## CCIE Office of the Dean Administrative Responsibilities Overview

**July 12, 2019**

### Dean - Pamela "Sissi" Carroll

- College Executive Officer
- Academic Unit Leaders
- Associate and Assistant Deans
- Advancement (Curtis Proctor)
- Advancement - alumni relations (Stephanie Hartkopf)
- Communications (D’Ann Rawlinson)
- Community Engagement/Initiatives - partnerships and collaborations (Brenda Thompson)
- Soldiers to Scholars (Malvin Tyson-Williams)
- UCF IT (Larry Jaffe)

### Interim Associate Dean for Research - Florencio "Eloy" Hernandez

- Research and Scholarship
- Contracts and Grants Administration (Erin Blackwell)
- Interdisciplinary Research Initiatives (Faculty Clusters)
- Mentoring Initiatives
- College and University Committees - research related
- Centers and Institutes
- CASTLE Lab - Computing and Statistical Technology Laboratory in Education (M.H. Clark)
- Facilities for Externally Funded Projects
- Graduate and Undergraduate Student Research
- Post-doctoral Scholars
- Federal and State Legislative Coordination - research related

### Associate Dean for Graduate Affairs and Faculty Excellence - Glenn Lambie

- Graduate Affairs (Andrea Withington)
- Graduate Recruitment and Retention (Jordan Grushka)
- Graduate Student Awards and Funding - fellowships, tuition waivers and stipends
- Graduate Academic Appeals
- Graduate Programs - new, curriculum changes, course revisions
- Doctoral Programs
  - EdD in Curriculum & Instruction (Michele Gill)
  - Executive EdD in Educational Leadership
  - PhD Public Affairs (administrative support - Jesica Lovelace)
- Dissertation and Thesis Review (on behalf of Dean)
- UCF Holmes Scholars Program (Ann Shillingford-Butler and Amanda Wilkerson)
- College and University Committees - graduate related
- Order of Pegasus - graduate
- ADL and IDL
- Clinical and Field Experiences (Kelly Jennings-Towle)
- School Districts (liaison Kelly Jennings-Towle)
- Faculty Excellence
  - Procedures and Committee Elections (administrative support - Vanessa Nixon)
  - Mentoring Initiatives - teaching and scholarship
  - Promotion and Tenure - Dean Designee
  - Annual Evaluation Standards and Procedures (AESP) - oversight and consulting
  - Faculty Awards: RIA, SOTL, TIP, Excellence in....
  - Sabbaticals
  - New Hire Orientation
- Emeritus Faculty
- College Governance (with Faculty Council)
- Faculty Grievances

### Associate Dean for Undergraduate Affairs (0.50 FTE) - Ross Wolf

- Undergraduate Affairs - advising, student organizations (Mary Rente)
- Undergraduate Academic Appeals
- Undergraduate Recruitment and Retention (Caroline Pratt Marrett)
- Undergraduate Programs - new, curriculum changes, course revisions
- STEP Program - Supporting Teacher Education Pre-professionals (Connie Goodman)
- College and University Committees - undergraduate related
- Community and State College Articulation
- Initial Teacher Preparation Interaction with FLDOE (Roanne Brice)
- Order of Pegasus - undergraduate
Associate Dean for Undergraduate Affairs (0.50 FTE) - Ross Wolf (continued)

- Honors in the Major/Honors Program
- National Merit Scholars
- Accreditation, Program Approval & Analytics (Roanne Brice)
- International Education (Karen Biraimah)
- UCF Connect
- UCF Downtown Campus Liaison (academic programs)

Assistant Dean for Administrative Affairs - Allison Jefferson

- College Personnel Processes and Operations
  - Recruitment and Hiring - faculty and staff (administrative support - Vanessa Nixon)
  - Employee Relations
  - Conflict of Interest Reporting
  - UCF Human Resources
  - Academic Affairs Personnel Administration
- Staff Development
  - Staff Council
  - Administrative Directors Council
- Budget (Jim Clarke)
- Facilities (Benie Harris)
  - Room Reservations (Lindsey Walker)
  - Event Logistics (Sandra McCall)
  - Office Space
  - Property and Inventory (Lindsey Walker)
  - Instructional Resources - facilities and technology audit
- College and University Committees - personnel and budget related
- Contract Management - Cobblestone
- UCF Downtown Campus Liaison - operations
- Wellness Research Center Liaison (Adam Wells, CHPS Kinesiology)