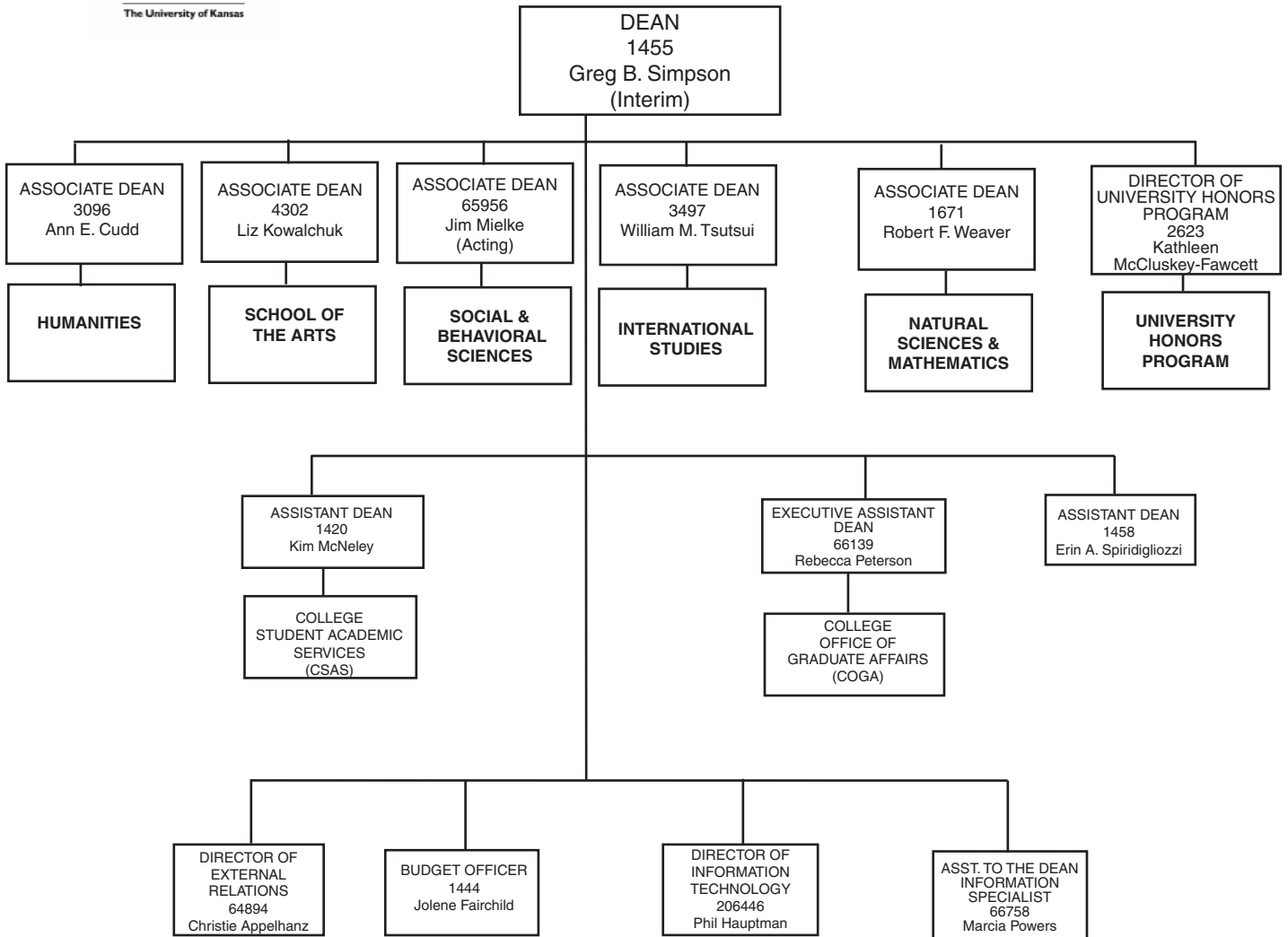
## Administrative and Service Units

<b>Dean's Office</b>	<b>200 Strong Hall</b>	<b>864-3661</b> Fax: 864-5331 <a href="mailto:clas.ku.edu">clas.ku.edu</a>
Interim Dean	Greg Simpson	864-3661
Associate Dean, Humanities	Ann Cudd	864-3661
Associate Dean, International Studies	Bill Tsutsui	864-3661
Associate Dean, Natural Sciences & Mathematics	Robert Weaver	864-3661
Associate Dean, School of the Arts	Liz Kowalchuk	864-3661
Acting Associate Dean, Social & Behavioral Sciences	Jim Mielke	864-3661
Executive Assistant Dean	Rebecca Peterson	864-3661
Assistant Dean, Faculty and Staff Affairs	Erin Spiridigliozzi	864-3661
Assistant to the Dean, Information Specialist	Marcia Powers	864-3661
Director of External Affairs	Christie Appelhanz	864-3516
Director of Information Technology	Phillip Hauptman	864-3478
Budget Officer	Jolene Fairchild	864-3675
Accountants	Ruth Allenbrand	864-3562
	Richard Appelhanz	864-3803
	Stephanie Miller	864-3668
	Marti Proctor	864-6157
Project Coordinator	Jessica Beeson	864-1767
Associate Director of External Relations	Kristi Henderson	864-3663
Administrative Professional, Assistant to Greg Simpson and Rebecca Peterson	Anne Sawyer	864-3540
Administrative Associate Senior, Assistant to Jim Mielke, Bill Tsutsui, Robert Weaver	Heather Eastlund	864-3681
Administrative Associate Senior, Assistant to Ann Cudd, Erin Spiridigliozzi, Liz Kowalchuk	Amy Horton	864-6159
Reception Desk	Students	864-3661
<b>Student Academic Services</b>	<b>109 Strong Hall</b>	<b>864-3500</b> Fax: 864-5806 <a href="mailto:collegesas.ku.edu">collegesas.ku.edu</a>
Assistant Dean	Kim McNeley	864-3500
Administrative Director, Graduation Coordinator	Karen Ledom	864-3513
Coordinator of Academic Standards Advisor	Bridget Bradley	864-3500
Graduation Advisor, A-B, W-Z	Chris Bishop	864-4224
Graduation Advisor, C-G	Cortney McKay	864-3509
Graduation Advisor, H-L	Denise Kunze	864-8035
Graduation Advisor, M-Q	Lauren Roberts	864-2821
Graduation Advisor, R-V	Bailey DeReus	864-3503
Advising Specialist, Communication Studies	Amber Blackmore	864-9020
Advising Specialist, English and History	Amy Lampe	864-2517
		864-9443
Advising Specialist, Environmental Studies & Sociology	Owen Marciano	EVRN TBD SOC 864-9425
Advising Specialist	Heide Hulse	864-3901
		864-8980
Advising Specialist, Spanish & Portuguese	Britta Ernst	864-0292
Advising Specialist, Economics	Nathan Bremer	864-8197
Advising Specialist	Victoria Partridge	864-5288
Advising Specialist, Mathematics	Lindsey Deaver	864-3030
Pre-Medical Advisor	Paul Crosby	864-3514

Advising Specialist, Psychology Coordinator of Academic Milestones Tracking	Heidi Waltz	864-9834
Coordinator of Multimedia Advising and Grad-in- Four-Progress	Doug Nickel	864-5795
Administrative Associate Sr	Susan McGee	864-2824
Administrative Associate Sr/Office Manager	David Nickol	864-3810
Administrative Associate	Ginger Jardon	864-3232
Student Assistant	Karen Cook	864-3500
Student Assistant	Will Hardy	864-3500
Student Assistant	Morgan Pemberton	864-3500
<b>College Office of Graduate Affairs</b>	<b>109 Strong Hall</b>	<b>864-3500</b> Fax: 864-5806
Director	Rebecca Peterson	864-3661
Administrative Associate Sr	Leatrice Smith	864-4147
Administrative Associate	Savanna Trent	864-4201
<b>College Digital Media Services</b>	<b>4006 Wescoe</b>	<b>864-4085</b> Fax: 864-4298
Director	Paula Courtney	864-4078
Administrative Associates Sr	Pamela LeRow Gwen Claassen	864-4085 864-4085
<b>Edwards Campus</b>	<b>12600 Quivira Road Overland Park, KS 66213</b>	913-897-8400
Advising, Graduate	Rebecca Cates	913-897-8510 864-8510
Advising, Undergraduate	Dan Mueller	913-897-8659 864-8659
<b>The Honors Program</b>	<b>213 Nunemaker</b>	<b>864-4225</b>
Director	Kathleen McCLuskey-Fawcett	864-4225
Associate Directors	Sandra Wick TBD Mark Nesbitt-Daly Sarah Crawford-Parker	864-3248 864-3374 864-4235 864-3539
Information Technology Specialist	Jen Jedlicka	864-3307
Administrative Specialist	Laura Watkins	864-4225
<b>KU Endowment Association</b>		<b>832-7400</b> kuendowment.org
Senior Development Director for the College	Kathleen Brady	832-7357
Development Director for the College	Jenna Goodman	832-7466
Development Officers for the College	Larisa Lochner Brandie Storms	832-7471 832-7465
Development Assistant	Paula Sloan	832-7350



**The College of Liberal Arts & Sciences**  
**College Administration Organization Chart**  
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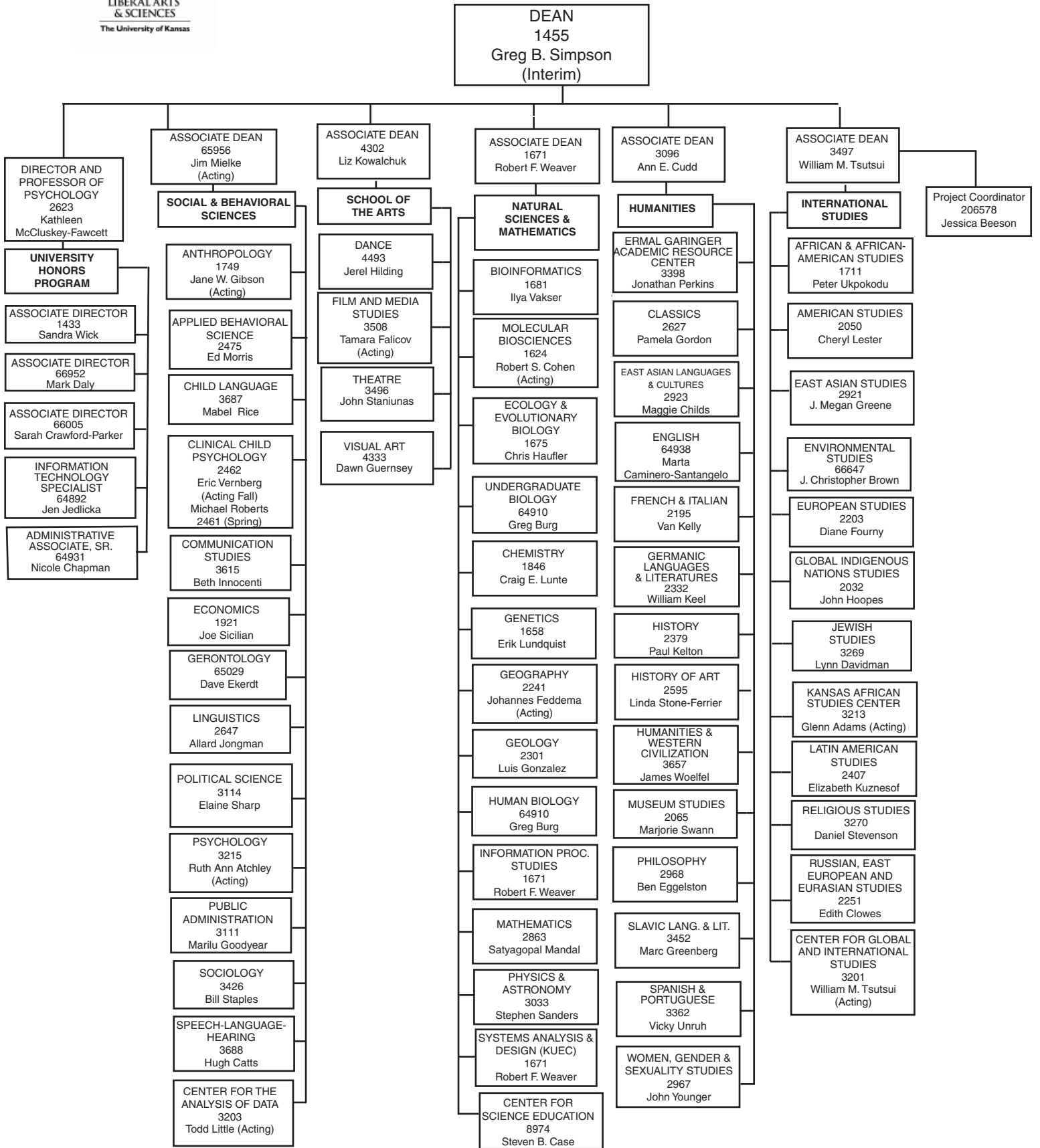




# The College of Liberal Arts & Sciences

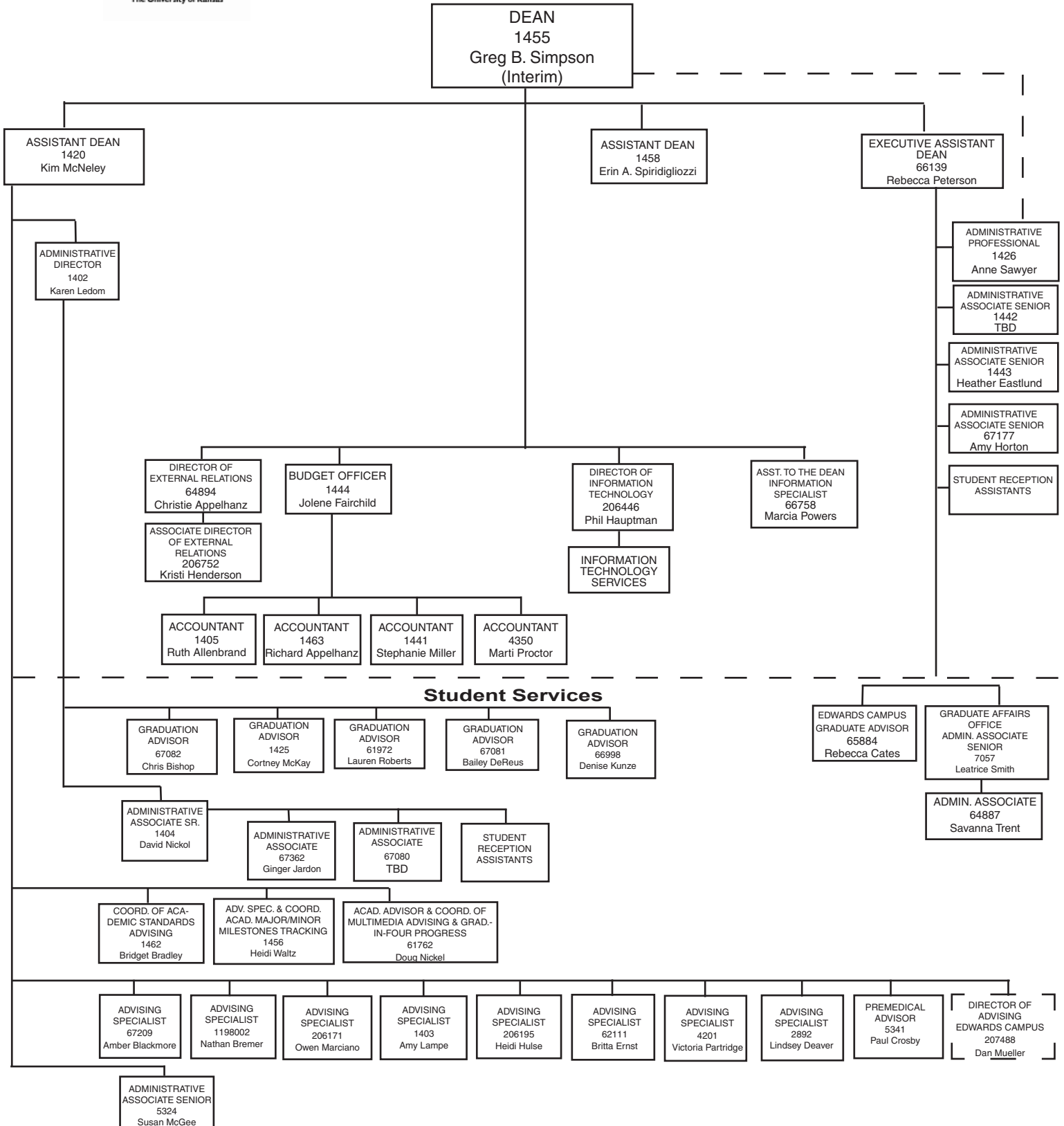
## College Administration Organization Chart

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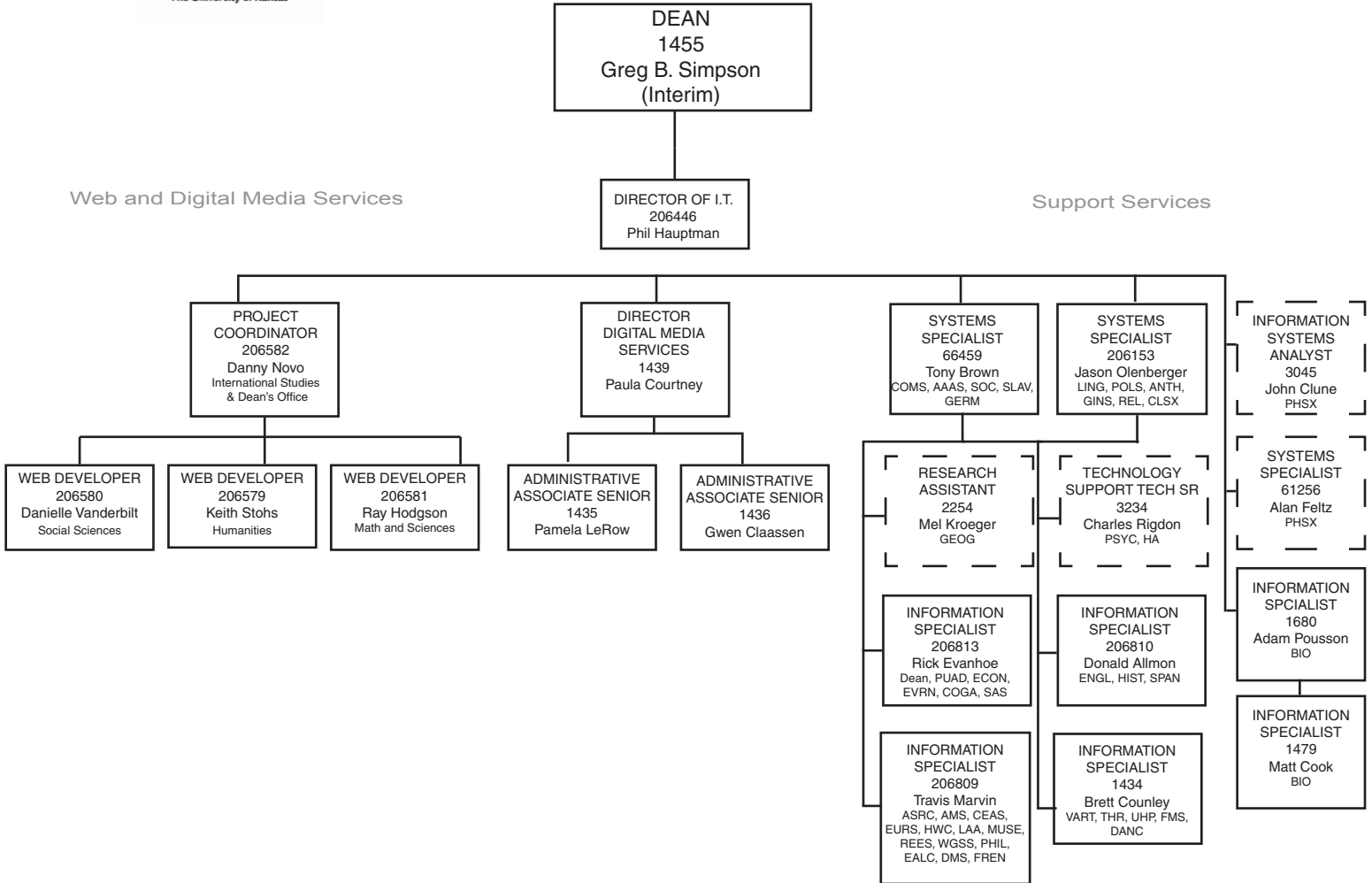


**The College of Liberal Arts & Sciences  
College Administration Organization Chart**

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**The College of Liberal Arts & Sciences  
 College Administration Organization Chart**  
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## Administrative Office Contact Persons

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### Dean’s Office – Information for Faculty, GTA/GRA, University Support Staff and Unclassified Professional Staff

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Affirmative Action .....	4-3661 .....	Erin Spiridigliozzi
Appointments/Meetings		
w/Greg Simpson, Interim Dean .....	4-3540 .....	Anne Sawyer
w/Ann Cudd, Associate Dean.....	4-6159 .....	Amy Horton
w/Liz Kowalchuk, Associate Dean.....	4-6159.....	Amy Horton
w/Rebecca Peterson, Executive Assistant Dean.....	4-3540 .....	Anne Sawyer
w/Jim Mielke, Acting Associate Dean .....	4-3681 .....	Heather Eastlund
w/Erin Spiridigliozzi, Assistant Dean.....	4-6159 .....	Amy Horton
w/Bill Tsutsui, Associate Dean .....	4-3681 .....	Heather Eastlund
w/Robert Weaver, Associate Dean.....	4-3681 .....	Heather Eastlund
Awards, Faculty.....	4-3663 .....	Kristi Henderson
Budget .....	4-3675 .....	Jolene Fairchild
• Budget Reports		
• Summer Session		
• Non-base Allocations		
• Faculty Start-Up Support		
College Assembly.....	4-3661 .....	Greg Simpson
Recording Secretary, <i>College Communications</i> .....	4-3540 .....	Anne Sawyer
Consulting Agreements, Approval of.....	4-3661 .....	Associate Deans
Dean’s Conference Room (210 Strong Hall) Scheduling .....	4-3661 .....	Reception
Digital Media Services .....	4-4085 .....	Paula Courtney
Edwards Campus		
Graduate Advising.....	4-8510 .....	Rebecca Cates
Undergraduate Advising.....	4-8659 .....	Dan Mueller
Equal Opportunity Office, Liaison .....	4-3661 .....	Erin Spiridigliozzi
External Reviews.....	4-3681 .....	Heather Eastlund
Faculty Advising Hotline.....	4-3599	
Faculty Recruitment and Appointments .....	4-3661 .....	Erin Spiridigliozzi, Associate Deans
Family Medical Leave Act (FMLA).....	4-3661 .....	Erin Spiridigliozzi
General Research Fund (GRF), Secretary Liaison .....	4-3681 .....	Heather Eastlund
Graduate Research and Teaching Assistant (GRA, GTA)		
Health Insurance and Payroll Appointments .....	4-3803 .....	Richard Appelhanz
Intent to Appoint and Job Descriptions .....	4-2675 .....	Jolene Fairchild
Grants .....	4-3661 .....	Associate Deans
•Redistribution of Faculty Effort		
•Matching Letters of Support		
Grievances, Faculty, Administrative Channels.....	4-3661 .....	Associate Deans
Health Insurance .....	4-3803 .....	Richard Appelhanz
Inventory Items.....	4-3803 .....	Richard Appelhanz
Leave Without Pay (LWOP) .....	4-3661 .....	Associate Deans
Merit Salary .....	4-3661 .....	Associate Deans
Payments and Reimbursements .....	4-3668 .....	Stephanie Miller
	4-3803 .....	Richard Appelhanz
•Candidate Reimbursements		
•Indirect Costs Accounting		
•Hospitality Funds		
•Endowment Reimbursements		
•OOE Accounts		
•Instructional Technology, Distribution of Funds		
Payroll Appointments		
University Support Staff.....	4-3803 .....	Richard Appelhanz
Faculty .....	4-3562 .....	Ruth Allenbrand

Lecturer .....	4-3562	Ruth Allenbrand
Students .....	4-3803	Richard Appelhanz
Summer Session .....	4-3562	Ruth Allenbrand
Unclassified Staff .....	4-3803	Richard Appelhanz
Work Study.....	4-3661	Associate Deans
Phased Retirement .....	4-3661	Associate Deans
Policies		
A list of current policies can be found on page 2, policy details can be found on the College website at <a href="http://clas.ku.edu/about/policies.shtml">http://clas.ku.edu/about/policies.shtml</a>		
Program Review, Academic .....	4-3661	Marcia Powers
Promotion and Tenure – College Committee on Appointments, Promotion & Tenure (CCAPT)		
Liaison .....	4-3661	Greg Simpson
Secretary Liaison .....	4-3540	Anne Sawyer
Reclassification of Positions		
University Support Staff.....	4-3675	Jolene Fairchild
Unclassified Professional Staff.....	4-3661	Erin Spiridigliozzi
Recruitment, Faculty and Unclassified Professional Staff.....	4-3661	Erin Spiridigliozzi
Renovation Requests .....	4-3661	Associate Deans
Student Hourly Allocations .....	4-3661	Associate Deans
Third-Year Progress Toward Tenure Review, Liaison .....	4-3540	Anne Sawyer
Travel – Forms and Reimbursements .....	4-3562	Ruth Allenbrand
Unclassified Staff Policies .....	4-3661	Erin Spiridigliozzi
University Support Staff Policies .....	4-3675	Jolene Fairchild

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## College Committees

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Appointments, Promotion & Tenure, College Committee on (CCAPT)		
Liaison .....	4-3661	Greg Simpson
Staff Liaison .....	4-3540	Anne Sawyer
College Academic Council (CAC)		
Liaison .....	4-3661	Greg Simpson
Staff Liaison .....	4-3540	Anne Sawyer
Dean’s Student Advisory Council (DSAC)		
Liaison .....	4-3661	Greg Simpson
Staff Liaison .....	4-3540	Anne Sawyer
Evaluation of Chairpersons and Directors, Committee on (CECD)		
Liaison .....	4-3661	Robert Weaver
Staff Liaison .....	4-3540	Anne Sawyer
Faculty Elections Committee		
Liaison .....	4-3661	Greg Simpson
Staff Liaison .....	4-3540	Anne Sawyer
Graduate Studies, Committee on (CGS)		
Liaisons .....	4-3661	Jim Mielke Rebecca Peterson
Staff Liaison .....	4-4147	Lea Smith
Sabbatical Leaves, College Committee on (CSL)		
Liaison .....	4-3661	Jim Mielke
Staff Liaison .....	4-3681	Heather Eastlund
Undergraduate Studies and Advising, Committee on (CUSA)		
Liaisons .....	4-3661	Ann Cudd
	4-3500	Kim McNeley
Academic Standards .....	4-2823	Bridget Bradley
Curriculum Changes and Degree Requirements.....	4-3513	Karen Ledom
Staff Liaison .....	4-2824	Susan McGee

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**Information Technology Support**


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Phillip Hauptman .....	4-3478	
• Computer Support Questions	• Equipment Requests	• Web Development
• Instructional Technology Requests	• Network Assistance and Planning	• IT Policy Questions
• Software Assistance and Procurement	• Research Computing Questions	
African Studies resource Center .....	312-1100	Travis Marvin
	393-9817	Tony Brown
American Studies .....	312-1100	Travis Marvin
	393-9817	Tony Brown
Anthropology .....	393-1579	Jason Olenberger
	691-6949	Charlie Rigdon
Center for East Asian Studies .....	312-1100	Travis Marvin
	393-9817	Tony Brown
College Honors Program .....	691-6659	Brett Counley
	691-7409	Rick Evanhoe
Classics .....	393-1579	Jason Olenberger
	312-1057	Don Allmon
Communications Studies .....	393-9817	Tony Brown
	312-1100	Travis Marvin
College Word Processing Center .....	312-1100	Travis Marvin
	312-1057	Don Allmon
College Dean's Office .....	691-7409	Rick Evanhoe
	691-6659	Brett Counley
Dance .....	691-6659	Brett Counley
	691-7409	Rick Evanhoe
East Asian Languages & Cultures .....	312-1100	Travis Marvin
	312-1057	Don Allmon
Economics .....	691-7409	Rick Evanhoe
	691-6659	Brett Counley
Ecology & Environmental Biology .....	312-1260	Adam Pousson
	312-1134	Matt Cook
English .....	312-1057	Don Allmon
	312-1100	Travis Marvin
European Studies .....	312-1100	Travis Marvin
	393-9817	Tony Brown
Environmental Studies .....	691-7409	Rick Evanhoe
	691-6659	Brett Counley
Film & Media .....	691-6659	Brett Counley
	691-7409	Rick Evanhoe
French & Italian .....	312-1100	Travis Marvin
	312-1057	Don Allmon
Geology .....	331-7447	Ian Rowell
Geography .....	691-6983	Mel Kroeger
	691-6659	Brett Counley
German .....	393-9817	Tony Brown
	312-1057	Don Allmon
History of Art .....	691-6949	Charlie Rigdon
	393-1579	Jason Olenberger
History .....	312-1057	Don Allmon
	312-1100	Travis Marvin
Humanities & Western Civilization .....	312-1100	Travis Marvin
	393-9817	Tony Brown
Indigenous Nations Studies .....	393-1579	Jason Olenberger

Latin American Area Studies.....	312-1100 .....	Travis Marvin
	393-9817 .....	Tony Brown
Linguistics .....	393-1579 .....	Jason Olenberger
Microbiology .....	312-1260 .....	Adam Pousson
	312-1134 .....	Matt Cook
Museum Studies .....	312-1100 .....	Travis Marvin
	393-9817 .....	Tony Brown
Public Administration.....	691-7409 .....	Rick Evanhoe
	691-6949 .....	Charlie Rigdon
Philosophy .....	312-1100 .....	Travis Marvin
	312-1057 .....	Don Allmon
Physics.....	424-4851 .....	John Clune
		(PC's & Linux)
	424-3918 .....	Alan Feltz
		(Mac's & Linux)
Political Science .....	393-1579 .....	Jason Olenberger
	393-9817 .....	Tony Brown
Psychology .....	691-6949 .....	Charlie Rigdon
	393-1597 .....	Jason Olenberger
Russian & Eastern European Studies.....	312-1100 .....	Travis Marvin
	393-9817 .....	Tony Brown
Religious Studies .....	393-1579 .....	Jason Olenberger
Slavic Languages & Literatures.....	393-9817 .....	Tony Brown
	312-1057 .....	Don Allmon
Sociology.....	393-9817 .....	Tony Brown
	393-1579 .....	Jason Olenberger
Spanish & Portuguese.....	312-1057 .....	Don Allmon
	312-1100 .....	Travis Marvin
Theatre.....	691-6659 .....	Brett Counley
	691-7409 .....	Rick Evanhoe
Undergraduate Biology.....	312-1260 .....	Adam Pousson
	312-1134 .....	Matt Cook
Undergraduate Office .....	691-7409 .....	Rick Evanhoe
	691-6659 .....	Brett Counley
Visual Art .....	691-6659 .....	Brett Counley
	691-7409 .....	Rick Evanhoe
Women, Gender & Sexuality Studies.....	312-1100 .....	Travis Marvin
	393-9817 .....	Tony Brown

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## Data Support

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Marcia Powers .....	4-3661
• DEMIS Database	• University Data Extraction and Analysis
Kim LaFever.....	4-3510
• ARTS Form	• ARTS Data

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## External Relations & Endowment Relations

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Christie Appelhanz .....	4-3516
• Dean's Office Contact	• Donor Correspondence
• Deans Club	• College Alumni Advisory Board (CLASAB)
• <i>KU Collegian</i> Alumni Magazine	
Endowment Association .....	832-7400

Kathleen Brady, Senior Development Director for the College  
 Jenna Goodman, Development Director  
 Larisa Lochner, Development Officer  
 Brandie Storms, Development Officer  
 Paula Sloan, Development Assistant

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**Graduation Information**

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Distinction/Highest Distinction Certification and Ceremony .....	4-3513 .....	Karen Ledom
Undergraduate Graduation Certification .....	4-3500	
Graduate Graduation Certification.....	4-4201	
Undergraduate Ceremonies .....	4-3513 .....	Karen Ledom
Master’s Hooding Ceremony.....	4-3663 .....	Kristi Henderson
Masters/PhD Certification .....	4-4147 .....	Lea Smith

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**Student Advising & Academic Issues**

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Academic Forgiveness.....	4-3500	
Academic Misconduct, Records & Scheduling Officer.....	4-2824 .....	Susan McGee
Advising, Undergraduate (juniors & seniors).....	4-3500 .....	Kim McNeley
Advising, Medical Professions .....	4-3514 .....	Paul Crosby
ARTS Forms <a href="http://www.ARTSform.ku.edu">www.ARTSform.ku.edu</a> .....	4-3510 .....	Kim LaFever
Grievances, Student.....	4-3500 .....	Kim McNeley
Readmission .....	4-0292 .....	Britta Ernst
Reinstatement .....	4-2823 .....	Bridget Bradley
Retroactive Withdrawal.....	4-2823 .....	Bridget Bradley

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**Websites**

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College Website.....		<a href="http://clas.ku.edu">clas.ku.edu</a>
College Website – Maintenance .....	4-3478	
Student Academic Services Website .....		<a href="http://collegesas.ku.edu">collegesas.ku.edu</a>
Student Academic Services Website – Maintenance.....	4-3510	
Honors Program Website.....		<a href="http://honors.ku.edu">honors.ku.edu</a>

## Departments' and Programs' Contact Persons

<b>African &amp; African-American Studies</b>	<b>9 Bailey</b>	<b>864-3054</b>
Chair	Peter Ukpokodu	864-3054
Kansas African Studies Center Acting Director	Glenn Adams	864-3745
Graduate Studies Director	Shawn Alexander	864-5044
Honors Coordinator	Beverly Mack	864-4260
Institute of Haitian Studies Director	TBD	864-3054
African Languages Coordinator	Naima Omar	864-4448
Multicultural Scholars Director	Diane Fourny	864-9070
Undergraduate Studies Coordinator	Beverly Mack	864-4260
Center for Black Leadership Director	TBD	864-3054
Langston Hughes Center Interim Director	Shawn Alexander	864-5044
Scheduling Officers	Peter Ukpokodu	864-3054
	Lisa Hall	864-3054
Office Contact	Lisa Hall	864-3054
<b>American Studies Program</b>	<b>213 Bailey</b>	<b>864-4011</b>
		Fax: 864-5772
Director	Cheryl Lester	864-2309
Acting Graduate Director	Dennis Domer	864-2305
Undergraduate Director	Randal Jelks	864-9476
Graduate Admissions	Kay Isbell	864-2306
Scheduling Officer	Ben Chappell	864-2236
Office Contact	Terri Rockhold	864-2301
<b>Anthropology</b>	<b>622 Fraser</b>	<b>864-4103</b>
Acting Chair	Jane W. Gibson	864-2644
Graduate Admissions	Judy Ross	864-2630
Graduate Director	TBD	
Undergraduate Advisor/ Honors Coordinator	Brent Metz	864-2631
Scheduling Officer	Kathleen Womack	864-2694
Office Contact	Carol Archinal	864-2632
<b>Applied Behavioral Science</b>	<b>4001 Dole</b>	<b>864-4840</b>
Chair	Edward Morris	864-4840
Graduate Studies & Admissions Director	Gregory Madden	864-0504
Honors Coordinator	Ric Steele	864-0550
Undergraduate Advising	Edward Morris	864-4840
Undergraduate Studies	James Sherman	864-0509
Office Contact / Scheduling Officer	Andrea Noltner	864-0503
<b>Bioinformatics Program</b>	<b>200 MRB</b>	<b>864-1057</b>
Director	Ilya Vakser	864-1057
Office Contact	Tammie Powers	864-1057
Assistant Professor	Wonpil Im	864-1993
Assistant Professor	John Karanicolas	864-8298
Professor	Gennady Verkhivker	864-1978
<b>Biology, Undergraduate &amp; Human</b>	<b>2045 Haworth</b>	<b>864-5883</b>
Director	Greg Burg	864-4143
Honors Coordinator	William Dentler	864-3490

Office Contact	Jan Elder	864-5883
<b>Center for East Asian Studies</b>	<b>201 Bailey</b>	<b>864-3849</b>
Director	J. Megan Greene	864-3887
Outreach Coordinator	Randi Hacker	864-3832
Program Assistant	Leslie VonHolten	864-1457
Office Contact	Jun Fu	864-3857
<b>Center for Global &amp; International Studies</b>		<b>864-3661</b>
Acting Director	Bill Tsutsui	864-3661
Associate Director for Curriculum & Advising	Eric Hanley	864-9412
Acting Associate Director for Faculty Programs & Outreach	Thomas Heilke	864-9037
Co-Major in Global & Int'l Studies	Eric Hanley	864-9412
Advisor	Heidi Hulse	TBD
M.A. in Global & International Studies	Eric Hanley	864-9412
Advisor	Rebecca Cates	864-8510
<b>Center for Latin American Studies</b>	<b>320 Bailey</b>	<b>864-4213</b>
Director	Elizabeth Kuznesof	864-4213
Associate Director/Graduate Advisor	Peter Herlihy	864-4292
Honors Coordinator	Anita Herzfeld	864-4213
Outreach	Elizabeth Kuznesof	864-4213
Undergraduate Advisor	Anita Herzfeld	864-4213
Office Contact	Judy Farmer	864-4214
<b>Center for Science Education</b>	<b>121 JRP</b>	<b>864-2270</b>
Director	Steven B. Case	864-4471
Business Manager/Office Contact	Billie Archer	864-2270
Accounting Specialist	Kristie Parfet	864-2491
<b>Chemistry</b>	<b>2010 Malott</b>	<b>864-4670</b>
Chair	Craig Lunte	864-4673
Associate Chairperson – Undergraduate	Robert Carlson	864-3586
Associate Chairperson – Graduate	Brian Laird	864-4632
Graduate Admissions	Jon Tunge	864-4136
Graduate Director	Brian Laird	864-4632
Honors Coordinator	Roderick Black	864-3094
Junior/Senior Advisors	Robert Carlson	864-3586
	David Benson	864-4090
	Ward Thompson	864-3980
Office Contact	Elizabeth Christian	864-4333
<b>Child Language Program</b>	<b>3031 Dole</b>	<b>864-4570</b>
Director	Mabel Rice	864-4570
Graduate Director	Susan Kemper	864-9826
Office Contact	Patsy Woods	864-4570
<b>Classics</b>	<b>1021 Wescoe</b>	<b>864-3153</b>
Chair	Pamela Gordon	864-2396
Classical Languages – Undergraduate Advisor	Tara Welch	864-3295

Graduate Advisor	Anthony Corbeill	864-2393
Placement & Proficiency Officer	Pamela Gordon	864-2396
Office Contact	Sonia Farmer	864-3153
<b>Clinical Child Psychology Program</b>	<b>2010 Dole</b>	<b>864-4226</b>
Director	Michael C. Roberts	864-3580
Acting Director (Fall 2009)	Eric Vernberg	864-3582
Associate Director	Ric Steele	864-0550
Office Contact	Tammie Zordel	864-4226
KU Child & Family Services Clinic Director	Eric Vernberg	864-3582
KU Child & Family Services Clinic Associate Director	Yo Jackson	864-3581
Child & Family Services Office Contact	Janice Heath	864-4416
<b>Communication Studies</b>	<b>102 Bailey</b>	<b>864-3633</b>
Chair	Beth Innocenti	864-9018
Basic Course Director	Kristine Bruss	864-1968
Forensics and Debate Director	Scott Harris	864-9878
Director of Graduate Studies	Robert Rowland	864-9868
Honors Coordinator	TBD	
Undergraduate Coordinator	Yan Bing Zhang	864-9678
Office Contact	Suzanne Grachek	864-9867
<b>Dance</b>	<b>251 Robinson</b>	<b>864-4264</b>
Chair	Jerel Hilding	864-2588
Associate Chair	Michelle Heffner Hayes	864-1098
Administrative Associate Sr./Office Contact	Ronda Hume	864-4264
<b>Digital Media Services</b>	<b>4006 Wescoe</b>	<b>864-4085</b>
Director	Paula Courtney	864-4078
Administrative Associate Sr.	Gwen Claassen	864-408
Administrative Associate Sr.	Pamela LeRow	864-4085
Office Contact	Paula Courtney	864-4078
<b>East Asian Languages &amp; Cultures</b>	<b>2118 Wescoe</b>	<b>864-3100</b>
Chair	Maggie Childs	864-9128
Graduate Director	R. Keith McMahon	864-9126
Honors Coordinator	Sanae Eda	864-9129
Undergraduate Coordinator	Elaine Gerbert	864-9127
Office Contact	Georgia Damis	864-3100
<b>East Asian Studies, Center for</b>	<b>201 Bailey</b>	<b>864-3849</b>
Director	J. Megan Greene	864-3887
Outreach Coordinator	Randi Hacker	864-3832
Program Assistant	Leslie VonHolten	864-1457
Office Contact	Jun Fu	864-3857
<b>Ecology &amp; Evolutionary Biology</b>	<b>2041 Haworth</b>	<b>864-5887</b>
Chair	Chris Haufler	864-3255
Graduate Committee Chair	Bryan Foster	864-4361
Graduate Admissions Committee Chair	Sharon Billings	864-1560
Office Contact	Dorothy Johanning	864-5889
<b>Economics</b>	<b>415 Snow</b>	<b>864-3501</b>
Chair	Joe Sicilian	864-3501

Graduate Programs Director	Elizabeth Asiedu	864-2868
Undergraduate Committee Chair/Honors Coordinator	Neal Becker	864-2864
Office Contact	Leanea Wales	864-2836
<b>English</b>	<b>3001 Wescoe</b>	<b>864-4520</b> Fax: 864-1159
Chair	Marta Caminero-Santangelo	864-2521
Associate Chair – Fall 2009	Thomas Lorenz	864-2516
Associate Chair – Spring 2010	Anna Neill	864-2516
Assistant to the Chair	Bob Elliott	864-2519
Freshman-Sophomore English Director	Michael L. Johnson	864-2507
Freshman-Sophomore English Associate Director	Sonya Lancaster	864-2515
Graduate Studies Director	Joe Harrington	864-2522
Undergraduate Studies Director – Fall 2009	Mary Klayder	864-2582
Undergraduate Studies Director – Spring 2010	Kathryn Conrad	864-3314
Scheduling Officer – Fall 2009	Thomas Lorenz	864-2516
Scheduling Officer – Spring 2010	Anna Neill	864-2516
Office Contact	Lori Whitten	864-2520
<b>Environmental Studies Program</b>	<b>252 Snow</b>	<b>864-8902</b>
Director	J. Christopher Brown	864-8902
Departmental Advisor	Heidi Hulse	864-8980
Office Contact	Kim Le	864-8902
<b>Ermal Garinger Academic Resource Center</b>	<b>4070 Wescoe</b>	<b>864-4759</b>
Director	Jonathan Perkins	864-4782
Information Specialist	Melissa Canales	864-4783
Education Support Technologist	Keah Cunningham	864-3512
Office Contact	Christina Glauner	864-4785
<b>European Studies Program</b>	<b>308 Bailey</b>	<b>864-9070</b>
Director	Diane Fourny	864-9070
Undergraduate Advisors	Diane Fourny	864-9070
	Ron Francisco	864-9023
	Leonie Marx	864-9177
<b>Film &amp; Media Studies</b>	<b>204 Oldfather Studios (OLDF)</b>	<b>864-1340</b>
Acting Chair	Tamara Falicov	864-1353
Graduate Director	Michael Baskett	864-1384
Technical Director	Che Butterfield	864-1341
Audio Visual Technician	John McCluskey	864-1346
Administrative Associate Sr.	Lene Brooke	864-7156
Administrative Associate Sr.	Marilyn Heath	864-2657
Administrative Associate Sr.	Kimbo Jackson	864-1340
Office Contact	Lene Brooke	864-7156
<b>French &amp; Italian</b>	<b>2103 Wescoe</b>	<b>864-4056</b>
Chair	Van Kelly	864-9062
Undergraduate Advisors, French	Allan Pasco	864-9068
	John T. Booker	864-9075

	Caroline Jewers	864-9076
Undergraduate Advisor, Italian	Crystal Hall	864-9063
	Jan Kozma (Fall 2009 only)	864-9065
Advisor, Study Abroad	Samira Sayeh	864-9010
Graduate Director	Bruce Hayes	864-9028
Honors Coordinator	John T. Booker	864-9075
Placement Advisor, French	Kim Swanson	864-9066
Placement Advisor, Italian	Marina de Fazio	864-9064
Undergraduate Directors	Caroline Jewers	864-9076
	John T. Booker	864-9075
Office Manager	Sarah Greenwood	864-9060
Office Contact	Jane Masheter	864-4056
<b>Genetics</b>	<b>2034 Haworth</b>	<b>864-5853</b>
Director	Erik Lundquist	864-5853
<b>Geography</b>	<b>213 Lindley</b>	<b>864-5146</b>
Acting Chair	Johannes Feddema	864-5146
Acting Associate Chair	Barney Warf	None
Graduate Director	Stephen Egbert	864-4252
Graduate Secretary	Bev Koerner	864-7706
Undergraduate Advisor/Honors Coordinator	Bill Johnson	864-4738
Office Manager	Janet Filbert	864-5144
Office Contact	Bev Morey	864-5143
<b>Geology</b>	<b>120 Lindley</b>	<b>864-4974</b>
Chair	Luis Gonzales	864-4974
Graduate Director	David Fowle	864-1955
Associate Chair	Jen Roberts	864-1960
Graduate Studies Committee Chair	David Fowle	864-1955
Honors Coordinator	Gwen MacPherson	864-2742
Alumni Coordinator	Liz Gravatt	864-5628
Undergraduate Advisor	Bruce Lieberman	864-2741
Office Contacts	Jenna Coker	864-4976
	Yolanda Davis	864-4976
	Gwethalyn Williams	864-4974
<b>Germanic Languages &amp; Literatures</b>	<b>2080 Wescoe</b>	<b>864-4803</b>
Chair	William Keel	864-4803
Graduate Advisor	Leonie Marx	864-9177
Undergraduate Advisor	Heide Crawford	864-2061
Undergraduate Honors Advisors	Heide Crawford	864-2061
	Rex Clark	864-4130
Office Contacts	Montana Huslig	864-4803
	Cynthia Willingham	
<b>Gerontology Center</b>	<b>3090 Dole</b>	<b>864-4130</b>
Director	Dave Ekerdt	864-4130
Graduate Advisor	Susan Kemper	864-0748
Office Contact	Debbie McAferty	864-4130
<b>Global Indigenous Nations Studies Program</b>	<b>6 Lippincott</b>	<b>864-2660</b>

Director	John Hoopes	864-2660
Graduate Advisor	Sharon O'Brien	864-2660
Administrative Associate Sr.	Marion Dyer	864-2254
Administrative Associate/Office Contact	Betty Pickerel	864-2660

### **Global & International Studies, Center for**

Acting Director	Bill Tsutsui	864-3661
Associate Director for Curriculum & Advising	Eric Hanley	864-9412
Acting Associate Director for Faculty Programs & Outreach	Thomas Heilke	864-9037
Co-Major in Global & Int'l Studies	Eric Hanley	864-9412
Advisor	Heidi Hulse	TBD
M.A. in Global & Int'l Studies	Eric Hanley	864-9412
Advisor	Rebecca Cates	864-8510

### **History** **3650 Wescoe** **864-3569** Fax: 864-5046

Chair	Paul Kelton	864-9441
Associate Chair	Elizabeth MacGonagle	864-9452
Graduate Studies Director	Luis Corteguera	864-9469
Undergraduate Studies Director	Kim Warren	864-9451
Honors Coordinator	Luis Corteguera	864-9469
Office Contact	Sandee Kennedy	864-9442

### **History of Art** **209 Spencer Museum of Art** **864-4713**

Chair	Linda Stone-Ferrier	864-4713
Acting Chair, Spring 2010 semester	David Cateforis	864-4713
Graduate Advisor/Admissions – Masters, Asian	Amy McNair	864-4713
Graduate Advisor/Admissions – Masters and PhD, European & American	John Pultz	864-4713
Graduate Advisor – Doctoral, Asian	Marsha Haufler	864-4713
Undergraduate Advisors	David Cateforis	864-4713
	Sally Cornelison	864-4713
Honors Coordinator	David Cateforis	864-4713

### **Honors Program** **213 Nunemaker** **864-4225**

Director	Kathleen McCluskey-Fawcett	864-4225
Associate Director	Sandra Wick	864-3248
Associate Director	Mark Daly	864-4235
Associate Director	Sarah Crawford-Parker	864-3539
Information Technology Specialist	Jen Jedlicka	864-3307
Sr. Administrative Specialist	Nicole Chapman	864-4225

### **Humanities & Western Civilization** **308 Bailey** **864-3011**

Director	James Woelfel	864-3011
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Associate Director	Antha Cotton-Spreckelmeyer	864-3012
Assistant Director	Jennifer Heller	864-3013
Honors Coordinator/Undergraduate Advising Coordinator/Scheduling Officer	Antha Cotton-Spreckelmeyer	864-3012
Office Contacts	Jane Pearce Carrie McDonald	864-0167 864-3011
<b>Information Processing Studies</b>	<b>200 Strong</b>	<b>864-3661</b>
Contact	Robert Weaver	864-3661
<b>Jewish Studies</b>	<b>190-A Smith</b>	<b>864-4664</b>
Director	Lynn Davidman	864-7225
Office Contact	Karen Hummel	864-4664
<b>Kansas African Studies Center</b>	<b>10 Bailey</b>	<b>864-3745</b>
Acting Director	Glenn Adams	864-3858
Associate Director	Jane Irungu	864-1064
African Studies Bibliographer	Shiferaw Assefa	864-4593
Outreach Coordinator	Tatyana Wilds	864-4237
Outreach Assistant	Emmanuel Birdling	864-8015
Office Contact	Craig Pearman	864-3745
<b>Latin American Studies, Center of</b>	<b>320 Bailey</b>	<b>864-4213</b>
Director	Elizabeth Kuznesof	864-4213
Associate Director/Graduate Advisor	Peter Herlihy	864-4292
Honors Coordinator	Anita Herzfeld	864-4213
Outreach	Elizabeth Kuznesof	864-4213
Undergraduate Advisor	Anita Herzfeld	864-4213
Office Contact	Judy Farmer	864-4214
<b>Linguistics</b>	<b>427 Blake</b>	<b>864-3450</b>
Chair	Allard Jongman	864-2384
Graduate Coordinator	Jie Zhang	864-2879
Honors Coordinator	Robert Fiorentino	864-4091
Undergraduate Coordinator	Joan Sereno	864-2619
Office Manager	Corinna Johnson	864-3450
<b>Mathematics</b>	<b>405 Snow</b>	<b>864-3651</b>
Chair	Satyagopal Mandal	864-3651
Associate Chair	Margaret Bayer	864-3651
Academic Director of Graduate Studies	Albert Sheu	864-5148
Admissions Director of Graduate Studies	Yaozhong Hu	864-3565
Honors Coordinator	David Lerner	864-5181
KS Algebra Program Coordinator	Ingrid Peterson	864-7319
Mathematics Placement Director	Jeff Lang	864-4215

Undergraduate Studies Director	Margaret Bayer	864-3651
Scheduling Officer	Jeff Lang	864-4215
<b>Molecular Biosciences</b>	<b>2034 Haworth</b>	<b>864-4631</b>
Acting Chair	Robert Cohen	864-3935
Associate Chair	Susan Egan	864-4294
Graduate Director	Steve Benedict	864-4007
Graduate Program Assistant	John Connolly	864-4311
Coordinator for Undergraduate Biology	Matthew Buechner	864-4328
Accountant	Sharon Moritz	864-3711
Office Contact	Linda Wiley	864-4631
Personnel Assistant	Pam Sanchez	864-5886
Genetics Director	Erik Lundquist	864-5853
Biostore Director	David Thompson	864-4134
<b>Museum Studies Program</b>	<b>208 Bailey</b>	<b>864-4543</b>
Director	Marjorie Swann	864-2570
Administrative Associate Senior	Sara Lundberg	864-4543
<b>Philosophy</b>	<b>3090 Wescoe</b>	<b>864-3976</b>
Chair	Ben Eggleston	864-2332
Graduate Studies Director	Dale Dorsey	864-2139
Undergraduate Studies Director	Scott Jenkins	864-2324
Honors Coordinator	Scott Jenkins	864-2324
Office Contact	Cindi Hodges	864-2334
<b>Physics &amp; Astronomy</b>	<b>1082 Malott</b>	<b>864-4626</b>
Chair	Stephen Sanders	864-4626
Associate Chair	Philip Baringer	864-3953
Undergraduate Advisor Coordinator	Barbara Anthony-Twarog	864-3910
Engineering Physics Program Directors	Alice Bean (Fall 2009) Steve Hawley (Spring 2010)	864-4742 864-5098
Graduate Studies Director	Tom Cravens	864-4739
Graduate Admissions	Adrian Melott	864-5231
Graduate Advisor	Hume Feldman	864-4740
Honors Coordinator	Jack Shi	864-5273
Office Contact	Teri Leahy	864-1225
<b>Political Science</b>	<b>504 Blake</b>	<b>864-3523</b>
Chair	Elaine Sharp	864-3523
Graduate Program Coordinator	Linda Pickerel	864-3523
Graduate Studies Director	Paul Johnson	864-9086
Undergraduate Studies Director/Honors Coordinator	Fiona Yap	864-9045
Office Contacts	Betty Jo Ross Connie Leonard	864-9055 864-9032

<b>Psychology</b>	<b>426 Fraser</b>	<b>864-4131</b>
Acting Chair	Ruth Ann Atchley	864-9821
Associate Chair	Dennis Karpowitz	864-9801
Clinical Psychology Director	Raymond Higgins	864-9856
Clinical Child Psychology Director	Michael Roberts	864-3580
Cognitive Psychology Director	Paul Atchley	864-9803
Quantitative Psychology Director	Todd Little	864-0563
Graduate Studies Director	Mike Vitevitch	864-9312
Honors Program Director	Paul Atchley	864-9809
Social Psychology Director	Monica Biernat	864-9815
Undergraduate Program Director	Dennis Karpowitz	864-9801
Developmental Psychology Co-Directors	Andrea Greenhoot Patricia Hawley	864-9842 864-9818
Office Contact	Jama Lickteig	jlgl@ku.edu
<b>Public Administration</b>	<b>318 Blake (until October 15) 4060 Wescoe (after October 18)</b>	<b>864-3527 864-3527</b>
Chair	Marilu Goodyear	864-3527
Administrative Director	Ray Hummert	864-9097
Office Contact	Diana Koslowsky	864-3527
<b>Religious Studies</b>	<b>109-A Smith</b>	<b>864-4663</b>
Chair	Daniel Stevenson	864-7258
Graduate Director	Bill Lindsey	864-5582
Undergraduate Studies Director	Sergey Dolgopolski	864-5568
Honors Coordinator/Study Abroad Coordinator	Sergey Dolgopolski	864-5582
Office Contact	Aagje Ashe	864-4341
<b>Russian, East European &amp; Eurasian Studies, Center for</b>	<b>320 Bailey</b>	<b>864-4236</b>
Director	Edith Clowes	864-4236
Assistant to the Director	Bart Redford	864-4248
Associate Director and Graduate/Undergraduate Advisor	Eve Levin	864-4236
Office Contact	Bill London	864-4229
Outreach Coordinator	Tatyana Wilds	864-4237
Administrative Associate	Lisa Giullian	864-4118
<b>Science Education, Center for</b>	<b>121 JRP</b>	<b>864-2270</b>
Director	Steven B. Case	864-4471
Business Manager/Office Contact	Billie Archer	864-2270

Accounting Specialist	Kristie Parfet	864-2491
<b>Slavic Languages &amp; Literatures</b>	<b>2133 Wescoe</b>	<b>864-3313</b>
Chair	Marc L. Greenberg	864-2349
Associate Chair/Director of Graduate Studies	Maria Carlson	864-2350
Undergraduate Studies Director/Honors Coordinator	Kerry Sabbag	864-2352
Russian Language Pedagogy Coordinator	William J. Comer	864-2348
South Slavic Language Coordinator	Stephen M. Dickey	864-2357
West Slavic Language Coordinator	Svetlana Vassileva-Karagyozyova	864-2351
Office Contact	Rae Ann Brown	864-3313
<b>Sociology</b>	<b>716 Fraser</b>	<b>864-4111</b>
Chair	William Staples	864-4111
Associate Chair	David Smith	864-9417
Executive Committee Chair	William Staples	864-4111
Graduate Studies Director	Eric Hanley	864-9412
Undergraduate Studies Director/Honors Coordinator	Joey Sprague	864-9407
Office Manager	Janelle Williams	864-9401
<b>Spanish &amp; Portuguese</b>	<b>2650 Wescoe</b>	<b>864-3851</b> Fax: 864-3819
Chair	Vicky Unruh	864-3851
Graduate Admissions	Jorge Perez	864-0299
Graduate Studies	Santa Arias	864-0288
Sigma Delta Pi	Paul Sneed	864-1130
Spanish 104 and 108 Coordinator	Amy Rossomondo	864-0290
Spanish 212 and 216 Coordinator	Rosalea Postma-Carttar	864-0299
Undergraduate Studies	Robert Bayliss (F 09) Yajaira Padilla (Sp 10)	864-1132 864-1133
Office Contact/Scheduling Officer	Rhonda Cook	864-0281
<b>Speech-Language-Hearing Sciences &amp; Disorders</b>	<b>3001 Dole</b>	<b>864-0630</b> Fax: 864-3974
Chair	Hugh Catts	864-0630
Graduate Admissions	Jeff Searl Mark Chertoff	913-588-5937
Honors Coordinator	Holly Storkel	864-0497
Schiefelbusch SPLH Clinic Director	Jane Wegner	864-0645
Office Contact	Beth Lowe	864-0634
<b>Theatre</b>	<b>356 Murphy</b>	<b>864-3511</b>

Chair	John Staniunas	864-2651
Graduate Studies Director	Henry Bial	864-2767
Honors Coordinator	John Gronbeck-Tedesco	864-2655
University Theatre Artistic Director	Mechele Leon	864-2062
<i>Journal of Dramatic Theory &amp; Criticism</i> Editor	Iris Smith Fischer	864-2511
Study Abroad Coordinator	Dennis Christilles	864-2689
Scheduling Officer	Karla Conrad	864-3511
Budget Officer	Kathy Pryor	864-2695
Accountant	Dana Ingkatanuwat	864-2654
Office Contact, Department Office	Karla Conrad	864-3511
Office Contact, University Theatre	Kim Bohmann	864-3381
<b>Visual Art</b>	<b>300 Art &amp; Design</b>	<b>864-4401</b>
Chair	Dawn Marie Guernsey	864-4401
Director, Graduate Studies	Gina Westergard	864-4401
Visual Art Education	Denise Stone	864-1708
Administrative Associate	Shannon Bybee	864-2951
<b>Women, Gender, &amp; Sexuality Studies Program</b>	<b>213 Bailey</b>	<b>864-4012</b>
Director, Programs Coordinator	John Younger	864-2311
Honors Coordinator	Charlene Muehlenhard	864-9860

## College Assembly and Standing Committees

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### College Assembly, Standing Committees and Contact Persons

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#### I. The College Assembly

The College Assembly is the governing body of the College of Liberal Arts and Sciences. It formulates rules, regulations, and policies for the College. Its elected membership is drawn from graduate and undergraduate students as well as unclassified graduate student employees. College faculty have an automatic membership in the Assembly.

#### II. College Academic Council

The College Academic Council acts on behalf of the College Assembly on matters of curriculum, degrees and policy. Membership comprises elected faculty, graduate and undergraduate students, and representatives of departmental chairs, program directors and unclassified staff.

#### III. The Standing Committees

Five standing committees, drawn from the College Assembly membership, function as review and advisory groups. Specifically, faculty representation as well as unclassified graduate student employees, liberal arts graduate students, and undergraduate students are elected to the committees from the College Assembly.

The Committees and their College Office contact persons are as follows:

- **Committee on Graduate Studies (CGS)**  
 Proposed curricular changes [700-999], Faculty Appointments, Petitions/Graduate Studies, Masters Special Studies Proposals, Proposed Graduate Program Changes  
 Contact Dean: **Jim Mielke**  
 Contact Person: Lea Smith (864-4147)
- **Committee on Undergraduate Studies and Advising (CUSA)**  
 Petitions/Undergraduate Students, Proposed Degree Requirements and Changes, Proposed Undergraduate Curricular Changes [000-699]  
 Contact Dean: **Ann Cudd**  
 Contact Person: Susan McGee (864-2824)
- **Committee on Evaluation of Chairpersons and Directors (CECD)**  
 Contact Dean: **Robert Weaver**  
 Contact Person: Anne Sawyer (864-3540)
- **Committee on Sabbatical Leaves (CSL)**  
 Contact Dean: **Jim Mielke**  
 Contact Person: Heather Eastlund (864-3681)
- **College Committee on Appointments, Promotion, and Tenure (CCAPT)**  
 Contact Dean: **Greg Simpson**

Contact Person: Anne Sawyer (864-3540)

- **College Academic Council (CAC)**

Contact Dean: **Greg Simpson**

Contact Person: Anne Sawyer (864-3540)

## **College Assembly, Standing Committees, and Chairpersons' Meeting Dates**

### **College Assembly**

**1<sup>st</sup> Tuesday, 4:00 – 6:00 p.m.**

*Note: The assembly meets only when convened*

#### **Copy Deadline**

#### **Agenda Posted**

#### **Meeting Date (if convened)& Location**

September 22, 2009	September 29, 2009	October 6 – Alderson, Kansas Union
October 20, 2009	October 27, 2009	November 3 – Kansas Room, Kansas Union
November 17, 2009	November 24, 2009	December 1 – Kansas Room, Kansas Union
January 19, 2009	January 26, 2009	February 2 – Kansas Room, Kansas Union
February 16, 2009	February 23, 2009	March 2 – Alderson, Kansas Union
March 23, 2009	March 30, 2009	April 6 – Kansas Room, Kansas Union
April 20, 2009	April 27, 2009	May 4 – Kansas Room, Kansas Union

### **College Academic Council (CAC)**

**2<sup>nd</sup> Tuesday, 4:00 – 5:00 p.m., 210 Strong Hall**

September 8	November 10	February 9	April 13
October 13	December 8	March 9	May 11

### **Committee on Undergraduate Studies & Advising (CUSA)**

**2<sup>nd</sup> & 4<sup>th</sup> Tuesday, 11:00 a.m. – 12:30 p.m., 210 Strong Hall**

August 25	November 10 & 24	February 9 & 23	April 13 & 27
September 8 & 22	December 8	March 9 & 23	May 11
October 13 & 27	January 26		

### **Committee on Graduate Studies (CGS)**

**2<sup>nd</sup> & 4<sup>th</sup> Thursday 11:00 a.m. – 12:30 p.m., 210 Strong Hall**

September 10 & 24	November 5 & 19	January 14 & 28	March 11 & 25
October 8 & 22	December 10	February 11 & 25	April 8 & 22 <sup>nd</sup>
May 13			

### **Chairpersons' & Directors' Meetings**

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
August 26	2:00 p.m. – 5:00 p.m.	Big XII Room, Kansas Union
October 7	3:30 p.m. – 5:00 p.m.	Big XII, Kansas Union
December 2	3:30 p.m. – 5:00 p.m.	2 <sup>nd</sup> Floor, Adams Alumni Center
January 20	3:30 p.m. – 5:00 p.m.	Big XII Room, Kansas Union
March 3	3:30 p.m. – 5:00 p.m.	Alderson, Kansas Union
May 5	3:30 p.m. – 5:00 p.m.	2 <sup>nd</sup> Floor, Adams Alumni Center

### **Divisional Chairpersons' & Directors' Meetings (formerly called "Brown Bags")**

**3:30 p.m. – 5:00 p.m., Kansas Union**

**November 4**

Humanities  
*Malott Room*

International Studies  
*Curry Room*

Natural Sciences &  
Mathematics  
*Centennial Room*

School of the Arts  
*Pine Room*

Social & Behavioral Sciences  
*Kansas Room*

**February 3**

Humanities  
*Malott Room*

International Studies  
*Curry Room*

Natural Sciences &  
Mathematics  
*Pine Room*

School of the Arts  
*Governors Room*

Social & Behavioral Sciences  
*English Room*

**April 7**

Humanities  
*Pine Room*

International Studies  
*Curry Room*

Natural Sciences &  
Mathematics  
*Parlor ABC*

School of the Arts  
*Governors Room*

Social & Behavioral Sciences  
*English Room*

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**College Standing Committee Members**

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**Committee on Graduate Studies (CGS)**

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**Faculty Members**

	<u>Department</u>	<u>Division</u>	<u>Term Ends</u>
Lindsey, William Robert	REL	HUM	2010
Macpherson, Gwen	GEOL	NSM	2010
Morris, Ed ( <i>Fall 09</i> )			
Najafizadeh, Mehrangiz	SOC	SBS	2010
Moody, Michael	PUAD	SBS	2011
Jewers, Caroline	F&I	HUM	2011
Laird, Brian	CHEM	NSM	2011
Dean, Bart	ANTH	SBS	2012
Mirecki, Paul ( <i>Spr 10</i> )	RELS	HUM	2012
Van der Veen, Kees	GEOG	NSM	2012
Westergard, Gina ( <i>Fall 09</i> )	ART	HUM	2012

**Student Members**

Blackmar, Jeanette	PUAD	SBS	2010
Rausch, Lisa	GEOL	NSM	2010
TBD		HUM	2010

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**Committee on Undergraduate Studies & Advising (CUSA)**


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<u>Faculty Members</u>	<u>Department</u>	<u>Division</u>	<u>Term Ends</u>
Banwart, Mary	COMS	SBS	2010
Kuczera, Krzysztof	CHEM	NSM	2010
Manning, Patricia	SPAN	HUM	2010
Roberts, Jen	GEOL	NSM	2010
Dozier, Claudia	ABS	SBS	2011
Earnhart, Dietrich	ECON	SBS	2011
Mielke, Laura	ENGL	HUM	2011
Tucker, Donna	GEOG	NSM	2011
Comer, William	SLAV	HUM	2012
Fischer, Christopher	PHSX	NSM	2012
Gray, Sandra	ANTH	SBS	2012
McCrea, Judy	ART	HUM	2012
<u>Graduate Student Representative</u>			
Dowell, Ryan	Undergrad	NSM	2010
Navarro, Sonja	Undergrad	SBS	2010
Oltjean, Graham	Undergrad	HUM	2010
Phillips, Patrick	GTA	HUM	2010
Rudolph, Carol	Undergrad	NSM	2010
TBD	GTA	HUM	2010

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**College Committee on Appointments, Promotion & Tenure (CCAPT)**


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<u>Faculty Members</u>	<u>Department</u>	<u>Division</u>	<u>Term Ends</u>
Corbin, Vicki	MB	NSM	2010
El-Hodiri, Mohamed	ECON	SBS	2010
Swann, Marjorie	ENGL	HUM	2010
Baym, Nancy	COMS	SBS	2011
Berrie, Cindy	CHEM	NSM	2011
Earle, Jonathan	HIST	HUM	2011
Lundquist, Erik	MB	NSM	2012
Greenhoot, Andrea	PSYC	SBS	2012
Harris, Susan	ENGL	HUM	2012

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**Committee on Sabbatical Leaves (CSL)**


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<u>Faculty Members</u>	<u>Department</u>	<u>Division</u>	<u>Term Ends</u>
Brown, J. Christopher	GEOG	NSM	2010
Greene, J. Megan	HIST	HUM	2010
Hofman, Jack	ANTH	SBS	2010
Fowler, Sherry	HA	HUM	2011
Fowle, David	GEOL	NSM	2011
Keating, John	ECON	SBS	2011
Jenkins, Scott	PHIL	HUM	2012
Frome Loeb, Diane	SLH	SBS	2012
Orive, Maria	EEB	NSM	2012

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**Committee on Evaluation of Chairperson & Directors (CECD)**

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<u>Faculty Members</u>	<u>Department</u>	<u>Division</u>	<u>Term Ends</u>
Barybin, Mikhail	CHEM	NSM	2010
Kessler, Marni	HA	HU	2010
Sereno, Joan	LING	SBS	2010
Buechner, Matthew	MB	NSM	2011
Jackson, Yolanda	PSYC/ABS	SBS	2011
Moran, Jeff	HIST	AHU	2011

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**College Academic Council (CAC)**

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<u>Faculty Members</u>	<u>Department</u>	<u>Division</u>	<u>Term Ends</u>
Andac, Elif ( <i>Fall 09</i> )	SOC	SBS	2010
Brown, James ( <i>Fall 09</i> )	GERM	HUM	2010
Day, Stuart	SPAN	HUM	2010
Storkel, Holly	SPH	SBS	2010
Benson, David	CHEM	NSM	2011
Clark, Jonathan C.D. ( <i>Spr 10</i> )	HIST	HUM	2011
Billings, Sharon	EEB	NSM	2012
Rowland, Robin	COMS	SBS	2012
<b><u>Chair/Director Members</u></b>			
Jongman, Allard	LING	SBS	2012
Sanders, Steve	PHSX	NSM	2011
Staniunas, John	THR	HUM	2010
<b><u>Unclassified Staff Member</u></b>			
Burg, Greg	BIOL	NSM	2011
<b><u>Student Members</u></b>			
Berkson, Kelly	Grad	SBS	2011
Clemons, Melony	Undergrad	NSM	2011

## Academic and Administrative Calendar

### AUGUST 2009

First day of classes	<b>Thursday, August 20</b>
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, August 25</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b><u>New</u> Chairpersons' &amp; Directors' Orientation Luncheon</b>	<b>Wednesday, August 26</b> 11:30 a.m. – 1:30 p.m., Malott Room, Kansas Union
<b><u>All</u> Chairpersons' &amp; Directors' Retreat</b>	<b>Wednesday, August 26</b> 2:00 p.m. – 5:00 p.m., Big XII Room, Kansas Union

### SEPTEMBER 2009

*No Divisional Chairpersons'/Directors' Meetings, No Combined Chairpersons'/Directors' Meeting in Sept.*

<b>New Faculty Reception</b>	<b>Tuesday, September 1</b> 4:00 p.m. – 5:30 p.m., Kansas Room, Kansas Union
<b>University Open Sabbatical Leave Meeting</b>	<b>Tuesday, September 2</b> 7:00 – 9:00p.m., Big XII Room, Kansas Union
Labor Day Holiday. University offices closed. No classes.	<b>Monday, September 7</b>
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, September 8</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>College Academic Council (CAC)</b>	<b>Tuesday, September 8</b> 4:00 p.m. – 5:00 p.m., 210 Strong Hall
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, September 10</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Sabbatical Leave Applications Due in Dean's Office</b>	<b>Monday, September 14</b> 12:00 p.m., 200 Strong Hall
<b>Sabbatical Self-Nominations Due in Provost's Office</b>	<b>Monday, September 14</b> 5:00 p.m., 250 Strong Hall
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, September 22</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, September 24</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Celebration of the Arts</b>	<b>Thursday, September 24,</b> 5:00p.m. – 6:30p.m., Spencer Museum of Art

### OCTOBER 2009

*No Divisional Chairpersons' & Directors' Meetings in October*

<b>College Assembly (if convened)</b>	<b>Tuesday, October 6</b> 4:00 p.m. – 6:00 p.m., Alderson, Kansas Union
<b>Chairpersons' &amp; Directors' Meeting</b>	<b>Wednesday October 7</b> 3:30p.m. – 5:00p.m., Big XII, Kansas Union
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, October 8</b> 11:00a.m. – 12:30p.m., 210 Strong Hall
<b>Committee on Undergraduate Studies &amp; Advising</b>	<b>Tuesday, October 13</b>

(CUSA)	11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>College Academic Council (CAC)</b>	<b>Tuesday, October 13</b> 4:00 p.m.– 5:00 p.m., 210 Strong Hall
Fall Break. No classes.	<b>October 15 – 18</b>
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, October 22</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, October 27</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Promotion &amp; Tenure Applications Due in Dean's Office</b>	<b>Friday, October 30</b> 4:00 p.m., 200 Strong Hall

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## N O V E M B E R     2 0 0 9

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*No Combined Chairpersons' & Directors' Meeting in November*

<b>College Assembly (if convened)</b>	<b>Tuesday, November 3</b> 4:00 p.m. – 6:00 p.m., Kansas Room, Kansas Union
<b>Divisional Chairpersons' &amp; Directors' Meetings</b>	<b>Wednesday, November 4</b> 3:30p.m. – 5:00p.m., Kansas Union
<b>Humanities</b>	Malott Room
<b>International Studies</b>	Curry Room
<b>Natural Sciences &amp; Mathematics</b>	Centennial Room
<b>School of the Arts</b>	Pine Room
<b>Social and Behavioral Sciences</b>	Kansas Room
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, November 5</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, November 10</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>College Academic Council (CAC)</b>	<b>Tuesday, November 10</b> 4:00 p.m.– 5:00 p.m., 210 Strong Hall
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, November 19</b> 11:00a.m. – 12:30p.m., 210 Strong Hall
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, November 24</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
First day of Thanksgiving recess. No classes.	<b>Wednesday, November 25</b>
Thanksgiving Holiday. University offices closed.	<b>Thursday, November 26-29</b>

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## D E C E M B E R     2 0 0 9

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*No Divisional Chairpersons' & Directors' Meetings in December*

<b>College Assembly (if convened)</b>	<b>Tuesday, December 1</b> 4:00 p.m.– 6:00 p.m., Kansas Room, Kansas Union
<b>Chairpersons' &amp; Directors' Meeting</b>	<b>Wednesday, December 2</b> 3:30 p.m. – 5:00 p.m., 2 <sup>nd</sup> Floor, Alumni Center
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, December 8</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall

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<b>College Academic Council (CAC)</b>	<b>Tuesday, December 8</b> 4:00 p.m. – 5:00 p.m., 210 Strong Hall
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, December 10</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
Stop Day	<b>Friday, December 11</b>
<b>CLAS Undergraduate Winter Graduation Ceremony</b>	<b>Sunday, December 13</b> Lied Center
First day of finals.	<b>Monday, December 14</b>
Last day of finals.	<b>Friday, December 18</b>
Christmas. University offices closed.	<b>Friday, December 25</b>

## J A N U A R Y     2 0 1 0

### *No Divisional Chairpersons' & Directors' Meetings in January*

New Year's Day. University offices closed.	<b>Friday, January 1</b>
First day of Spring Classes.	<b>Thursday, January 14</b>
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, January 14</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
Martin Luther King Jr. Day. KU offices closed.	<b>Monday, January 18</b>
<b>Chairpersons' &amp; Directors' Meeting</b>	<b>Wednesday, January 20</b> 3:30 p.m. – 5:00 p.m., Big XII, Kansas Union
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, January 26</b> 11:00 a.m. - 12:30 p.m., 210 Strong Hall
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, January 28</b> 11:00a.m. – 12:30p.m, 210 Strong Hall

## F E B R U A R Y     2 0 1 0

### *No Combined Chairpersons' & Directors' Meeting in February*

<b>General Research Fund Applications Due in Dean's Office</b>	Refer to: <a href="http://www2.ku.edu/~clas/faculty/grf.shtml">http://www2.ku.edu/~clas/faculty/grf.shtml</a>
<b>College Assembly (if convened)</b>	<b>Tuesday, February 2</b> 4:00 p.m. – 6:00 p.m., Kansas Room, Kansas Union
<b>Divisional Chairpersons' &amp; Directors' Meetings</b>	<b>Wednesday, February 3</b> 3:30p.m. – 5:00p.m., Kansas Union
<b>Humanities</b>	Malott Room
<b>International Studies</b>	Curry Room
<b>Natural Sciences &amp; Mathematics</b>	Pine Room
<b>School of the Arts</b>	Governors Room
<b>Social &amp; Behavioral Sciences</b>	English Room
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, February 9</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>College Academic Council (CAC)</b>	<b>Tuesday, February 9</b> 4:00 p.m. – 5:00 p.m., 210 Strong Hall
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, February 11</b>

	11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, February 23</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, February 25</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Third-Year Progress Toward Tenure Review Applications due in Dean's Office (200 Strong Hall)</b>	<b>Friday, February 26</b> 5:00p.m., 200 Strong Hall

## M A R C H 2 0 1 0

*No Divisional Chairpersons' & Directors' Meetings in March*

<b>College Assembly (if convened)</b>	<b>Tuesday, March 2</b> 4:00 p.m. – 6:00 p.m., Alderson, Kansas Union
<b>Chairpersons' &amp; Directors' Meeting</b>	<b>Wednesday, March 3</b> 3:30 p.m. – 5:00 p.m., Alderson Auditorium, Kansas Union
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, March 9</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>College Academic Council (CAC)</b>	<b>Tuesday, March 9</b> 4:00 p.m. – 5:00 p.m., 210 Strong Hall
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, March 11</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
Spring Break	<b>March 13 - 21</b>
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, March 23</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, March 25</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall

## A P R I L 2 0 1 0

*No Combined Chairpersons' & Directors' Meeting in April*

<b>Divisional Chairpersons' &amp; Directors' Meetings</b>	<b>Wednesday, April 7</b> 3:30p.m. – 5:00p.m., Kansas Union
<b>Humanities</b>	Pine Room
<b>International Studies</b>	Curry Room
<b>Natural Sciences &amp; Mathematics</b>	Parlor ABC
<b>School of the Arts</b>	Governors Room
<b>Social and Behavioral Sciences</b>	English Room
<b>College Assembly (if convened)</b>	<b>Tuesday, April 6</b> 4:00 p.m. – 6:00 p.m., Kansas Room, Kansas Union
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, April 8</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Dean's Club Banquet</b>	<b>Saturday, April 10</b> 5:30p.m., Kansas Union Ballroom
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, April 13</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall

<b>College Academic Council (CAC)</b>	<b>Tuesday, April 13</b> 4:00 p.m. – 5:00 p.m., 210 Strong Hall
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, April 22</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, April 27</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall

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## M A Y     2 0 1 0

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<i>No Divisional Chairpersons' &amp; Directors' Meetings in May</i>	
<b>College Assembly (if convened)</b>	<b>Tuesday, May 4</b> 4:00 p.m. – 6:00 p.m., Kansas Room, Kansas Union
<b>Chairpersons' and Directors' Meeting</b>	<b>Wednesday, May 5</b> 3:30 p.m. – 5:00 p.m., 2nd Floor, Alumni Center
Stop Day	<b>Friday, May 7</b>
First day of finals.	<b>Monday, May 10</b>
<b>Committee on Undergraduate Studies &amp; Advising (CUSA)</b>	<b>Tuesday, May 11</b> 11:00 a.m. – 12:30 p.m., 210 Strong Hall
<b>College Academic Council (CAC)</b>	<b>Tuesday, May 11</b> 4:00 p.m. – 5:00 p.m., 210 Strong Hall
<b>Committee on Graduate Studies (CGS)</b>	<b>Thursday, May 13</b> 11:00a.m. – 12:30p.m., 210 Strong Hall
Last day of finals.	<b>Friday, May 14</b>
<b>Master's Hooding Ceremony</b>	<b>Saturday, May 15</b>
<b>Honors Cording Ceremony</b>	<b>Saturday, May 15</b>
<b>Distinction and Highest Distinction Ceremony</b>	TBD
<b>Commencement</b>	<b>Sunday, May 16</b>
<b>Mini College</b>	<b>Monday, May 24 – Thursday May 27</b>

## Budget Information

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### Overview of the Budget Cycle

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#### July

- Fiscal year officially begins July 1.
- GTA Appointment Forms-for the upcoming academic year-are submitted.
- Payroll appointment forms for faculty and lecturers-for the upcoming academic year-are submitted.
- Summer session appointments end.

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#### August

- Authorization for Faculty searches are sent to departments and programs
- Academic year appointments begin August 18.
- Graduate Application Fees are distributed to departments and programs.

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#### October

- Departments submit proposals for summer study abroad programs.
- Graduate Application Fees are distributed to departments & programs.

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#### November

- Departments submit course and budget proposals for the next summer session term.
- Funds generated from the previous summer session term are received from the Provost's Office.

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#### December

- Departments are asked to submit information/proposals which will be used to prepare the College's budget request for the next fiscal year.
- Payroll appointments for the Spring semester are submitted.

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#### January

- Departments are notified of approved summer session offerings.
- The College's budget document/request for next fiscal year is submitted to the Office of the Provost.
- Applications for General Research Funds (GRFs) are due.

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#### February

- Graduate Application Fees are distributed to departments and programs.

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#### March-April

- Chairs submit to the Dean's Office a report on their own teaching, research, and service activities for the past year.
- Initial GTA allocations for the upcoming year are made to departments.
- Faculty are notified of General Research Fund (GRF) allocations.

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#### April-May

- Final merit allocations are received from the Office of the Provost.
- Merit salary recommendations from departments are due in the Dean's Office.
- Chairperson merit recommendations are made.
- Academic year appointments end May 16

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#### June

- GTA allocations are finalized with departments.
- Dean's Office makes OOE allocations to departments; Regents formally approve merit salary recommendations for next fiscal year; budget information is forwarded to departments.
- Summer session appointments begin.
- Fiscal year ends officially June 30.
- By early summer the Associate Deans review with departments their need for faculty positions; the Dean's Office makes tentative budget estimates for the next fiscal year.

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## Budgetary Information and Terminology

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### **Budget – Base**

The items approved by the Regents and the Legislature which are allocated to the University and contained in the “Working Budget” prepared and distributed after each legislative session.

### **Budget – Non-base Allocations**

Funds are allocated from the Dean’s Office for a variety of items that are not funded in the base budget. These allocations are typically for one-time expenses (e.g. renovation costs, equipment purchases, etc.) or one year expenses (e.g. replacements for faculty or staff on various types of leave); however, these allocations can also be for items funded for longer periods of time (either designated for a limited term or on a permanent basis). The source of funds used for these purposes include the following: funds released from faculty or staff on leave without pay, faculty on full-year sabbatical leave or on grant funding, earnings from Edwards Campus courses, etc.

### **College Reserve**

The Dean’s Office maintains a segment of the College’s OOE funds in a reserve account. It is used primarily to (1) contribute to start-up costs for new faculty, (2) match grant funds for equipment purchases; (3) provide emergency maintenance or replacement for key equipment; and (4) make necessary office or building renovations which may be academically justified.

### **Faculty Travel Funds**

As part of the Tuition Enhancement plan, the Provost’s Office has provided funds to the College to support faculty travel for professional development purposes. The College’s policy and process is outlined on the Dean’s Office website.

### **Leave Without Pay (LWOP)**

A leave without pay (LWOP) that is requested by an unclassified staff member or a faculty member is forwarded to the Chairperson, who must endorse or disapprove it. The Chairperson must forward the request, with his or her endorsement or disapproval indicated, to the Dean, who will forward it with endorsement or disapproval to the Office of the Provost, who will formally approve or disapprove the request.

A similar procedure is available for University Support Staff. For USS, leaves under 30 days need only be approved by the Department Chair; leaves over 30 days must be approved by the Chair and Human Resources.

### **Supplemental Salary Fund**

A program available to qualifying faculty who receive fellowship awards that are less than their full salary and fringe benefits. The SSF is available to supplement the fellowship funds to allow the faculty member to continue to receive an amount equivalent to their regular academic year salary.

### **University Support Staff**

This is the group of employees who were formerly part of the state’s civil service system. The employees in this group perform a variety of duties across the College and include clerical, accounting and administrative positions, technical and laboratory technicians, etc.

### **Official Hospitality**

The College maintains a small fund that can be accessed by departments to help cover the official hospitality costs (typically lunches or receptions) for departmentally sponsored speakers as well as faculty candidates brought to campus for interviews. Events for which a registration fee is charged are not eligible for funding from the CLA&S official hospitality fund (e.g. conference speakers). Further information can be found on the Dean’s Office website.

### **OOE**

Other operating expenditures (OOE) include supplies, equipment, voice and data costs, and travel.

**Peer Institutions**

Many calculations of University resources are based on a comparison of five designated peer institutions. These are the universities of Oklahoma, North Carolina, Colorado, Oregon, and Iowa.

**Restricted Fees**

Locally developed income generated by a department. Typical examples are fees for photocopying, special student assessments approved by the Board of Regents, graduate application fees, etc. All such income must be expended only for the purpose for which it was collected.

**SCHR's**

Semester credit hours.

**Student Appointments – Hourly**

Students who are paid on an hourly basis.

**Student Appointments – Biweekly**

Students (GTAs and GRAs) who are paid on a salaried basis.

**Unclassified Appointments**

That portion of the budget which pays unclassified employees of the University, including faculty, GTAs, professional staff, and some administrative staff.