

# The College of Liberal Arts and Sciences

## Dean's Office PSS Contact Directory

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<b>Dean Drake Support</b>	Tracy McLenithan
<b>Associate Dean Anderson, Associate Dean Shreiner &amp; Assistant Dean McCloud Support</b>	Heidi Nicholson
<b>Associate Dean McBane &amp; Assistant Dean Schaner Support</b>	Mona Silva
<b>Address Updates (faculty/staff)</b>	Heidi Nicholson
<b>Adjunct/Overload/Reassigned Time Contracts</b>	Heidi Nicholson
<b>Affiliate Review Process</b>	Heidi Nicholson
<b>Annual Schedule</b>	Tracy McLenithan
<b>Appointment Letters</b>	Tracy McLenithan
<b>Award Nominations</b>	Heidi Nicholson
<b>CLAS Curriculum Committee Support</b>	Mona Silva
<b>CLAS Faculty Council Support</b>	Mona Silva
<b>CLAS Faculty Development Support</b>	Heidi Nicholson
<b>CLAS Personnel Committee Support</b>	Heidi Nicholson
<b>Conference and Event Planning Requests</b>	Tracy McLenithan
<b>Conference Room Scheduling</b>	Mona Silva
<b>Course Change Notification Forms</b>	Heidi Nicholson
<b>Employment Search Process</b>	Tracy McLenithan
<b>Facilities Requests</b>	Mona Silva
<b>Governance &amp; Committee Lists</b>	Mona Silva
<b>Grades - Submission, Incompletes, Changes</b>	Mona Silva
<b>Late Add Requests</b>	Mona Silva
<b>Name Badge Orders (faculty/staff)</b>	Heidi Nicholson
<b>Personnel Process</b>	Heidi Nicholson
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<b>Sabbatical Eligibility Notifications</b>	Heidi Nicholson
<b>Sabbatical Process</b>	Heidi Nicholson
<b>Salary Process</b>	Tracy McLenithan
<b>Scholarship Coordination</b>	Heidi Nicholson
<b>Staffing Plans</b>	Tracy McLenithan
<b>Student Grievances</b>	Mona Silva
<b>Tenure Book Orders</b>	Tracy McLenithan
<b>Three-year Unit Head Evaluations</b>	Heidi Nicholson
<b>Travel &amp; Expense Forms</b>	Heidi Nicholson
<b>Unit Head Meetings</b>	Mona Silva