

Dean of the Faculty Staff

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Tamara Metz

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Academic advising
Academic policy and planning
Academic programming and curriculum
development
Academic Success Committee
Accreditation
Faculty development and mentoring
Governance
New faculty support
Northwest Five Consortium (NW5C)
Student success programming
Visiting searches and faculty

Jolina Kwong Caputo

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Academic equipment budget
Academic staff evaluation and Human
Resources compliance
Committee on Academic Policy and Planning
(CAPP)
Committee on Advancement and Tenure (CAT)
Endowed chairs and professorships
Endowed lecture funds
Faculty development fund requests (Stillman
Drake, Sabbatical Research, Summer
Research, etc.)
Faculty reviews
Foundation and corporate support
Sabbatical and leave eligibility
Student research and faculty-student research
Supervisor to Administrative Coordinators to the
Faculty
Supervisor to Dean's office staff

Matthew Packwood

Executive Administrative Coordinator to the
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Academic Affairs Committee
Academic misconduct
Dean of the Faculty office community liaison
Dean's calendar and meeting coordination
Dean's office operating budget
Dean's office website
Faculty announcements
Faculty committees
Faculty database and Banner records
Faculty elections
Faculty housing
Faculty meetings
Faculty minutes and legislative record
Northwest Five Consortium (NW5C)
Program review and accreditation

Karin Purdy

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Associate Dean of the Faculty calendar and
meeting coordination
Associate Dean's office operations
Faculty offer letters and startup agreements
Faculty office assignments
Faculty recruitment and hiring processes
Immigration and visas
New faculty orientation and onboarding

Lin Reedijk

Administrative Coordinator

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Dean's office operations and administrative support

Faculty development fund reimbursements

(Stillman Drake, Sabbatical Research, Summer Research, etc.)

Faculty employment files

Faculty evaluation files

Faculty professional travel

Anne Ha

Faculty Administrative Coordinator

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Annual faculty salary letters

Faculty database and Banner records

Faculty Directory

Faculty Handbook

Guidebook

Language Scholars orientation