Contact List for Chairpersons in the College of Arts and Letters – 2014-2015

Preface: The following is a quick reference guide to the Dean's office in the College of Arts and Letters for departmental concerns. You may supplement this with the Contact List for Faculty. Should you see that a topic is missing, please contact Kathy Fischer (1-3756 or fischer.26@nd.edu) and she will add it to the list.

TASK	DETAILS	CONTACT	PHONE	EMAIL
Adjunct Hires		Rob Becht Peter Holland (Arts) Margaret Meserve (Humanities), (F 14) Maura Ryan (Humanities), (Sp 15) Mark Schurr (Soc. Sciences)	1-7340 1-2704 1-3756 1-3756 1-7638	becht.1 pholland meserve.1 ryan.61 mschurr
Affirmative Action		Margaret Meserve, (F 14) Maura Ryan, (Sp 15)	1-3756 1-3756	Mserve.1 ryan.61
Budget	• Monitoring College budgets • Special one-time budget requests	Rob Becht Peter Holland (Arts) Margaret Meserve (Humanities), (F 14) Maura Ryan (Humanities), (Sp 15) Mark Schurr (Soc. Sciences)	1-7340 1-2704 1-3756 1-3756 1-7638	becht.1 pholland meserve.1 ryan.61 mschurr
Chairpersons	• Appointments • Midterm Reviews	John McGreevy Peter Holland (Arts) Margaret Meserve (Humanities), (F 14) Maura Ryan (Humanities), (Sp 15) Mark Schurr (Soc. Sciences)	1-6642 1-2704 1-3756 1-3756 1-7638	mcgreevy.5 pholland meserve.1 ryan.61 mschurr
Computing		Rob Becht Dave Mastic	1-7340 1-7021	becht.1 mastic
Conferences		Harriet Baldwin	1-1792	Hbaldwin
Course Reductions		Peter Holland (Arts) Margaret Meserve (Humanities), (F 14) Maura Ryan (Humanities), (Sp 15) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-3756 1-7638	pholland meserve.1 ryan.61 mschurr
Counter Offers		Peter Holland (Arts) Margaret Meserve (Humanities), (F 14) Maura Ryan (Humanities), (Sp 15) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-3756 1-7638	pholland meserve.1 ryan.61 mschurr
Curricular Issues	• College Seminar contribution • Enrollment management • Extracurricular learning opportunities • Range of course offerings • Scheduling • University requirements • University seminars	JoAnn DellaNeva	1-9468	dellaneva.1

Departmental Reviews		Peter Holland (Arts) Margaret Meserve (Humanities), (F 14) Maura Ryan (Humanities), (Sp 15) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-3756 1-7638	pholland meserve.1 ryan.61 mschurr
Development	• Departmental and College Development requests	Maria DiPasquale	1-3770	mdipasqu
Facilities	• Academic space improvements • Office assignments • Academic space planning	Matthew Fulcher and Rob Becht Matthew Fulcher Matthew Fulcher	1-2738 1-7340 1-2738 1-2738	mfulcher becht.1 mfulcher mfulcher
Faculty Committees	• Appointments • Elections	Margaret Meserve (F 14) Maura Ryan (Sp 15) Kathy Fischer	1-3756 1-3756 1-3756	meserve.1 ryan.61 fischer.26
Faculty Hires	• Interviews • Negotiations • Spousal Opportunities	John McGreevy Peter Holland (Arts) Margaret Meserve (Humanities), (F 14) Maura Ryan (Humanities), (Sp 15) Mark Schurr (Soc. Sciences)	1-6422 1-2704 1-3756 1-3756 1-7638	mcgreevy.5 pholland meserve.1 ryan.61 mschurr
Faculty Orientation	• Lunches with new faculty	Peter Holland (Arts) Margaret Meserve (Humanities), (F 14) Maura Ryan (Humanities), (Sp 15) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-3756 1-7638	pholland meserve.1 ryan.61 mschurr
Faculty Personnel Issues	• Ombudsman	Margaret Meserve (F 14) Maura Ryan (Sp 15)	1-3756 1-3756	meserve.1 ryan.61
Graduate Programs	• Proposals for new programs • Budget requests	Peter Holland (Arts) Margaret Meserve (Humanities), (F 14) Maura Ryan (Humanities), (Sp 15) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-3756 1-7638	pholland meserve.1 ryan.61 mschurr
Interdisciplinary Relations	• Faculty Colloquia • Promotion of interdisciplinary research	Margaret Meserve (F 14) Maura Ryan (Sp 15) Mark Schurr	1-3756 1-3756 1-7638	meserve.1 ryan.61 mschurr
Leaves	• Monitors leave requests	Peter Holland (Arts) Margaret Meserve (Humanities), (F 14) Maura Ryan (Humanities), (Sp 15) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-3756 1-7638	pholland meserve.1 ryan.61 mschurr
Reference Guide♦		Margaret Meserve (F 14) Maura Ryan (Sp 15)	1-3756 1-3756	meserve.1 ryan.61
Professional Specialist Hires		Peter Holland	1-2704	pholland
Public Relations	• New appointments: department chairs, center directors, and endowed chairs • Publicity • Special activities	Kate Garry	104269	kategarry

Retirements		Peter Holland (Arts) Margaret Meserve (Humanities), (F 14) Maura Ryan (Humanities), (Sp 15) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-3756 1-7638	pholland meserve.1 ryan.61 mschurr
Staff	• Performance reviews • Staff hires • Staff needs • Salaries	Rob Becht	1-7340	becht.1
Teaching	• Quality of teaching across departments • Teaching awards	JoAnn DellaNeva	1-9468	dellaneva.1
Tenure and Promotion	• Policies • Decisions	Margaret Meserve (F 14) Maura Ryan (Sp 15) John McGreevy	1-3756 1-3756 1-6642	meserve.1 ryan.61 mcgreevy.5
Undergraduate Degree Programs	• Status of programs • New programs	JoAnn DellaNeva	1-9468	dellaneva.1
Webpages	• Oversees College webpages departmental redesign	Kate Garry	104269	kategarry