

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

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

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GA Parking Permits	<a href="#">Susan Bayliss</a>	<a href="#">Susan Bayliss</a>
Interession Forms, UNIV	<a href="#">Cherry Smith</a>	<a href="#">David Wrobel</a>
Irene Rothbaum Award	<a href="#">Susan Bayliss</a>	<a href="#">Kelvin White</a>
IT Support	<a href="#">Jack Day</a>	<a href="#">Gary Bates</a>
John & Jane Patten Teaching Award	<a href="#">Susan Bayliss</a>	<a href="#">Kelvin White</a>
Faculty Summer Fellowships	<a href="#">Cassie Zaccarelli</a>	<a href="#">Georgia Kosmopoulou</a>
Kaleidoscope Event	<a href="#">Sharon Alexander</a>	<a href="#">Sharon Alexander</a>
Kinney-Sugg Award	<a href="#">Susan Bayliss</a>	<a href="#">Kelvin White</a>
Leadership Scholars Program	<a href="#">Rhonda Dean Kyncl</a>	<a href="#">Rhonda Dean Kyncl</a>
Longmire Prize for Teaching	<a href="#">Susan Bayliss</a>	<a href="#">Kelvin White</a>
Nominations Committee - CAS Faculty Committee	<a href="#">Susan Bayliss</a>	<a href="#">Kelvin White</a>
Online Academic Technology Services (OATS), CAS	<a href="#">CAS Online Academic Technology Services (OATS) 325-5854</a>	<a href="#">CAS Online Academic Technology Services (OATS) 325-5854</a>
OTIS (One-Time Instructional Support)	<a href="#">Cari Harris</a>	<a href="#">Vicki Sturtevant</a>
Publicity, CAS	<a href="#">Zack Higbee</a>	<a href="#">Zack Higbee</a>
Reimbursement Requests from Departments	<a href="#">Daniel Fryar</a>	<a href="#">Daniel Fryar</a>
Renovations and Building Space	<a href="#">Cassie Zaccarelli</a>	<a href="#">Emily Pierce</a>
Request for Modification of Teaching Load	<a href="#">Darla Madden</a>	<a href="#">Darla Madden</a>
Sabbaticals	<a href="#">Susan Bayliss</a>	<a href="#">Kelvin White</a>
Schedule Change of a Scheduled Course	<a href="#">Cassie Zaccarelli</a>	<a href="#">Vicki Sturtevant</a>
Scholarships (College Level)	<a href="#">Julie Hamburger</a>	<a href="#">Rhonda Dean Kyncl</a>
Staff Awards, CAS	<a href="#">Darla Madden</a>	<a href="#">Kelvin White</a>
Student Advisory Committees	<a href="#">Rhonda Dean Kyncl</a>	<a href="#">Rhonda Dean Kyncl</a>
Student Awards Ceremony	<a href="#">Paola Lopez</a>	<a href="#">Rhonda Dean Kyncl</a>
Student Teacher Evaluations	<a href="#">Aaron Biggs</a>	<a href="#">Vicki Sturtevant</a>
Study Abroad, CAS	<a href="#">Sandy Golling</a>	<a href="#">Karen Elmore</a>
Summer Session	<a href="#">Cassie Zaccarelli</a>	<a href="#">Vicki Sturtevant</a>
Support of Teaching & Research Committee	<a href="#">Cassie Zaccarelli</a>	<a href="#">Keri Kornelson</a>
Travel Assistance Program (TAP) for Students	<a href="#">Julie Hamburger</a>	<a href="#">Rhonda Dean Kyncl</a>
VIP Staff meeting coordinator	<a href="#">Emily Pierce</a>	<a href="#">Emily Pierce</a>
Website, CAS	<a href="#">Angela Startz</a>	<a href="#">Angela Startz</a>