

Contact List for Chairpersons in the College of Arts and Letters – 2011-2012

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) Maura Ryan (Humanities) Mark Schurr (Soc. Sciences)	1-7340 1-2704 1-3756 1-7638	becht.1 pholland ryan.61 mschurr
Affirmative Action		Maura Ryan	1-3756	ryan.61
Budget	<ul style="list-style-type: none"> • Monitoring College budgets • Special one-time budget requests 	Rob Becht Peter Holland (Arts) Maura Ryan (Humanities) Mark Schurr (Soc. Sciences)	1-7340 1-2704 1-3756 1-7638	becht.1 pholland ryan.61 mschurr
Chairpersons	<ul style="list-style-type: none"> • Appointments • Midterm Reviews 	John McGreevy Peter Holland (Arts) Maura Ryan (Humanities) Mark Schurr (Soc. Sciences)	1-6642 1-2704 1-3756 1-7638	mcgreevy.5 pholland 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) Maura Ryan (Humanities) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-7638	pholland ryan.61 mschurr
Counter Offers		Peter Holland (Arts) Maura Ryan (Humanities) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-7638	pholland ryan.61 mschurr
Curricular Issues	<ul style="list-style-type: none"> • 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) Maura Ryan (Humanities) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-7638	pholland ryan.61 mschurr
Development	<ul style="list-style-type: none"> • Departmental and College Development requests 	Maria DePasquale	1-3770	mdipasqu
Facilities	<ul style="list-style-type: none"> • Academic space improvements • Office assignments • Academic space planning 	Matthew Fulcher Rob Becht Matthew Fulcher Matthew Fulcher	1-2738 1-7340 1-2738 1-2738	mfulcher becht.1 mfulcher mfulcher

Faculty Committees	<ul style="list-style-type: none"> • Appointments • Elections 	Maura Ryan Kathy Fischer	1-3756 1-3756	ryan.61 fischer.26
Faculty Hires	<ul style="list-style-type: none"> • Interviews • Negotiations • Spousal Opportunities 	John McGreevy Peter Holland (Arts) Maura Ryan (Humanities) Mark Schurr (Soc. Sciences)	1-6422 1-2704 1-3756 1-7638	mcgreevy.5 pholland ryan.61 mschurr
Faculty Orientation	<ul style="list-style-type: none"> • Lunches with new faculty 	Peter Holland (Arts) Maura Ryan (Humanities) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-7638	pholland ryan.61 mschurr
Faculty Personnel Issues	<ul style="list-style-type: none"> • Ombudsman 	Maura Ryan	1-3756	ryan.61
Graduate Programs	<ul style="list-style-type: none"> • Proposals for new programs • Budget requests 	Peter Holland (Arts) Maura Ryan (Humanities) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-7638	pholland ryan.61 mschurr
Interdisciplinary Relations	<ul style="list-style-type: none"> • Faculty Colloquia • Promotion of interdisciplinary research 	Maura Ryan Mark Schurr	1-3756 1-7638	ryan.61 mschurr
Leaves	<ul style="list-style-type: none"> • Monitors leave requests 	Peter Holland (Arts) Maura Ryan (Humanities) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-7638	pholland ryan.61 mschurr
Reference Guide		Maura Ryan	1-3756	ryan.61
Professional Specialist Hires		Peter Holland	1-2704	pholland
Public Relations	<ul style="list-style-type: none"> • New appointments: department chairs, center directors, and endowed chairs • Publicity • Special activities 	Marie Blakey	1-1405	m.blakey
Retirements		Peter Holland (Arts) Maura Ryan (Humanities) Mark Schurr (Soc. Sciences)	1-2704 1-3756 1-7638	pholland ryan.61 mschurr
Staff	<ul style="list-style-type: none"> • Performance reviews • Staff hires • Staff needs • Salaries 	Rob Becht	1-7340	becht.1
Teaching	<ul style="list-style-type: none"> • Quality of teaching across departments • Teaching awards 	JoAnn DellaNeva	1-9468	dellaNeva.1
Tenure and Promotion	<ul style="list-style-type: none"> • Policies • Decisions 	Maura Ryan John McGreevy	1-3756 1-6642	ryan.61 Mcgreevy.5
Undergraduate Degree Programs	<ul style="list-style-type: none"> • Status of programs • New programs 	JoAnn DellaNeva	1-9468	dellaNeva.1
Webpages	<ul style="list-style-type: none"> • Oversees College webpages and departmental redesign 	Marie Blakey	1-1405	m.blakey