

DEAN'S OFFICE AD ROLE OVERVIEW



Darden College of
Education *and*
Professional Studies

Dr. Xihe Zhu

Associate Dean for Academic Innovation and Assessment

Program Support:

- Curriculum Revisions & Updates
- SCHEV Program Development Support
- Program Pathways
- Catalog Edits & Updates
- VDOE Changes in Policy or Licensure Requirements

Assessment Support:

- WEAVE Reporting
- DCEPS Accreditations (ALA, CAEP, CACREP)
- External Reports
- LiveText Transition
- VDOE Matrix Oversight

Staff Supervision:

- OCE (Jennessa Libby-Reynolds)
- Data Analyst (Xiaosong Fan)

Forms:

- Accreditation forms
- Curriculum change forms
- US. News & World Report forms

Dr. Jamie Colwell

Associate Dean for Faculty Affairs, Research, and Partnerships

Faculty Support:

- Faculty Search & Hiring Assistance
- Faculty Evaluations & Reviews
- Faculty PD Support
- Faculty Issues
- New Faculty Mentoring
- Handbook compliance
- Liaison to ALLIED
- Faculty University Awards

Research Support:

- DCEPS Research Grants/SEED Funding
- Grant Approvals
- Grant-Related DCEPS Initiatives
- Liaison to ODURF & DivRED

Partnership Support:

- Grant-Focused Division & Industry Partnerships
- Non-Student Focused Partnership Supports

Staff Supervision

- Admin Asst. (Dorothea Harris-King)
- Research Center (Justin Haegele)

Forms:

- Grad Certification Forms
- Adjunct Forms
- Stipend Forms (4031)

Dr. James Bartlett

Associate Dean for Student Affairs and Engagement

Student Affairs Support:

- Undergrad Policies & Procedures
- Undergraduate & Graduate College Committee Support
- Chair Support for Student Issues
- Interdisciplinary PhD GPD
- DCEPS Student Awards & Scholarships Oversight
- Dissertation Review Support

Student Engagement:

- Student Initiatives & Retention
- DCEPS & University Student Event Oversight
- Alumni Outreach & Support
- Development Engagement with Alumni, Foundations, and Potential Donors

Staff Supervision:

- CARC (Alex Whitney)
- Outreach (Kristen Taylor)
- Holmes Scholars (Emily Goodman-Scott)

Forms:

- Graduate Student Forms (D, G, & M Forms)
- UG Overload Forms
- UG ARC Forms

Dr. Mickey Kosloski

Interim Associate Dean for Academic Operations

Key Oversight Areas:

- FFDTI
- Strategic Plan
- Registration & Enrollment
- Rollovers & Proof Management, Scheduling, Waitlists
- Articulation Agreements
- DCEPS & Program MOUs
- 3rd Party Contract Billing
- UPD & GPD AA Summer Compensation
- FLAC Management
- GA Funding Distribution
- GA Hiring Forms
- College Representatives for Committees
- eVA/Pcard Forms and Approvals
- Contract Course Revenue

Staff Supervision:

- Technology (Michael Ruffin)

Forms:

- Faculty Overload Forms (4027)
- GA Hiring Forms (EISG)
- Supersedes

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