

TO: Colorado College Faculty and Staff
FR: Claire Oberon Garcia, Dean of Faculty and Acting Provost
RE: Division of Dean's Office Duties for Academic Year 2020-21

16 September 2020

This memorandum serves as a guide to the points of contact for specific functions within the Dean's Office. Please contact the Assistant to the Dean of the Faculty prior to messaging other members of the Dean's Office Staff if you still have questions about whom to contact for a particular issue.

Claire Oberon Garcia, Dean of Faculty and Acting Provost (2020-21)

- Departments and programs: including course grids, format changes, staffing issues, curricular issues; impact of COVID-19 policies and procedures on department and program functions
- Lecturers, Tenure and Tenure-track faculty: all personnel issues including appointments, sabbaticals and leaves, both regular and additional compensation, teaching loads, all matters related to reviews
- New Tenure-Track Faculty
- One-year visitors employed in 2020-21
- Chairs and Directors
- Research and Development: including R and D Committee, start-up funding, and conferences
- Committee on Instruction
- Budget requests
- Operating Budgets and Finance
- Personnel issues such as leaves, sabbaticals, conflicts, conduct
- FEC liaison
- Faculty Hiring: All matters relating to tenure-track, lecturer, and one-year hires at every stage of the process
- General Studies Chair
- Repopulation and Re-recruiting Committee (with Mark Hatch, Pedro de Araujo, Rochelle Dickey and Lesley Irvine)

As acting provost: Chief Academic Officer, Tutt Library, FAC, Academic Liaison to Creativity and Innovation, college representative to the ACM and other bodies.

Andrea Bruder, Associate Dean

- General Education
- Block visitors
- Curriculum Executive Committee
- Scientific Advisory Committee, including college policies on testing and contact tracing
- Assessment Committee

- Liaison to the Academic Programs Office
- Accreditation
- New Chairs and Directors
- Class Enrollments
- Liaison to Vice Provost's Office on non-COVID-19 related matters

Peony Fhagen, Senior Associate Dean for Equity, Inclusion and Faculty Development

- Develops, facilitates, and supports faculty development programming
- Provides DEI support to faculty on pedagogy, policies, procedures and reducing bias in academic practices
- College representative to the Consortium for Faculty Diversity
- Collaborates with the Director of the Riley Scholars in Residence Program to manage faculty engagement in the program
- Oversees the implementation of the antiracism plan as part of a three-person college-wide DEI team that includes the Senior Associate Dean of Students for Equity & Inclusion and the Director of Diversity, Equity, and Inclusion for staff
- As part of the DEI team, provides strategic support for DEI/antiracism work across campus to the President of the College
- Liaison to the Crown Center, the Colket Center, and DEAB

Karen Obrzut, Faculty Employment Specialist

- Should be cc'd on anything to do with faculty employment, including sabbaticals, retirement, and leaves unless it is a personal question or issue
- Processes one-year and block visitors hiring, including coordinating with Donna Beziou on international hires
- Assists with management of the retired faculty house
- Is the secretary for the Committee on Instruction
- Assists with the reservation of physical spaces in the Deans suite with Dale Willson

Tess Powers, Director of Faculty Research Support and Research Compliance

- Helps faculty develop a strategy for applying for internal and external research funding
- Identifies possible funders for faculty scholarships
- Supports faculty in the grant application process
- Assists faculty in the post-award process
- Provides programming for all stages of support for applying for grants and fellowships
- Serves on the Research and Development Advisory Committee

Dale Willson, Assistant to the Dean of Faculty, Office of the Dean of the Faculty

- Should be cc'd on any question or email that has an administrative aspect, such as budget requests and all routine operations in the Dean's Office
- Staff support for FEC: organizes elections, meetings and edits the Faculty Handbook

- Manages Claire's calendar; should be first point of contact for meeting requests; please include meeting agenda items when scheduling an appointment
- Prepares One-Year Visitor and Riley appointment letters
- Processes faculty moving reimbursement requests
- Assists in reservation of physical spaces in the Deans suite with Karen Obrzut
- Collects requests for funding from the Dean's Office

Amy Lewis, Administrative Assistant, Dean of Faculty's Office

- Provides primary administrative support to the associate deans
- Provides administrative support to the Director of Faculty Research Support and Research Compliance
- General support for the Dean's Office

Vice-Provosts Office Administrative Liaison

Karen Lee Smith, Administrative Assistant in the Vice Provost's Office

- Ensures communications and operations between the Vice Provost's office and the Dean's office are clear and coordinated
- Collects all faculty meeting agenda items and works with Claire and Erica Hardcastle in ITS to finalize and organize the agenda