

## Who do I contact in the Office of the Provost?

### Darcy Griffiths

All scheduling for Alison  
Elections/Appointments  
IRB  
Falcon Link & Provost's Office webpage maintenance  
One Source Requests  
RFM agendas/materials

### Ruth Nutt

Academic area eCPF requests  
Adjunct hiring/contracts/loading  
All scheduling for Bill as Associate Provost (all IT area requests should be sent to Diane Hunsinger)  
All scheduling for Randy  
Board of Trustees  
Budgeting  
COE Handbook  
Commencement  
Convocation  
Fact Book – faculty  
Full time faculty hiring/contracts/loading  
Provost area dist-list & COEnet maintenance  
Provost's Cabinet and COE meeting agendas/materials  
P-Card approvals for Provost Area Orgs  
TT&P process  
WLR process

### Susan Donat

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)