## 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
CCIE Office of the Dean Administrative Responsibilities Overview

- 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)