



## College of Literature, Science, and the Arts Communicating with the Dean's Office

*All budgetary and non-budgetary requests to the college from chairs and directors should come through the divisional associate deans. Each divisional associate dean has a specially-designated email address for this purpose. Units within the Undergraduate Education Division should forward requests to the Associate Dean for Undergraduate Education. The associate deans will work closely with the dean's office to respond to all requests in a timely fashion. Associate deans will sign off each Thursday at 5:00 p.m. to attend to their own faculty business on Friday. You may certainly contact an associate dean on a Friday, but do not expect a response until Monday. In the event of an emergency that requires immediate attention on a Friday, please contact both Interim Dean Elizabeth Cole and Interim Academic Chief of Staff, Linda Kentes, cc'ing the appropriate associate dean.*

### Dean

#### **Interim Dean, College of Literature, Science, and the Arts – Elizabeth Cole**

([umlsadean@umich.edu](mailto:umlsadean@umich.edu)), for appointments contact Kayla Niemann ([kaylaa@umich.edu](mailto:kaylaa@umich.edu)), 936-7540

### Dean's Office Administration

#### **Interim Academic Chief of Staff – Linda Kentes**

([lindahb@umich.edu](mailto:lindahb@umich.edu)), for appointments contact Michele Burns ([mabearin@umich.edu](mailto:mabearin@umich.edu)), 647-2115

*Types of Matters Handled by Academic Chief of Staff:*

Facilitation of Communications with Dean and Dean's Office Across All Constituencies  
Support, Strategic Planning and Project Management on Dean's Office and LSA Mission-Related Matters

#### **Executive Director of Administration & Chief Financial Officer – Steven J. Schlecht**

([sjs@umich.edu](mailto:sjs@umich.edu)), for appointments contact Sue Birko ([birkos@umich.edu](mailto:birkos@umich.edu)), 647-2224

*Types of Matters Handled by Executive Director of Administration & Chief Financial Officer:*

Management of Administrative and Financial Operations for the College of LSA, including these areas:  
Budget and Finance, Facilities and Capital Projects, Human Resources, Research Administration,  
Technology Services and LSA Units.

Cross-University Budgets and Programming  
Enrollment Planning  
Interface with Provost's Office  
High Level/Mission Critical Strategic Planning  
and Budget Initiatives

LSA Budget  
Summer Term Strategies  
Transfer Student Strategies

## Advancement

### **Assistant Dean for Advancement – Thomas Baird**

([baird@umich.edu](mailto:baird@umich.edu)), for appointments contact Sarah Christensen ([sarahchr@umich.edu](mailto:sarahchr@umich.edu)), 615-6447

#### *Types of Matters Handled by Assistant Dean for Advancement:*

Alumni Relations, LSA Reunions	LSA Content Management System (web)
Capital Campaign Support	LSA Fund (formerly annual fund)
Corporate and Foundation Relations	<i>LSAmagazine</i> (and <i>LSA Today</i> )
Dean's Advisory Council (DAC)	LSA News, Media and Public Relations
Distinguished Lectureships	Marketing
Donor Relations and Gift Processing	Newsletter Consulting
Event Consulting	Special Events
Fundraising (Major Gifts, Annual Giving)	Undergraduate student recruiting & scholarships
Gift Stewardship	Web Design Support
Graphic Design and Support	

## Budget and Finance

### **Director of Finance – Krista Farmer**

([kfarmer@umich.edu](mailto:kfarmer@umich.edu)), for appointments contact Sue Birko ([birkos@umich.edu](mailto:birkos@umich.edu)), 647-2224

#### *Types of Matters Handled by Director of Finance:*

Faculty Merit Program and Planning (Contact: Linda Blakley)  
Financial Management Issues (Contact: Krista Farmer)  
Graduate Student Instructor (GSI) and Lecturer Budgets (Contact: Linda Blakley)  
Operational Budgeting (Contact: Bill Barnett)  
Purchasing (Contact: Dean Girbach)

## Chief Administrators

### **Senior Manager for LSA Units – Merlis Nolan**

([mnolan@umich.edu](mailto:mnolan@umich.edu)), for appointments contact Britney Jenkins ([bklave@umich.edu](mailto:bklave@umich.edu)), 764-4660

#### *Types of Matters Handled by Senior Manager for Chief Administrators:*

Chief Administrator and Administrative Forum Management  
Chief Administrator Hiring and Professional Development  
Facilitation of Departmental and Dean's Office Collaborations  
Resource to all Units

## Diversity, Equity, and Inclusion

### **Associate Dean for Diversity, Equity, Inclusion, and Professional Development – Fiona Lee**

([lsa-dei-ad@umich.edu](mailto:lsa-dei-ad@umich.edu)), for appointments contact Michele Burns ([mabearin@umich.edu](mailto:mabearin@umich.edu)), 647-2115

*Types of Matters Handled by Associate Dean for Diversity, Equity, Inclusion, and Professional Development:*

DEI Strategic Plan Implementation and Evaluation  
Faculty Training and Professional Development  
Creation of DEI Practices and Responsibilities

***Diversity, Equity, Inclusion, and Culture (DEIC) Officer – Latisha Cunningham***

([cunlat@umich.edu](mailto:cunlat@umich.edu)), for appointments contact Michele Burns ([mabearin@umich.edu](mailto:mabearin@umich.edu)), 647-2115

*Types of Matters Handled by DEIC Officer:*

Staff Training and Professional Development	Candidate Pool Diversity
DEI Strategic Plan Implementation	Hiring Activities for Job Families
Staff Consultations on DEIC Matters	

**Divisional Associate Deans - Faculty Academic Affairs**

***Associate Dean for the Humanities – Anne Curzan***

([humanitiesad@umich.edu](mailto:humanitiesad@umich.edu)), for appointments contact Michele Burns ([mabearin@umich.edu](mailto:mabearin@umich.edu)), 647-2115

**Departments and Programs:** Afroamerican and African Studies (DAAS); American Culture; Asian Languages and Cultures; Center for Judaic Studies; Classical Studies; Comparative Literature; English Language Institute; Film, Television, and Media; Germanic Languages and Literatures; History; History of Art; Humanities Institute; Linguistics; Kelsey Museum of Archaeology; Middle East Studies; Philosophy; Residential College; Romance Languages and Literatures; Slavic Languages and Literatures; Sweetland Writing Center; Women's Studies

***Associate Dean for the Natural Sciences – Christopher Poulsen***

([naturalsciad@umich.edu](mailto:naturalsciad@umich.edu)), for appointments contact Michele Burns ([mabearin@umich.edu](mailto:mabearin@umich.edu)), 647-2115

**Departments and Programs:** Animal Care Programs; Applied Physics; Astronomy; Biological Station; Chemistry; Complex Systems; Ecology and Evolutionary Biology; Mathematics; Molecular, Cellular and Developmental Biology; Museum of Paleontology; Physics; Program in Biophysics; Program in the Environment; Psychology; Statistics

***Associate Dean for the Social Sciences – Rosario Ceballo***

([socialsciad@umich.edu](mailto:socialsciad@umich.edu)), for appointments contact Michele Burns ([mabearin@umich.edu](mailto:mabearin@umich.edu)), 647-2115

**Departments and Programs:** Anthropology; Barger Leadership Institute; Cognitive Science; Communications Studies; Earth and Environmental Science; Economics; English Language and Literature; International Institute; Museum of Anthropological Archaeology; National Center for Institutional Diversity; Organizational Studies; Political Science; Sociology

***Faculty Academic Affairs – Linda Kentes***

([lindahb@umich.edu](mailto:lindahb@umich.edu)), for appointments contact Lauren Stier ([stierlau@umich.edu](mailto:stierlau@umich.edu)), 764-8474

*Types of Matters Handled by Divisional Associate Deans:*

Chair and Director Liaison/Meetings  
Dual Career/Partners  
External Reviews  
Faculty Personnel Issues  
Faculty Salary Issues  
(including starting salaries and retentions)  
Grievances

Leaves and Sabbaticals  
Position Requests  
Recruitment and Hiring  
Research – Proposals, Cost Sharing, Sponsors,  
Matching Grants  
Resignations  
Retirements

## Facilities and Capital Projects

### **Director of Facilities and Operations – Robert Johnston**

([rjohnstn@umich.edu](mailto:rjohnstn@umich.edu)), for appointments contact Laurie Sanders ([lassy@umich.edu](mailto:lassy@umich.edu)), 764-0323

### **Associate Director of Facilities and Operations – Dan Rife**

([drife@umich.edu](mailto:drife@umich.edu)), 764-6760, for appointments contact Laurie Sanders ([lassy@umich.edu](mailto:lassy@umich.edu)),  
764-0323

## Graduate Education

### **Manager for Graduate Education – Paula Hathaway**

([ptrail@umich.edu](mailto:ptrail@umich.edu)), 615-6122

*Types of Matters Handled by Manager for Graduate Education:*

AMDPs and Graduate Certificates  
Continuous Enrollment  
Funding for Graduate Student Events  
Graduate Program Policies and Reviews

Graduate Student Instructor Training  
Graduate Student Recruitment  
Upper Level Teaching Program

## Human Resources

### **Human Resources Director – Patrick Smitowski**

([psmitow@umich.edu](mailto:psmitow@umich.edu)), for appointments contact Kim Lewandowski  
([kimski@umich.edu](mailto:kimski@umich.edu)), 615-0587

Human Resources Issues (Contact: Patrick Smitowski)  
Lecturers' Employee Organization (LEO) and Graduate Employees' Organization (GEO),  
including grievances (Contact: Dominick Fanelli)

## Opportunity Hub

### **Assistant Dean for Student Development and Career Initiatives – Paula Wishart**

([pwishart@umich.edu](mailto:pwishart@umich.edu)), for appointments contact Kim Berry ([berrkimb@umich.edu](mailto:berrkimb@umich.edu)), 763-6717

*Types of Matters Handled by Assistant Dean for Student Development and Career Initiatives:*

Opportunity Hub Ideas and Questions

Internship Scholarships and Funding

Internship Program  
Global Opportunities and Internships  
Employers Interested in Hiring LSA Students  
Career Related Questions from LSA Parents  
Departmental Liaison for Career Questions  
Employer Job Postings for LSA Students

Alumni-Employer Engagement  
Career Exploration Workshops  
Experiential Learning related to Career Goals  
ALA Internship Courses in the Hub  
LSA Student Career Preparation Resources  
Alumni Career Mentoring for LSA Students

## Research

**Director of Research Administration – Linda Chadwick**  
([lchadw@umich.edu](mailto:lchadw@umich.edu)), 647-2151

## Technology Services

**Chief Information Officer – Cathy Curley**  
([cacurley@umich.edu](mailto:cacurley@umich.edu)), for appointments contact Alyssa Longo ([alysbeck@umich.edu](mailto:alysbeck@umich.edu)), 615-0102

Classroom Services (Contact: Moni Dressler)  
Computing Issues (Contact: Marissa Green)  
Management Information Systems (Contact: Mark Bacon)  
Web Services (Contact: Pat Belden)

## Undergraduate Education

**Associate Dean for Undergraduate Education – Angela Dillard**  
([adillard@umich.edu](mailto:adillard@umich.edu)), for appointments email Michelle Ehlers ([miehlere@umich.edu](mailto:miehlere@umich.edu)), 764-0320

*Types of Matters Handled by the Office of the Associate Dean for Undergraduate Education:*

Applied Liberal Arts / University Courses Division  
Assessment and Learning Analytics (Specialist: TBD)  
Climate and Diversity (Specialist: Kelly Maxwell)  
Community Engaged Academic Learning (CEAL)  
Comprehensive Studies Program (CSP)  
Curriculum Committee  
Curriculum Support Office (Specialists: Lori Gould, JoAnn Peraino)  
Digital Wolverines  
First-Year Seminars (Contact: Angela Dillard)  
Honors Program  
Learning Communities (Specialist: Kelly Maxwell)  
LSA Student Government (Specialist: Kelly Maxwell)  
optiMize/LSA Social Innovation  
Race and Ethnicity Requirement (Specialists: Dorine Lawrence-Hughes, Lori Gould)  
Scholarships (Specialist: Doug Fletcher)  
Study Abroad (CGIS)  
Teaching Academy and Faculty Institutes (Specialists: Angela Dillard and Cameron Gibelyou)  
Teaching and Learning Across the College

Teaching and Learning Innovation Programs (Specialist: Cameron Gibelyou)  
Undergraduate Co-Curricular Programming (Specialist: Jeff Sorensen)  
Undergraduate Student Recruitment (Specialist: Susan Perreault)  
Undergraduate Teaching and Advising Awards (Specialist: Cameron Gibelyou)  
UM 2020 Accreditation

***Assistant Dean for Undergraduate Education and Student Academic Affairs – RaShonda Flint***  
([rrflint@umich.edu](mailto:rrflint@umich.edu)), for appointments contact Debbie Walls ([dwalls@umich.edu](mailto:dwalls@umich.edu)), 764-7297

*Types of Matters Handled by Assistant Dean for Undergraduate Education*

Academic Advising	Degree Completion Audits
Academic Integrity (cheating, plagiarism, etc.)	Grade Grievance Policies
Academic Probation and Dismissal	New and Transfer Student Orientation Advising
College Instructional Handbook, Online Course Guide, and other College Publications for Students, Instructors, and Advisors	Student Academic Records
College Requirements for Students	Student Problems in the Classroom
College Rules and Procedures Governing Instruction, (e.g., attendance, final exams)	Student Academic Progress Reports
College Rules Governing Students (e.g., late drops, incompletes, grades)	Testing Accommodation Center

***Assistant Dean for Undergraduate Education (Curriculum) – Dorine Lawrence-Hughes***  
([dlawhugh@umich.edu](mailto:dlawhugh@umich.edu)), for appointments email Michelle Ehlers – ([miehlers@umich.edu](mailto:miehlers@umich.edu)), 764-0320

*Types of Matters Handled by Assistant Dean for Undergraduate Education:*

Comprehensive Studies Program (CSP)  
Health Science Scholars Program (HSSP)  
Michigan Research Community (MRC)  
Museum of Natural History  
Race and Ethnicity Courses  
Science Learning Center  
Women in Science and Engineering Residential Program (WISE RP)

***Assistant Dean for Undergraduate Education (Student Engagement) – Kelly Maxwell***  
([kmax@umich.edu](mailto:kmax@umich.edu)), for appointments email Michelle Ehlers ([miehlers@umich.edu](mailto:miehlers@umich.edu)), 764-0320

*Types of Matters Handled by Assistant Dean for Undergraduate Education:*

Center for Global and Intercultural Study (CGIS)  
English Language Institute (ELI)  
Global Scholars Program (GSP)  
Intergroup Relations Program (IGR)  
Language Resource Center (LRC)  
Lloyd Hall Scholars Program (LHSP)  
LSA Student Government  
Michigan Community Scholars Program (MCSP)  
Residential College (RC)

# Undergraduate Research Opportunity Program (UROP)