College of Arts and Humanities
Staff Responsibilities
2012-2013

Dr. José Fernández – Dean: Administrative Oversight
- Arts II Planning
- Budget
- CAH Reservations
- Curriculum
- Dean’s Advisory Council
- Dean’s Executive Council
- Development of New Programs, Centers and Institutes
- Establishing Programs of Excellence
- Faculty Professional Development
- Faculty and Staff Records
- Fundraising
- General College Policy
- Hiring, Evaluation, Salary Issues
- Inter-College Relations
- Off-Campus Relations/Various Boards
- Payroll Input
- Planning and Growth Management
- UBOT Master Plan (degree programs)

Area Studies and Initiatives
- African American Studies
- CREATE
- Flying Horse Editions
- Interdisciplinary Public History Initiative
- Judaic Studies
- Latin American Studies
- Middle Eastern Studies
- Women’s Studies
- Zora Neale Hurston Institute

Faculty and Staff Affairs
- Annual Faculty Evaluation of Chairs
- Bylaws/Governance
- College Faculty Record-Keeping
- Courtesy Appointments
- Cumulative Progress Evaluations
- Dean’s Evaluations of Chairs
- Faculty Emeritus Status
- Faculty Evaluation of Chairs
- Promotion and Tenure
Travel Reimbursement Forms

**Personnel**
Special Leave Requests

**Professor Lynn Hepner – Associate Dean:** Academic Planning, Graduate Studies, Scheduling & Enrollment Management, Undergraduate Programs

**Academic Planning/Reporting**
- AA Planning Liaison
- Articulation w/ Community Colleges
- College Annual Report
- College Strategic Plan
- Commencement Liaison
- Departmental Annual Reports
- Distance Learning (IDL)
- Facilitator, Scholarship and Awards Committee (Excellence Awards)
- Faculty Annual Reports
- FCTL Advisory Board Liaison
- Grade Forgiveness
- National Merit Scholars
- Outside Employment/Conflict of Interest
- Program Development and Reviews
- Regional Campus Liaison
- Undergraduate Student Government Liaison(s) – shared with Nancy

**Advisement**
- CAHSA Supervision

**Area Studies Programs**
- American Studies
- Asian Studies

**Graduate Studies**
- Catalog Review/Revisions
- Certification for Graduation
- Curriculum & Standards
- Fellowships & Assistantships
- General Graduate Policies and Procedures
- Graduate and Post-Baccalaureate Advising
- Graduate Faculty Teaching Awards
- Graduate Programs and Certificates
- Graduate Student Awards
- Graduate Studies Liaison
- Graduate Studies & Research (GS & R) Committee, Chair
GTA/GA Policies and Procedures
Recruitment
Registration
Student Affairs
Student Records
Thesis & Dissertation Oversight
Tuition Waiver Allocation

Scheduling
Course Schedules and Classroom Assignments
Enrollment Management
Registrar’s Office Liaison
State Mandates

Undergraduate
Academic Programs/Curriculum
Associate Deans Executive Council (ADEC)
Catalog Management/Review (ODAP)
College Curriculum Committee, Chair
Course Review/Program Revisions
Equipment Fees (establishment of)
Grade Collection
Honors College Liaison
Material and Supply Fees (establishment of)
Registrar’s Office Liaison
Undergraduate Certificate Programs
Undergraduate Studies Executive Council (USEC)

Professor Paul Lartonoix– Assistant Dean: Arts on Campus, Arts Liaison to the Community, Performing Arts Center, Space Allocation

Arts on Campus
Arts in State Buildings
Public Art
UCF Gallery

Arts Liaison to the Community (Support functions)

Center for Emerging Media

Florida High Tech Corridor – shared with Rudy

Performing Arts Center (PAC)

Legal/Related Issues
Contracts
Memoranda of Understanding/Agreements

Space
Campus Master Planning
Environmental Health and Safety Liaison
Facilities Improvements
Facilities Management Liaison
Identifier/Developer of Potential Classroom/Work/Office Space
Office/Workspace
New Buildings
Plant Operation/Maintenance
Renovations to Existing Buildings
Space Administration

Professor Rudy McDaniel – Assistant Dean: Information Technology, Research, and Texts and Technology Ph.D. Program

Faculty Affairs & Awards
Distinguished Researcher Awards / Committees
Promotion Instructors/Lecturers
RIA Awards
Sabbatical Leave Requests / Committee
SOTL Awards

Florida High Tech Corridor – shared with Paul

Information Technology
Academic Computing and Classroom Computer Maintenance
College Marketing and Promotion
College Technology Fee Proposals
Communication Policies and Listserves
Computer Security, Support, and Troubleshooting
Content Manager – CAH Dean’s Office
Continuity Plan (Information Retrieval)
Dean’s Office Special Technology Projects
Faculty/Staff Database Control
Software License Management
Technology Policies
Technology Strategy Task Force
Web and Social Media
Website Design and Management

Promotional Activities
Alumni Relations Liaison
Constituent Relations Liaison
Public Affairs

Research Oversight & Grants
Center for Humanities and Digital Research
Dean’s Initiatives
Grants and Contracts
In-House Grant Awards / Committees
Office of Research and Commercialization
ORC Liaison
Overhead Fund and PI Overhead Accounts
Research Development / Support
Salary Buyouts – shared with Cathy
UCF College of Medicine Liaison

Texts and Technology Doctoral Program
Advising
Assessment
Candidacy Exam Scheduling
Committee and Dissertation Chair Signoffs / Scheduling
GTA and GRA Assignments
Guest Speaker Series and Other Strategic Initiatives
Student Enrollment and Registration
Student Orientations and Open Forums
Teaching Evaluations
Web Site and Social Media

Ms. Cathy Radzai – Assistant to the Dean: Budget Director and Personnel Administration

Budget
Annual Chair Evaluation of Faculty
Audits
Authorization for One-time Payments
Auxiliary Accounts
Budget Allocation recommendations (annual, summer)
Budget Transfers
Concessions Account and Tracking
Department Authorization Lists
Dual Compensation Forms
Employment Contracts A&P, Adjunct, GTA, GRA, GA
E-PAFs-Faculty, A&P, USPS, Grad, Adjuncts, Regular OPS
Faculty Employment Agreements
Faculty and Staff Online Hiring
Foundation Accounts
Hiring Freeze Exemption Request Forms
Honors Funding
Laboratory Fees- Budget Tracking
Leave Payouts
Monitoring of College-wide E&G/Auxiliary/Foundation Accounts/Equipment
Fees/Material and Supply Fees
New Faculty Hire Files
Oversight of CAH Dean’s Office Front Desk Reception Area
Oversight of CAH Personnel Records Room
Oversight of General Operations in CAH Dean’s Office
Payroll Approval
P-Cards
Purchasing
Regional Campus Funding
Review of all off-line journals
Salary and OPS Tracking and Monitoring for all of CAH
Salary Buyout – shared with Rudy
Study Abroad Budget
Travel Authorization Request (Exemption Form)
USPS and A&P Personnel and Recruitment Procedures
USPS & A&P Annual Performance Appraisals

Professor Nancy Stanlick – Assistant Dean: Assessment, Community Relations, Diversity, Faculty and Staff Affairs, Promotional Activities, Property and Inventory, SACS, Undergraduate Student Affairs.

Assessment
Coordinate GEP Assessment for the University (shared responsibility).
Coordinate CAH Assessment for all CAH units.
Review and approve all CAH Assessment plans.
Review and approve all CAH Assessment reports
Perform CAH Assessment for the CAH Dean’s office.
Member of the University Assessment Committee (UAC).
Produce and report on CAH Assessment to the UAC yearly.

Faculty and Staff Affairs
Academic Assignments
Adjunct Evaluations
CAH Calendar of Administrative Deadlines
College Faculty and Chair Orientation
Committee Assignments/Faculty Senate Liaison
Dean’s Office Staff Liaison
Facilitator for TIP
Faculty Activity Report (by semester)
Five-Year Review of Chairs
Faculty Grievances  
Keys – Dean’s Office Only  
Parking  
Personnel Security Issues  
Short Invoice Approvals- UCF Foundation- All Department and College Accounts  
Special Events  
Sustained Performance Evaluations  
Telephone Requests – Dean’s Office Only  
USPS & A&P Grievances

**Property**
- CAH Dean’s Office property  
- CAH Property Policy  
- Oversight of property for all CAH units  
- Monitor progress of units scanning process

**SACS Accreditation**
- Adjunct Credentials  
- Faculty Credentials  
- SACS Guidelines Compliance – shared with Lynn

**Student Affairs**
- Dean’s List  
- Disability Services Liaison  
- Lead Scholars  
- Scholarships  
- Student Awards  
- Student Appeals  
- Student Evaluation of Teaching  
- Student Grade Appeals  
- Undergraduate Student Government Liaison(s) – shared with Lynn  
- Undergraduate Tuition Waivers

**University and Community Relations Committees**
- Diversity Council

**Ms. Delia M. Garcia - Director, College of Arts and Humanities Student Advising (CAHSA)**
- Academic Advising Council  
- Academic Focus Group  
- Academic Record Changes  
- College Day Liaison  
- College Open House Presentations  
- College-Wide Security Authorizer
DARs Audit Builds
Financial Aid Committee
Grade Changes
Majors Fairs
Mapping and Tracking Initiative
National Merit Scholars—shared with Lynn
Orientation Program, Transfer and First Time in College
PeopleSoft Prerequisite Builds
Probation Program
Readmission Program
Scholarship Appeals committee
Undergraduate Admissions, Student Athletes appeals committee
Undergraduate Degree Certification
Undergraduate Policies and Procedures
Undergraduate Registration
Undergraduate Student Affairs
Undergraduate Student Data Collection/Analysis
Undergraduate Student Records
University Academic Waiver Requests

**Senior Director of Development – TBA**

Supervision of CAH Development Office
Focus on major gifts $25K and higher college-wide
Focus on major gifts in support of UCF Performing Arts Center

**Ms. Laura Pooser – Director of Development**

Focus on major gifts $25K and higher college-wide
Interim support for Dean’s initiatives such as Dean’s Executive Council
Primary areas of support are in the humanities areas of the college, including specific knowledge in:
  - English
  - History
  - Music
  - SVAD
  - Theatre
  - UCF Writing Center
  - Writing and Rhetoric

**Ms. Tara Gasparovic – Assistant Director of Development**

Focus on annual gifts $1K and higher college-wide
Supervision of the Faculty/Staff campaign
Leadership of all annual fund activities for CAH
Systematic thank-you phone calls to all donors over $100
Primary areas of support are in all areas of the college, including specific knowledge in:
  - Architecture
Film
Modern Languages
Music
Philosophy
Studies Programs
Theatre