

## **CCIE Office of the Dean Administrative Responsibilities Overview**

### **Dean - Pamela "Sissi" Carroll**

College Executive Officer  
Academic Unit Leaders  
Administrative Leaders  
Florida Center for Students with Unique Abilities (Paula Kohler)  
Morgridge International Reading Center (Enrique Puig)  
Toni Jennings Exceptional Education Institute (Eleazar "Trey" Vasquez)  
Development (Curtis Proctor)  
Alumni Relations (Stephanie Hartkopf)  
Communications (D'Ann Rawlinson)

### **Associate Dean for Research & Faculty Development - Dave Edyburn**

Faculty Scholarship  
Interdisciplinary Research Initiatives (faculty clusters)  
Contracts and Grants  
Compliance - ARGIS (Erin Blackwell)  
Facilities for Externally Funded Projects  
Centers and Institutes (research related)  
PEER Service Center (Bonnie Swan)  
Federal and State Legislative Coordination (research funding related)  
Faculty Development  
    Promotion and Tenure - Dean's Designee  
    Annual Evaluation Standards and Procedures (AESP) Oversight & Consulting  
    Faculty Awards: RIA, SOTL, TIP, Excellence in....  
    Sabbaticals  
    Mentoring Initiatives - research and teaching  
Emeritus Faculty  
College and University Committees (research and scholarship related)  
College and University Committees Elections (Vanessa Nixon)  
College Governance (with Faculty Council)  
CASTLE Lab  
Undergraduate and Graduate Student Research  
UCF Holmes Scholars Program (Ann Shillingford-Butler)  
Post-doctoral Scholars

### **Associate Dean for Graduate & Clinical Affairs - Glenn Lambie**

Graduate Affairs (Andrea Withington)  
Graduate Recruitment and Retention (Jordan Grushka)  
Graduate Student Awards and Funding (waivers, stipends, fellowships)  
Graduate Academic Appeals  
Graduate Programs - new, curriculum changes, course revisions  
Doctoral Programs  
    EdD in C&I and Executive EdD in Educational Leadership (Michele Gill)  
    Public Affairs PhD (Kim Anderson)  
Dissertation and Thesis Review (on behalf of Dean)  
Clinical and Field Experiences (Kelly Jennings-Towle)  
School Districts Liaison (Kelly Jennings-Towle)  
College and University Committees (graduate related)  
Order of Pegasus - Graduate

### **Associate Dean for Academic & Community Initiatives - Ross Wolf**

Undergraduate Affairs - advising, student organizations (Mary Rente)  
Undergraduate Academic Appeals

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Undergraduate Recruitment and Retention (Caroline Pratt Marrett)  
Undergraduate Programs - new, curriculum changes, course revisions  
Student Scholarships - Financial Assistance (Caroline Pratt Marrett)  
STEP Program (Connie Goodman)  
International Education (Karen Biraimah)  
College and University Committees (undergraduate related)  
Community and State College Articulation  
Initial Teacher Preparation Interaction with FLDOE (Roanne Brice)  
FACTE (Roanne Brice)  
TEACH Grants (Caroline Pratt Marrett)  
Teacher Education Partnerships  
Professional Development Schools  
Order of Pegasus - Undergraduate  
Honors in the Major/Honors Program  
National Merit Scholars  
Accreditation, FLDOE Program Approval & Analytics (Roanne Brice)  
ADL and IDL Liaison  
Instructional Resources (facilities and technology - annual audit)  
Distributed Learning  
UCF Connects  
Community Initiatives - partnerships and collaborations  
Centers and Institutes (community engagement)  
Community Engagement (Brenda Thompson)  
UCF Downtown Campus Liaison (academic programs)

### **Assistant Dean for Administrative Affairs - Allison Jefferson**

Recruitment and Hiring - Faculty & Staff  
College Personnel Processes and Operations  
Employee Relations  
Conflict of Interest Reporting  
UCF Human Resources  
Staff Development  
Staff Council  
Directors Council  
Budget (Jim Clarke)  
Facilities (Benie Harris)  
Room Reservations (Lindsey Walker)  
Event Logistics (Sandra McCall)  
Office Space  
Property and Inventory (Lindsey Walker)  
Wellness Research Center Liaison (Kinesiology)  
College and University Committees (personnel and budget related)  
Contract Management - Cobblestone  
UCF Downtown Campus Liaison (operations)