

## Dean of the Faculty Staff

Updated June 23, 2022

### **Tamara Metz**

Associate Dean of the Faculty and Associate  
Professor of Political Science and Humanities  
Eliot Hall 425  
503/777-7299  
[tmetz@reed.edu](mailto:tmetz@reed.edu)

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**

Associate to the Dean of the Faculty  
Eliot Hall 317  
503/777-7258  
[jolina@reed.edu](mailto:jolina@reed.edu)

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  
Dean of the Faculty  
Eliot Hall 318A  
503/517-5546  
[mpackwood@reed.edu](mailto:mpackwood@reed.edu)

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**

Faculty Search Coordinator  
Eliot Hall 403  
503/517-7653  
[purdyk@reed.edu](mailto:purdyk@reed.edu)

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

Eliot Hall 317

503/777-7256

[reedijkl@reed.edu](mailto:reedijkl@reed.edu)

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

Eliot Hall 429

503/517-5297

[anneha@reed.edu](mailto:anneha@reed.edu)

Annual faculty salary letters

Faculty database and Banner records

Faculty Directory

Faculty Handbook

Guidebook

Language Scholars orientation