

Office of the Provost Staff

Denise Waiters, Executive Assistant, Office of the Provost x2720

Committee support (RFAC/RFM, COE Senate/Steering, Curriculum, Academic Council)

Elections and appointments

Calendar management, appointments & scheduling for Emerson Powery and Melly Howard

Faculty DB Cards and assistance with faculty development funds

COEH updates and Office of the Provost website

BOT Committee on Education

Kelsey Sheffe, Administrative Assistant, Office of the Provost x5375

Coordination for COE Events (May Development, Retreat, In-Service, etc.)

Educational Technology Committee support

Institutional Review Board support

Student Course Evaluation process

Syllabi collection process

Faculty external grant support

Ruth Nutt, Director of Educational Operations x2290

Full-time and adjunct faculty contracts, loading & payments

TT&P: files, process and committee

Staff/admin/faculty hiring processes

Provost area budgets

Coordination of Commencement/Convocation

Academic Partnerships