

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

Item/Area	Contact Person - Processing/Signatures	Contact Person - Policy Questions
Dean & Associate Deans:		
David Wrobel , <i>Interim Dean</i>	Cherry Smith	
Rhonda Dean Kyncl , <i>Associate Dean for Students</i>	Julie Hamburger	
Georgia Kosmopoulou , <i>Associate Dean for Research</i>	Cassie Zaccarelli	
Vicki Sturtevant , <i>Associate Dean for Academic Programs</i>	Cassie Zaccarelli	
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	Sharon Alexander	Sharon Alexander
Cancellation of a Scheduled Course	Cassie Zaccarelli	Vicki Sturtevant
Canvas Training	CAS Online Academic Technology Services (OATS) 325-5854	CAS Online Academic Technology Services (OATS) 325-5854
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	Zack Higbee	Zack Higbee
Committee A List	Susan Bayliss	Kelvin White
Conference Room Scheduling, Ellison Hall	Susan Bayliss , Cassie Zaccarelli	Susan Bayliss , Cassie Zaccarelli
Conflict of Interest Forms	Susan Bayliss	Kelvin White
Consolidated Course Program Fees	Daniel Fryar	Daniel Fryar
Convocation, CAS	Paola Lopez	Paola Lopez
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	Ashley Killgore
Development	Sharon Alexander	Sharon Alexander
Dream Courses	Cassie Zaccarelli	Vicki Sturtevant
Email Distribution Lists, CAS	Cassie Zaccarelli	Emily Pierce
Employee Personnel Action Forms (ePAFs)	Anjanette Pierce	Anjanette Pierce
Enrollment Management	Cassie Zaccarelli	Vicki Sturtevant
Executive Committee, CAS	Cherry Smith	David Wrobel
Faculty Annual Evaluations	Susan Bayliss	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	Susan Bayliss	Darla Madden
Faculty Progress-Toward-Tenure Letters	Susan Bayliss	Kelvin White
Faculty Recruiting	Anjanette Pierce	Kelvin White
Faculty Tenure & Promotion	Susan Bayliss	Kelvin White
Faculty Tenure-Track Reappointment Forms	Susan Bayliss	Kelvin White

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GA Parking Permits	Susan Bayliss	Susan Bayliss
Intersession Forms, UNIV	Cherry Smith	David Wrobel
Irene Rothbaum Award	Susan Bayliss	Kelvin White
IT Support	Steven Marshall	Gary Bates
John & Jane Patten Teaching Award	Susan Bayliss	Kelvin White
Faculty Summer Fellowships	Cassie Zaccarelli	Georgia Kosmopoulou
Kaleidoscope Event	Sharon Alexander	Sharon Alexander
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	Zack Higbee	Zack Higbee
Reimbursement Requests from Departments	Daniel Fryar	Daniel Fryar
Renovations and Building Space	Cassie Zaccarelli	Emily Pierce
Request for Modification of Teaching Load	Darla Madden	Darla Madden
Sabbaticals	Susan Bayliss	Kelvin White
Schedule Change of a Scheduled Course	Cassie Zaccarelli	Vicki Sturtevant
Scholarships (College Level)	Julie Hamburger	Rhonda Dean Kyncl
Staff Awards, CAS	Darla Madden	Kelvin White
Student Advisory Committees	Rhonda Dean Kyncl	Rhonda Dean Kyncl
Student Awards Ceremony	Paola Lopez	Rhonda Dean Kyncl
Student Teacher Evaluations	Aaron Biggs	Vicki Sturtevant
Study Abroad, CAS	Sandy Golling	Karen Elmore
Summer Session	Cassie Zaccarelli	Vicki Sturtevant
Support of Teaching & Research Committee	Cassie Zaccarelli	Keri Kornelson
Travel Assistance Program (TAP) for Students	Julie Hamburger	Rhonda Dean Kyncl
VIP Staff meeting coordinator	Emily Pierce	Emily Pierce
Website, CAS	Angela Startz	Angela Startz