

Office of the Provost Staff

Kelsey Sheffe, Administrative Assistant to the Office of the Provost x5375

Guest travel coordination

Educational Technology Committee Support

Governance Review Task Force Support

Event support

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

Administrative Support for Institutional Review Board (IRB)

Manage the Student Course Evaluation process

Manage renewal and payments of contracts and subscriptions

Coordinate the University syllabi collection process

Faculty External Grant Support

Denise Waiters, Executive Assistant, Office of the Provost x2720

Appointments, & scheduling for Provost and Associate Provost

Academic area move/painting request compilation

COE/RFM related projects and communications

COE Handbook reformatting and administrative updates

COE Administrative Support

- Committee/Task Force support (Academic Council, COE Senate/Steering, Curriculum Committee, New Programing and Coordination Planning Team, Provost's Cabinet/Educational Leadership Team, RFAC/RFM)
- Committee scheduling, catering (as needed), and room reservations
- COE elections and appointments

Faculty DB-Cards and assistance with faculty development funds

Office of the Provost Website and FalconLink card management

Office of the Provost Canvas pages (Department Chair/Program Director Handbook, etc.)

UG Academic Calendar

Board of Trustees Committee on Education administrative support

Ruth Nutt, Director of Educational Operations x2290

Finance and budgets

Faculty recruitment, hiring, contracts, payments and loading

Term Tenure and Promotion process

Workload Reallocation program

UG Commencement

Faculty mentoring funds program

COE membership/seniority

Convocation Ceremony