

## Contact List for Faculty in the College of Arts and Letters – 2016-2017

Preface: The following list is a quick reference guide to the Dean's Office in the College of Arts and Letters. In most cases **you should consult first with your departmental chair as designated by an asterisk.** 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.

TOPIC	CONTACT PERSON	PHONE	EMAIL
Centers*	James Brockmole	1-1584	jbrockm1
College Council Agenda Suggestions	Matt Zyniewicz	1-0355	mzyniewi
College and University Policies ♦	Margaret Meserve	1-3756	meserve.1
<i>Communiqué</i> (E-news letter)	Kate Garry	1-4269	kategarry
Computer Assistance	ALCO	1-7021	alcotech
Computer Upgrades*	Dave Mastic	1-7021	mastic
Conference Room Reservations	Linda Brady	1-7085	brady.33
Conferences*	Lauri Roberts	1-1468	lroberts
Course Reductions*	Peter Holland (Arts) Margaret Meserve ((Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland meserve.1 jbrockm1
Design, Copy & Logistics (DCL)	Tina Clark (Elkins)	1-6672	elkins.4
Development*	Maria DiPasquale	1-3770	mdipasqu
Elections	Kathy Fischer	1-3756	fischer.26
Faculty/Students Engagements	JoAnn DellaNeva	1-9468	dellaneva.1
External Funding	Ken Garcia	1-6494	garcia.56
Final Exams*	Ava Preacher	1-7098	preacher.1
ISLA UROP	Tom Merluzzi	1-7531	tmerluzz
Journals*	James Brockmole	1-1584	jbrockm1
Language Grants for Summer Courses*	Brian O'Conchubhair	1-5881	oconchubhair.1
Leave Requests*	Peter Holland (Arts) Margaret Meserve (Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland meserve.1 jbrockm1
Library Liaison*	James Brockmole	1-1584	jbrockm1
Medical Leave*	Margaret Meserve Maura Ryan (Provost office)	1-3756 xxxx	meserve.2 ryan.61

Mentoring*	Peter Holland (Arts) Margaret Meserve (Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland meserve.1 jbrockm1
Table Talk/ Meal Tickets (for student dining halls)	Brenda Teshka	1-9468	teshka.1
Office and Office Equipment*	Matthew Fulcher	1-2738	mfulcher
Ombudsmen* Sexual Harassment	Margaret Meserve Anita Kelly Jannifer Crittendon	1-3756 1-7048 1-4606	meserve.1 kelly.79 crittendon.1
Print and Web Media	Kate Garry	1-4269	kategarry
Procards*	T.D. Ball	1-4290	ball.24
Promotion and Tenure*	Peter Holland (Arts) Margaret Meserve (Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland meserve.1 jbrockm1
<i>Reference Guide</i> Suggestions	Kathy Fischer	1-3756	fischer.26
Registrar Liaison*	JoAnn DellaNeva	1-9468	dellaneva.1
Research Accounts*	T.D. Ball	1-4290	ball.24
Retirement*	Peter Holland (Arts) Margaret Meserve (Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland meserve.1 jbrockm1
Salary Appeals*	Peter Holland (Arts) Margaret Meserve (Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland meserve.1 jbrockm1
Scholarship Opportunities for Undergraduate and Graduating Seniors	Tom Merluzzi	1-5623	tmerluzz
Staff Supervision*	Rob Becht	1-7340	becht.1
Teaching Awards	JoAnn DellaNeva	1-9468	dellaneva.1
Undergraduate Degree Requirements*	Collin Meissner Ava Preacher Nick Russo Joe Stanfiel Vicki Toumayan	1-7098	meissner.1 preacher.1 russo.19 stanfiel.1 toumayan.5
Undergraduate Studies, New Degree Programs*	JoAnn DellaNeva	1-9468	dellaneva.1
University Seminars*	JoAnn DellaNeva	1-9468	dellaneva.1

◆ See Reference Guide