# Key Contacts in the CAS Dean's Office

## Item/Area

### Dean & Associate Deans:

<table>
<thead>
<tr>
<th>Item/Area</th>
<th>Contact Person - Processing/Signatures</th>
<th>Contact Person - Policy Questions</th>
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</thead>
<tbody>
<tr>
<td>Kelly Damphousse, Dean</td>
<td>Cherry Smith</td>
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<tr>
<td>Rhonda Dean Kyncl, Associate Dean for Students</td>
<td>Julie Hamburger</td>
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<tr>
<td>Chan Hellman, Associate Dean for CAS Tulsa</td>
<td>Alisa Dougless</td>
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<tr>
<td>Keri Kornelson, Faculty Fellow for Research</td>
<td>Cassie Zaccarelli</td>
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<tr>
<td>Vicki Sturtevant, Associate Dean for Academic Programs</td>
<td>Gail Brown</td>
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<tr>
<td>Kelvin White, Associate Dean for Faculty Development &amp; Community</td>
<td>Susan Bayliss</td>
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### Other Key Contacts:

<table>
<thead>
<tr>
<th>Item/Area</th>
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<tbody>
<tr>
<td>Academic Technology</td>
<td>CAS Online Academic Technology Services (OATS) 325-5854</td>
<td>CAS Online Academic Technology Services (OATS) 325-5854</td>
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<tr>
<td>Board of Visitors</td>
<td>Kristi Morgan</td>
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<tr>
<td>Cancellation of a Scheduled Course</td>
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<td>Vicki Sturtevant</td>
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<tr>
<td>Carl Albert Award</td>
<td>Julie Hamburger</td>
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<td>Chairs &amp; Directors Meeting Coordinator</td>
<td>Cherry Smith</td>
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<td>Chairs &amp; Directors Retreat</td>
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<td>Class Schedule Request Form</td>
<td>Cari Harris</td>
<td>Cari Harris</td>
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<td>College of Arts &amp; Sciences Sponsored Events</td>
<td>Kristi Morgan</td>
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<td>Committee A List</td>
<td>Susan Bayliss</td>
<td>Kelvin White</td>
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<td>Conference Room Scheduling, Ellison Hall</td>
<td>Susan Bayliss, Gail Brown, Cassie Zaccarelli</td>
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<td>Conflict of Interest Forms</td>
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<td>Consolidated Course Program Fees</td>
<td>Darla Madden</td>
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<td>Convocation, CAS</td>
<td>Kristi Morgan</td>
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<td>Course and Curriculum Committee</td>
<td>Sheryl Heinrichs</td>
<td>Rhonda Dean Kyncl</td>
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<td>Course and Program Requests</td>
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<td>Dean's Advisory Committee on Women's Issues</td>
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<td>Departmental Administrative &amp; Financial Processes &amp; Procedures</td>
<td>Ashley Killgore</td>
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<td>Desire2Learn Training</td>
<td>CAS Online Academic Technology Services (OATS) 325-5854</td>
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<td>Development</td>
<td>Sharon Alexander</td>
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<td>Employee Personnel Action Forms (ePAFs)</td>
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<td>Executive Committee, CAS</td>
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<td>Faculty Annual Evaluations</td>
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<td>Faculty Personnel Policies (Departmental)</td>
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<td>Faculty Post-Tenure Review</td>
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<td>Faculty Recruiting</td>
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<td>Faculty Tenure &amp; Promotion</td>
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<td>Faculty Tenure-Track Reappointment Forms</td>
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<td>Intersession Forms</td>
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<td>John &amp; Jane Patten Teaching Award</td>
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<td>Teaching Load Changes</td>
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<td>Travel Assistance Program (TAP) for Faculty</td>
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<td>Kelvin White</td>
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<td>Travel Assistance Program (TAP) for Student</td>
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<td>Rhonda Dean Kyncl</td>
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<td>VIP Staff meeting coordinator</td>
<td>Darla Madden/Emily Pierce</td>
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<td>Website, CAS</td>
<td>Angela Startz</td>
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