

## Contact List for Faculty College of Arts and Letters – 2017-2018

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 Megan Snyder (1-3756 or msnyde10@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 ♦	Elisabeth Köll	1-3756	ekoll
<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) Elisabeth Köll (Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland ekoll jbrockm1
Design, Copy & Logistics (DCL)	Tina Clark	1-6672	elkins.4
Development*	Maria DiPasquale	1-3770	mdipasqu
Elections	Megan Snyder	1-3756	msnyde10
Faculty/Students Engagements	Essaka Joshua	1-9468	ejoshua
External Funding	Ken Garcia	1-6494	garcia.56
Final Exams*	Ava Preacher	1-7098	preacher.1
ISLA UROP	Alison Rice	1-7531	arice1
Journals*	James Brockmole	1-1584	jbrockm1
Language Grants for Summer Courses*	Brian O’Conchubhair	1-5881	oconchubhair.1
Leave Requests*	Peter Holland (Arts) Elisabeth Köll (Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland ekoll jbrockm1
Library Liaison*	James Brockmole	1-1584	jbrockm1
Medical Leave*	Elisabeth Köll Maura Ryan (Provost office)	1-3756 1-7267	ekoll ryan.61

Mentoring*	Peter Holland (Arts) Elisabeth Köll (Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland ekoll 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	Elisabeth Köll Anita Kelly Jannifer Crittendon	1-3756 1-7048 1-4606	ekoll 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) Elisabeth Köll (Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland ekoll jbrockm1
<i>Reference Guide</i> Suggestions	Megan Snyder	1-3756	msnyde10
Registrar Liaison*	Essaka Joshua	1-9468	ejoshua
Research Accounts*	T.D. Ball	1-4290	ball.24
Retirement*	Peter Holland (Arts) Elisabeth Köll (Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland ekoll jbrockm1
Salary Appeals*	Peter Holland (Arts) Elisabeth Köll (Humanities) James Brockmole (Soc. Sciences)	1-2704 1-3756 1-1584	pholland ekoll jbrockm1
Scholarship Opportunities for Undergraduate and Graduating Seniors	Alison Rice	1-5623	arice1
Staff Supervision*	TBD	1-7340	TBD
Teaching Awards	Essaka Joshua	1-9468	ejoshua
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*	Essaka Joshua	1-9468	ejoshua
University Seminars*	Essaka Joshua	1-9468	ejoshua

◆ See Reference Guide