

DEAN'S OFFICE AD ROLES (DETAILED)



Darden College of
Education *and*
Professional Studies

Dr. Maggie Barber

Associate Dean for Academic Programs and Assessment

- GAC Meetings
- GEAC Meetings
- Grad Associate Dean Meetings
- Grad Studies Committee Meetings (GPD)
- Teacher Education Council (TEC) Meetings
- MonarchTeach Meetings
- VDOE Meetings
- CAEP Meetings
- VA Deans & Directors/VACTE
- Threat Assessment Committee
- Undergraduate & Graduate Curriculum
- Teacher Education College Verification Forms & Licensure Packets
- SREB
- Doctoral Orientation
- Teacher Education Data Day (TEC)
- Student Teacher Orientation
- Licensure Funds
- Catalog Edits & Updates
- Contract Course Revenue Process
- WEAVE Reporting
- DCEPS Accreditations (CAEP, CACREP)
- External Reports
- VDOE Changes in Policy or Requirements/Licensure
- VDOE Matrix
- SCHEV Program Development
- LiveText
- Staff Supervision:
 - OCE (Jennessa Libby-Reynolds)
 - Data Analyst (Xiaosong Fan)

Dr. Petros Katsioloudis

Associate Dean for Faculty Affairs and Research

- Office of Research Advisory Meetings
- ODURF Advisory Meetings
- Associate Dean of Research Meetings
- ALLIED Committee & Critical Conversations
- Research Support Center (Supervising Director)
- Election of college representatives for all university committees
- Grants
- Grad Certification Forms
- Adjunct Forms
- Stipend Forms (4031)
- Faculty Overload Forms (4027)
- eVA/Pcard Forms
- Faculty Evals & Reviews
- Graduation Volunteers
- Doctoral Orientation
- Last Monday Writing Days
- New Faculty Mentoring Events
- Faculty Professional Development/Research Support
- Faculty University Awards
- Approve Faculty Reputation/Professional Development Funds
- DCEPS Research Grants/SEED Funding
- ODU Office of Research Grants
- Workload Reports
- Faculty Mentoring & Contracts
- Faculty Schedules
- Support Chairs through processes/evals
- Student Resources Guide/Document Retention
- Faculty Issues
- Asst.w/Searches/Hiring of Faculty
- Staff Supervision:
 - Instructional Tech (Michael Ruffin)
 - Admin Asst. (Dorothea Harris-King)
 - Research Center (Justin Haegle)
 - Marketing (Mindy Ayala-Diaz)

Ms. Jennifer Simmons

Assistant Dean for Student Affairs and Engagement

- Undergrad policies & procedures
- Grad Associate Dean Meetings
- UPD Meetings
- University Committees & Sub Groups
- GA Funding Distribution
- GA Hiring Forms
- Graduate Student Forms
- UG ARC Forms
- UG Overload Forms
- Events:
 - College Connections
 - Undergraduate Admissions Open Houses, Scholars day, Admitted Students Day
 - Graduate events and forums
 - Student Initiatives & Retention Events (Student Ambassadors)
 - Excite the Dream
- Doctoral Fellowship Awards
- Student Endowed Scholarships
- Kaufmann Award
- Teacher Ed Awards
- Student Travel Awards
- Registration & Enrollment
- Rollovers & Proof Management, Scheduling, Waitlists
- Distance Learning
- Articulation Agreements
- Program Pathways
- High Impact Practices
- Student Issues
- UPD & GPD AA Summer Compensation
- FLAC Management
- Dissertation Review
- Staff Supervision:
 - CARC (Rob Batchelder)
 - Outreach (Kristen Taylor)
 - Holmes Scholars (Emily Goodman-Scott)

Dr. Jamie Colwell

Associate Dean for Strategic Partnerships

- VDOE Meetings
- Education initiatives- TIR, Lab Schools, Apprenticeships, cohorts
- Professional Studies Partnership Initiatives
- Experiential Learning & External Partnerships (XLXP)
- Division & Industry Partnership Events
- MOUs (Clinical, 25% Discount, 3rd party, programming)
- 3rd Party Contract Billing
- Continuing Education
- Study Abroad
- Maintenance of Grants related to partnership programs
- Staff Supervision:
 - CLRC Liaison
 - Faculty Leads for Programing (TIR, Apprenticeships - Jody Sommerfeldt)

Please Note: All document signature requests should be submitted to: Dharrisk@odu.edu