

**FOR ADMINISTRATION
KEY CONTACTS IN THE CAS DEAN'S OFFICE**

Item/Area	Contact Person - Processing/Signatures	Contact Person - Policy Questions
Dean & Associate Deans:		
Kelly Dampousse , <i>Dean</i>	Cherry Smith	
Rhonda Dean Kyncl , <i>Associate Dean for Students</i>	Julie Hamburger	
Chan Hellman , <i>Associate Dean for CAS Tulsa</i>	Alisa Dougless	
Keri Kornelson , <i>Faculty Fellow for Research</i>	Cassie Zaccarelli	
Vicki Sturtevant , <i>Associate Dean for Academic Programs</i>	Gail Brown	
Kelvin White , <i>Associate Dean for Faculty Development & Community</i>	Susan Bayliss	
Other Key Contacts:		
Academic Technology	CAS Online Academic Technology Services (OATS) 325-5854	CAS Online Academic Technology Services (OATS) 325-5854
Board of Visitors	Kristi Morgan	Kristi Morgan
Cancellation of a Scheduled Course	Gail Brown	Vicki Sturtevant
Carl Albert Award	Julie Hamburger	Rhonda Dean Kyncl
Chairs & Directors Meeting Coordinator	Cherry Smith	Cherry Smith
Chairs & Directors Retreat	Cherry Smith	Cherry Smith
Class Schedule Request Form	Cari Harris	Cari Harris
College of Arts & Sciences Sponsored Events	Kristi Morgan	Kristi Morgan
Committee A List	Susan Bayliss	Kelvin White
Conference Room Scheduling, Ellison Hall	Susan Bayliss, Gail Brown, Cassie Zaccarelli	Susan Bayliss, Gail Brown, Cassie Zaccarelli
Conflict of Interest Forms	Susan Bayliss	Kelvin White
Consolidated Course Program Fees	Darla Madden	Darla Madden
Convocation, CAS	Kristi Morgan	Kristi Morgan
Course and Curriculum Committee	Sheryl Heinrichs	Rhonda Dean Kyncl
Course and Program Requests	Sheryl Heinrichs	Rhonda Dean Kyncl
Dean's Advisory Committee on Women's Issues	Susan Bayliss	Kelvin White
Departmental Administrative & Financial Processes & Procedures	Ashley Killgore	Emily Pierce
Desire2Learn Training	CAS Online Academic Technology Services (OATS) 325-5854	CAS Online Academic Technology Services (OATS) 325-5854
Development	Sharon Alexander	Cassie Gilman
Dream Courses	Gail Brown	Vicki Sturtevant
Email Distribution Lists, CAS	Gail Brown	Emily Pierce
Employee Personnel Action Forms (ePAFs)	Darla Madden	Darla Madden
Enrollment Management	Gail Brown	Vicki Sturtevant
Executive Committee, CAS	Cherry Smith	Kelly Dampousse
Faculty Annual Evaluations	Gail Brown	Kelvin White
Faculty Awards	Susan Bayliss	Kelvin White
Faculty Personnel Policies (Departmental)	Susan Bayliss	Kelvin White
Faculty Post-Tenure Review	Susan Bayliss	Kelvin White
Faculty Prestigious Fellowships	Darla Madden	Darla Madden
Faculty Progress-Toward-Tenure Letters	Susan Bayliss	Kelvin White
Faculty Recruiting	Anjanette Pierce	Darla Madden
Faculty Tenure & Promotion	Susan Bayliss	Kelvin White
Faculty Tenure-Track Reappointment Forms	Susan Bayliss	Kelvin White

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Funding Assistance Program (FAP)	Amanda Tabor	Darla Madden
GA Parking Permits	Susan Bayliss	Susan Bayliss
Intersession Forms	Gail Brown	Vicki Sturtevant
Intersession Forms, UNIV	Gail Brown	Kelly Dampousse
Irene Rothbaum Award	Susan Bayliss	Kelvin White
IT Support	Gary Bates	Gary Bates
John & Jane Patten Teaching Award	Susan Bayliss	Kelvin White
Faculty Summer Fellowships	Cassie Zaccarelli	Keri Kornelson
Kaleidoscope Event	Kristi Morgan	Kristi Morgan
Kinney-Sugg Award	Susan Bayliss	Kelvin White
Leadership Scholars Program	Rhonda Dean Kyncl	Rhonda Dean Kyncl
Longmire Prize for Teaching	Susan Bayliss	Kelvin White
Nominations Committee - CAS Faculty Committee	Susan Bayliss	Kelvin White
Online Academic Technology Services (OATS), CAS	CAS Online Academic Technology Services (OATS) 325-5854	CAS Online Academic Technology Services (OATS) 325-5854
OTIS (One-Time Instructional Support)	Cari Harris	Vicki Sturtevant
Publicity, CAS	Angela Startz	Angela Startz
Reimbursement Requests from Departments	Cari Harris	Cari Harris
Renovations and Building Space	Cassie Zaccarelli	Emily Pierce
Sabbaticals	Susan Bayliss	Kelvin White
Schedule Change of a Scheduled Course	Gail Brown	Vicki Sturtevant
Scholarships (College Level)	Julie Hamburger	Rhonda Dean Kyncl
Staff Awards, CAS	Kristi Morgan	Kristi Morgan
Student Advisory Committees	Rhonda Dean Kyncl	Rhonda Dean Kyncl
Student Awards Ceremony	Kristi Morgan	Kristi Morgan
Student Teacher Evaluations	Aaron Biggs	Vicki Sturtevant
Study Abroad, CAS	Sandy Golling	Karen Elmore
Summer Session	Gail Brown	Vicki Sturtevant
Support of Teaching & Research Committee	Cassie Zaccarelli	Keri Kornelson
Teaching Load Changes	Darla Madden	Darla Madden
Travel Assistance Program (TAP) for Faculty	Amanda Tabor	Kelvin White
Travel Assistance Program (TAP) for Students	Amanda Tabor	Rhonda Dean Kyncl
VIP Staff meeting coordinator	Darla Madden/Emily Pierce	Darla Madden/Emily Pierce
Website, CAS	Angela Startz	Angela Startz