

Who do I call in the Office of the Provost?

[tbd, Administrative Assistant to the Office of the Provost x5375](#)

Scheduling/calendar management: Provost, Associate Provost and SAPPD
Deans, Department Chairs & Other Academic Personnel List (updates and posting online)
Independent Contract Processing (Cadaver, lighting, etc.)
Itineraries for guests sponsored by the Office of the Provost
Miscellaneous for Randy/Alison/Jeff (i.e. registrations; presentation materials, hiring, etc.)
Office of the Provost Correspondence (i.e.-memos, letters—Quest, TTPC, etc.)
Office Supplies (supplies, paper, water, soda)
One Source (i.e.-re-imburements, stipends, subscription renewals)
PCard allocations for Randy, Alison & Jeff
Travel Arrangements for the Office of the Provost-(Randy, Alison, Jeff & guests)
Subscription Renewals (those not completed via One Source)
Administrative Support for The Special Assistant to the President and Provost for Program Development
Work Study Hiring/Oversight
Faculty Contract Processing
TT&P file maintenance
IRB co-chair support

[Emily Warren, Project Coordinator, Office of the Provost x 2720](#)

COE Retreat
Committee membership & scheduling
Elections/Appointments
Faculty DB Cards
Fact Book - student & Common Data Set
Falcon Link & Provost's Office webpage maintenance
P-Card approvals for Associate Provost Area Orgs
RFM and COE meeting agendas/materials
Provost's Cabinet meeting agendas/materials
RFAC and COE Steering meeting
agendas/materials
May Development Week
Support

[Ruth Nutt, Executive Administrator to the Office of the Provost x2290](#)

Academic area eCPF requests
Adjunct hiring/contracts/loading
Board of Trustees
Budgeting
Commencement
Convocation
Fact Book – faculty
Full time faculty hiring/contracts/loading

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TT&P process

WLR process

Sabbatical non-instructional coverage

review Provost area dist-list & COEnet

maintenance P-Card approvals for Provost

Area Orgs

[Susan Donat, Assistant Director of Curriculum and Assessment x3897](#)

Assessment of student learning (graduate and undergraduate)

CALM/AEFIS training

College Catalog (undergraduate)

Curriculum Committee and Academic Council agendas/materials

Curriculum proposals/baselines

Academic requirements for undergraduate majors, minors and concentrations

Summer Online (undergraduate courses)

Middles States ALO