

**College of Liberal Arts
First Person to Contact**

College Administration & Committees			
Undergraduate Assessment liaison	Terri Pantuso	Liberal Arts Council (LAC)	Mandy Stark
College guidelines		Liberal Arts Development Council (LADC)	vacant
Dean's Advisory Committee (DAC)	Becky Jobling	Liberal Arts IT Professional Listserv	Paul Wellman
Climate & Inclusion Committee	Joshua Harms	Liberal Arts Life Enhancement Committee (LALEC)	Mandy Stark
Executive Council	Mandy Stark	Liberal Arts Staff Executive Council (LASEC)	Mandy Stark
Graduate Instruction Committee (GIC)	Sarah Franke	Open records	Becky Jobling/Paul Wellman
Int'l Programs Advisory Committee (IPAC)	Christie Dunn	Research Advisory Committee (RAC)	Sarah Franke
Liberal Arts Business Council	Kristine Brisco, Miranda Rubach	Undergraduate Instruction Committee (UIC)	Joshua Harms
Endowed Advisory Committee	Becky Jobling	Liberal Arts Undergraduate Scholarship Committee	Christie Dunn

College Diversity & Inclusion Officer - Leroy G. Dorsey			
Joshua Harms, Executive Assistant II			
Climate & Inclusion Committee			
Climate, Inclusion, Diversity, and Accountability			
Diversity Accountability Report			

Business Services - Kristine Brisco, Assistant Dean			
Business support services for departments	Miranda Rubach	Monthly Payroll	Janet Kosh
Business support services for centers and institutes, and interdisciplinary programs	Roxanne Moody	Biweekly payroll and parking	Courtney Stinnett
Contract administration	Miranda Rubach	Purchasing/Aggiebuy/Payment Cards	Angie Mayorga
Human resources	Janet Kosh	A&M Foundation business	Angie Mayorga
One-time merit nominations	Kristine Brisco	University business travel (Concur)	Angie Mayorga

Interim Dean - Steven M. Oberhelman			
Mandy Stark, Executive Assistant to the Dean			
Academic Program Reviews (APR)			
Director, Head, Dean Appointments			
Head Reviews			

Faculty - Violet Johnson, Associate Dean			
Becky Jobling, Senior Administrative Coordinator; Kathy Payne, Administrative Coordinator II			
Appointments with Violet Johnson	Kathy Payne	Grievances	Becky Jobling
Department bylaws	Violet Johnson	Joint appointments	Becky Jobling
University Distinguished Professor honors	Becky Jobling	Leaves: AWL, LWOP, Mod Duties	Kathy Payne
Faculty Fellowships, endowed chair/professorship appointments, reviews	Becky Jobling	Partner Placements	Kathy Payne
Employment in excess of 100% time	Kathy Payne	Promotion & tenure, annual review, mid-term review	Becky Jobling
Extension of probationary period	Becky Jobling	Permanent residency	Kathy Payne
Faculty awards	Kathy Payne	Retirees & Emeritus appointment	Becky Jobling
Faculty hiring (College Station & Qatar)	Becky Jobling	Voluntary phased separation	Kristine Brisco
Faculty workload reporting	Becky Jobling	Visiting scholars	Kathy Payne

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Faculty Research - Maria Escobar-Lemmon, Associate Dean			
Sarah Franke, Senior Administrative Coordinator			
Award program proposals		Arts & Humanities Fellows; T3; X-Grants	Maria Escobar-Lemmon Julie Masser
Faculty Development Leave / Professional Development Leave		Research center & institute program reviews, director hiring	
Faculty Seed Grant proposals		Research strategy & development	Julie Masser
Intellectual Property Rights Waiver Form		Research position appointments	
Indirect Cost Waiver Form	Julie Masser	Research proposal review/approval	Maria Escobar-Lemmon Julie Masser
International travel support		Fallon-Marshall lecture series	

Graduate Programs - Maria Escobar-Lemmon, Associate Dean			
Sarah Franke, Senior Administrative Coordinator			
Awards		Graduate Assessment (Maria & Sarah)	Patrick Bolger
Catalog Revisions		Grade change reports, add/drop requests, late registrations & withdrawals	
Certificate program completions		Graduate program enhancement	
Curriculum proposals		Grievances	
Fellowships & grants		Special Topics Course Requests (689)	
		Tuition allocations	

Information Technology, Instructional Technology & Web - Paul Wellman, Associate Dean			
Connie Davenport, Senior Administrative Coordinator			
Computer hardware questions & lending requests	LiberalArtsIT@tam.u.edu	Problems requiring a "network administrator"	LiberalArtsIT@tam.u.edu
Purchasing computer hardware and/or software	LiberalArtsIT@tam.u.edu	Research computing requests	
Instructional technology questions or requests	Shweta Kailani	Requests for new IT services for college units	Paul Wellman
Installation or software ability questions	LiberalArtsIT@tam.u.edu	Texas administrative code compliance	Garrett LaPaglia
Multi-unit IT initiative or request	Paul Wellman	Website consultation	Paul Wellman, Garrett Lapaglia

Space & Facilities - Paul Wellman, Associate Dean			
Connie Davenport, Senior Administrative Coordinator			
Annual facilities inventory		Space (non-classroom)	
Lab safety		Facility updates and renovations	

International Programs and Undergraduate Scholarships - Christie Dunn, International Programs Manager			
Faculty-led study abroad programs		Proposals to teach outside of the US	
		Reciprocal Educational Exchange Programs (REEP)	
International and domestic field trips		Regents' Scholars Initiative	
International program development		Undergraduate scholarships	
International travel procedures for students		Study abroad scholarships	
Memoranda of Understanding or Agreement (MOU/MOA)		Virtual study abroad and Collaborative Online International Learning (COIL)	

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Strategic Communications		Development	
		Development/stewardship writing	vacant
Branding initiative & guidelines	Angelyn Wiley	Development publications, marketing & publicity	vacant
College news (ccla-news@tamu.edu)	Heather Rodriguez	Donor relations & stewardship	vacant
Event publicity & design	Angelyn Wiley	Development research & development database management	vacant
Media relations, marketing, publicity, general publications, and college website	Heather Rodriguez	Estate, trust & real estate philanthropy	Andrew Millar
Social media	vacant	Major gift fund raising: gifts & multi-year commitments	vacant

Undergraduate Programs - Leroy Dorsey, Associate Dean			
Joshua Harms, Executive Assistant II			
Assessment (Undergraduate)		High Impact Practices - Undergraduate	
Common Ground reading initiative	Oberhelman/Dorsey	Freshman Innovation Group (FIG) and First Generation Students - Undergraduate	Joshua Harms
Cornerstone Honors - Undergraduate	Joshua Harms	Quality Enhancement Plan (QEP)	
Communication (C) courses		Recruiting	Allison Rivera/L. Dorsey
Curriculum development		Student ratings of faculty	
Curriculum proposals		Writing intensive (W) courses	

Undergraduate Advising Office - Leroy Dorsey, Associate Dean			
Joshua Harms, Executive Assistant II			
Athletics liaison	Allison Rivera	Liberal Arts Undergraduate Scholarship Committee	Christie Dunn/L. Dorsey
Career Center liaison	Allison Rivera	Petitions & referrals	UPO Advisors
Classroom scheduling	Allison Rivera	Readmission	UPO Advisors
Changes of major	Dept. Advisors	Rescheduling final exam	UPO Advisors
Compass account requests	Allison Rivera	Scholastic probation	UPO Advisors
Course schedules & overloads	UPO Advisors	Special topics (289 & 489) course requests	Allison Rivera
Double major & double degree requests	UPO Advisors	Student registration issues & withdrawals	UPO Advisors
First year seminars	L. Dorsey/Bari Brookins	Study abroad forms (students)	Julia Jakab
Freshman admissions	L. Dorsey/A. Rivera	Transfer admission	UPO Advisors
Galveston change of curriculum	Dept. Advisors	Undergraduate catalog revisions	Leroy Dorsey
Grade change reports	Leroy Dorsey	Undergraduate requests to take graduate course	Allison Rivera
Graduation problems	UPO Advisors	Undergraduate student awards	L. Dorsey/Julia Jakab