

Dean's Office Staff
Major Areas of Responsibility

The College Manual contains a more complete list of responsibilities, including information on who signs what forms. For anything not listed below, contact Lori Wright for information.

Associate Dean Denise Baker; 105 Foust, 334-5241; dnbaker@uncg.edu

Assistant: Becky Clark, cmclark2@uncg.edu

Graduate program issues –

- Graduate assistantship allocations
- Graduate tuition waivers
- Proposals for new graduate programs

Space and facilities –

- Requests for additional space
- Changes to existing use of space
- Renovation/remodeling/repairs
- Safety issues

Institutional data management –

- Instructional Analysis Reports/Fact Book data
- Instructional productivity (Delaware study)

Budget –

- One-time funds requests (as announced)
- Emergency one-time budget needs

Associate Dean Bob Hansen; 100 Foust, 334-3186; rchansen@uncg.edu

Assistant: Susan Stansbury, sjstansb@uncg.edu

Curricular and instructional issues –

- New and revised courses and curricula
- On-line courses and instruction; Instructional Technology Consultants (ITCs)
- Bachelor of Liberal Studies Program (BLS)
- Freshman Seminar Program
- Summer School
- Assessment oversight
- Teacher education

Budget – Honorarium allocations

Special programs – Ashby Dialogues series

Interim Associate Dean for Research Jackie White; 112 Foust, 334-4758

Assistant: vacant

Grants & Contracts –

- First point of contact for faculty preparing a grant proposal
- Identification of funding sources
- Requests for space or matching funds for grants
- Assistance with budget planning and preparation
- Assistance with post-award budget management

Research –

- Compliance (IRB, IACUC)
- Coordination of multi-department projects
- College-wide research initiatives
- Research assignments

Budget –

- Dean's Initiative Fund
- Requests for seed money for research
- Bridging between grants

Dean's Executive Assistant, Lori Wright; 105 Foust, 334-5241; lawright@uncg.edu

- Dean's calendar
- Faculty searches – procedures, budget
- College/University Policies and Procedures (except budgets)
- Reappointment, promotion, tenure procedures
- Administrative Council correspondence, meetings

Assistant Dean for Administrative Operations, Karen Patrick; 105 Foust, 334-5241; khpatric@uncg.edu

- Budget policies and procedures
- Budget problems/concerns
- SPA staff issues
- Grant and contract budgets (with Kevin Moore)
- Faculty salaries, appointment issues

College of Arts and Sciences Advising Center (CASA), Nancy Bucknall, Director, 334-4361, Nancy_Bucknall@uncg.edu

- Grade appeals
- Substitution of College requirements
- Advising of freshman, sophomore, and undecided students
- Enrollment planning and monitoring
- Recruitment and orientation events

Development staff – 1100 West Market Street

- Lollie White, 256-1275; llwhite@uncg.edu (Private donors)*
- Judy Piper, 334-4703; jrpiper (Private donors)*
(Corporate and foundation)

Direct College fund-raising efforts. Projects must be approved for inclusion in the Students First Campaign and discussed with Tim first.