Dean of the Faculty Staff  
Updated June 26, 2023

Tamara Metz  
Associate Dean of the Faculty and Associate Professor of Political Science and Humanities  
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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  
Associate to the Dean of the Faculty  
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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 Dean of the Faculty  
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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  
Faculty Search Coordinator  
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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