

Deans Office Responsibilities, August 2018

	Provost (Dean of the University) Kris Bartanen	Vice President for Student Affairs/Dean of Students: Uchenna Baker	Dean of Graduate Studies/Associate Dean: Sunil Kukreja	Associate Dean: Julie Nelson Christoph
Budget and Resource Management	<ul style="list-style-type: none"> • Chair, Budget Task Force • A&SA grants oversight • Endowments, including Chism Fund for the Humanities and the Arts & Clapp Visiting Artists 	<ul style="list-style-type: none"> • Student Affairs operating, compensation, and auxiliary budgets • DSA endowed funds • Collaboration (with ASUPS General Manager) on ASUPS budget • Jane Hammer Swope Endowed Lecture (Dave Wright) • DSA Budget Task Force proposals 	<ul style="list-style-type: none"> • Graduate school finances, including hiring, operating, carryover and endowed funds • Academic remodeling & allocation of academic spaces • Brown & Haley, Redford, and Tarbell lectures TBA 	<ul style="list-style-type: none"> • Academic division operating budget; budget variance reports • Academic equipment • Faculty salary, including leave replacement allocations • Staff/student staff allocations • Academic Budget Task Force proposals • Collier and Daedalus lectures TBA
Faculty Support	<ul style="list-style-type: none"> • Tenure-track hiring • Second-level problem-solving with department chairs 	<ul style="list-style-type: none"> • Residential program faculty & theme house advisors • Faculty mentors, advisors, liaisons to student government, media, clubs and organizations • Facilitate Student Affairs support for students of concern 	<ul style="list-style-type: none"> • Assist in resolving personnel and parent issues 	<ul style="list-style-type: none"> • New faculty orientation, mentors • Short-term undergraduate hiring • Problem-solving with department chairs • Assist in resolving personnel issues • Faculty Information System (with Kate)
Assessment	<ul style="list-style-type: none"> • Oversight of academic assessment, program reviews, accreditation reviews 	<ul style="list-style-type: none"> • Oversight of student affairs assessment, program review, and accreditation reviews 	<ul style="list-style-type: none"> • Graduate schools, including specialized accreditations 	<ul style="list-style-type: none"> • Academic assessment of student learning outcomes (“SLO Team”) • 5-year departmental curriculum reviews
Diversity	<ul style="list-style-type: none"> • Support achievement of Diversity Strategic Plan goals 	<ul style="list-style-type: none"> • Support achievement of Diversity Strategic Plan goals 	<ul style="list-style-type: none"> • Support achievement of Diversity Strategic Plan goals 	<ul style="list-style-type: none"> • Support achievement of Diversity Strategic Plan goals

	<ul style="list-style-type: none"> • Harassment Response Officer TBA? 	<ul style="list-style-type: none"> • Harassment Response Officer TBA? 	<ul style="list-style-type: none"> • Harassment Response Officer? 	<ul style="list-style-type: none"> • Harassment Response Officer?
Supervision	<ul style="list-style-type: none"> • VPSA/DOS • Dean of Faculty & Graduate Studies • Associate and Assistant Deans • Athletics • Dean for Diversity & Inclusion/CDO • Institutional Research • Library • Administrative Assistant 	<ul style="list-style-type: none"> • Student Affairs Division (40 staff) 	<ul style="list-style-type: none"> • Registrar • Academic Advising <ul style="list-style-type: none"> ○ Fellowships ○ Health Professions • International Programs <ul style="list-style-type: none"> ○ LIASE field schools • Academic Support Specialist 	<ul style="list-style-type: none"> • Center Writing, Learning, and Teaching • Student Accessibility and Accommodation • Next-level - academic support staff
Represent Dean on Committees	<ul style="list-style-type: none"> • Faculty Advancement Committee • Professional Standards Committee • Faculty Senate • Master Plan Implementation • Honorary Degree and Commencement Speaker • Emergency Policy Council • ERP Policy Committee • President's Cabinet • Academic and Student Affairs Committee • NW5C Board of Directors • Strategic Plan Steering Committee 	<ul style="list-style-type: none"> • Student Life Committee 	<ul style="list-style-type: none"> • Academic Standards • International Education • Homecoming & Reunion/Alumni College Planning • Emergency Planning, Emergency Operations Council 	<ul style="list-style-type: none"> • Curriculum Committee • Bookends/Orientation Planning Committee (tent.) • NW5C Steering Committee
Events	<ul style="list-style-type: none"> • <i>IRB: Lisa Ferrari</i> • <i>CBRT/MARSSH/Jed Campus Project: Lisa F.</i> 	<ul style="list-style-type: none"> • University Leadership Awards • New Student and Parent Orientations 	<ul style="list-style-type: none"> • Commencement, Lead Faculty Marshal 	<ul style="list-style-type: none"> • Commencement/ Convocation student speakers

	Associate Dean for Experiential Learning and Civic Scholarship: Renee Houston	Dean for Diversity and Inclusion/Chief Diversity Officer/Title IX Officer: Michael Benitez	Assistant Dean for Operations and Technology: E. Kate Cohn	Ellen Peters: Director of Institutional Research & Retention Coordinator
Budget and Resource Management	<ul style="list-style-type: none"> • Faculty professional development resources • Mellon Grant for Experiential Learning • Civic Scholarship budget • Grants for civic scholarship initiatives; coordinate with Corporate and Foundation Relations (CFR) 	<ul style="list-style-type: none"> • Diversity and Inclusion Office/CDO, Title IX, and Access budgets • Facilitate collaborative campus funding opportunities in support of diversity objectives • Coordinate with CFR funding opportunities for access and diversity objectives 	<ul style="list-style-type: none"> • Manage course schedule • Direct Summer Session • Oversee Academic web presence, specifically deans' office pages • Oversee course catalog, including Bulletins 	<ul style="list-style-type: none"> • Oversee and ensure timeliness and quality of Sound Reports and institutional strategic indicators • Oversee campus-wide survey research resources • Assist in planning and support of information systems that serve analytic and reporting needs • Institutional Research Office budget
Faculty and Staff Support	<ul style="list-style-type: none"> • Faculty- and staff-led experiential opportunities • RISE program • Collaborate in transforming faculty advising • Civic scholarship projects/civic HUB • Student research 	<ul style="list-style-type: none"> • Support faculty tenure-line search processes • Partner in faculty and staff development toward inclusive campus climate • Partner in staff development • NW5C Faculty of Color & Allies workshops 	<ul style="list-style-type: none"> • Collaborate with faculty and academic support offices to evaluate systems and implement /manage technology tools and solutions that support teaching and learning • Academic liaison for Residential Seminars & other academic-residential programs • Faculty Information System 	<ul style="list-style-type: none"> • Assist with planning and evaluation of assessments of students' college experiences and outcomes • Provide consultation and assistance on program evaluation, survey research, use and interpretation of institutional information • Implement communication plan • Provide training
Assessment	<ul style="list-style-type: none"> • Civic Scholarship • Mellon grant learning and project outcomes • Experiential learning outcomes("SLO Team") 	<ul style="list-style-type: none"> • With OIR, assess diversity strategic plan objectives, campus climate for diversity 	<ul style="list-style-type: none"> • 5-year ALT program reviews • Convene "SLO Team" 	<ul style="list-style-type: none"> • Accreditation Liaison Officer • Convenor, Accreditation Review Committee

Diversity	<ul style="list-style-type: none"> • Maintain project attentiveness to accessibility of experiential learning / reflection opportunities across student body • Support achievement of Diversity Strategic Plan goals 	<ul style="list-style-type: none"> • Coordinate vision for & implementation of the Diversity Strategic Plan • Create synergy across offices and programs • Cultivate relationships beyond the campus to open reciprocal opportunities for Puget Sound students and Tacoma community • Oversee access and achievement programs <ul style="list-style-type: none"> ○ Access to College Initiative, Summer Academic Challenge ○ Access Scholars Cohort program 	<ul style="list-style-type: none"> • Support achievement of Diversity Strategic Plan goals 	<ul style="list-style-type: none"> • Support achievement of Diversity Strategic Plan goals • Campus Climate Survey administration and analysis
Supervision	<ul style="list-style-type: none"> • Experiential learning staff (3) • Student program assistants 	<ul style="list-style-type: none"> • Deputy Title IX Coordinator/Assoc. Director • Access Programs Coordinator/Asst Dir. • ODI Office Manager 	<ul style="list-style-type: none"> • ADO Records and Computer Specialist • ADO Administrative Specialist 	<ul style="list-style-type: none"> • Institutional Research staff (3)
Represents Dean on Committees	<ul style="list-style-type: none"> • University Enrichment • Experiential learning faculty advisory board; EL leadership group 	<ul style="list-style-type: none"> • Committee on Diversity • Diversity Advisory Council • Bias-Hate Education Response Team • Sexual & Gender Violence 	<ul style="list-style-type: none"> • Library, Media, and Information Services • Data Standards Committee, co-chair • Technology committees TBA 	<ul style="list-style-type: none"> • Data Standards Committee (co-chair) • Convene and manage Retention Committee
Event management	<ul style="list-style-type: none"> • Experiential symposia • SCI/AHSS Symposia (w/Lisa H) 	<ul style="list-style-type: none"> • Collaborate on PDEC • Collaborate on MLKing 	<ul style="list-style-type: none"> • Academic Convocation (with Anna Coy) 	