

Associate Dean Responsibilities 2024-2025

Andi Tracy Assoc. Dean of Student Academic Life	Nick Phillips Assoc. Dean of Curriculum and Academic Programs	Caleb Elfenbein Assoc. Dean of Faculty Development and Diversity, Equity and Inclusion
Direct Reports: Science Learning Center Math Lab Computer Science Lab	Direct Reports: Liberal Arts in Prison Program Writing, Reading & Speaking Center	Direct Reports: Academic Admin Support Assistive Technology Associate Dean Support Institute for Global Engagement SIO Research Compliance Manager
Mentored Advanced Projects (MAP) and student research (With committee)	Tutorial Instructor Orientation	Senior Faculty Status (SFS) & Emeritus Faculty
Independent Majors	Academic Department, Concentrations & Program/Center Reviews	Department Chair Development and Retreat
Community-Based Learning	1 st -Year Experience	Early-Career Faculty & Staff Group
Academic Software and Equipment Requests	2 nd -Year Experience	Mid-Career Faculty Development
Department Assessment	Credit-bearing Internships	Faculty Career Support and Retention
Peer Mentoring (Programs & LCs)	Part-Time and Term Faculty Contracts	AMA, FLTA and International Visitor Contracts
Humanities in Action Mellon Grant Consultant	Faculty Mentoring Network	Faculty Mentoring Network
Committee on Academic Standing (CAS -- Chair)	HIA Advisory Board & Presidential Mellon Grant Advisory Board	Diversity Policy and Faculty Development

Andi Tracy	Nick Phillips	Caleb Elfenbein
Instructional Support (including Library and Information Technology)	Curriculum Committee	Committee for the Support of Faculty Scholarship (CSFS)
EASe/Student Employment	Tutorial and Advising	Personnel Committee
Assessment	Academic Budget	IGE Advisory Board
	ACM Liaison for Faculty Development	Research Oversight Officer
	Downtown Residence/Civic Quad Planning	ODEI leadership team
	HSSC Building Policy & Oversight	Film & Media Studies Concentration Budget Oversight