

## Whom to contact in the Harpur Dean's Office?

<b>Academic honesty</b>			
	Submission of Category I form and general questions	Kaitlin Maynard	7-4941
	Interpretation of rules	Doug Jones	7-6140
<b>Alumni and development</b>			
	Alumni relations & recurring events (Romano lecture, etc)	Leah Joggerst	7-4098
	Development	Leah Joggerst	7-4098
<b>Communications</b>			
	Web Design	Evan Henderson	7-4495
	Promotion of events, programs, faculty, students	Evan Henderson	7-4495
	Harpur College portal page (myBinghamton)	Kaitlin Maynard	7-4941
	Blackboard—Harpur Faculty tab	Carl Lipo	7-4934
<b>Curricular plan</b>			
	Submission questions (time, format, etc)	Diane Horvath	7-4934
	Curricular plan details & emergencies	Celia Klin	7-4934
	Adjunct faculty hiring requests	Celia Klin	7-4934
<b>Curriculum</b>			
	Bulletin & course catalog	Shannon Jennison	7-6285
	Course proposals	Shannon Jennison	7-6285
	Data queries	Shannon Jennison	7-6285
	Course fees	Roos Tarhule-Lips	7-4942
	Dean's list	Diane Horvath	7-4934
	General student issues	Kathy Brunt	7-4935
<b>Departmental and program administration</b>			
	Academic equipment replacement	Kaitlin Maynard	7-4941
	Federal work study funding	Kaitlin Maynard	7-4941
	Departmental financial management	Roos Tarhule-Lips	7-4942
	Space requests & renovations	Sondra Hilldale	7-2947
<b>Faculty development</b>			
	<b>1. Internal awards</b>		
	Harpur faculty research grants	Diane Horvath	7-4934
	Dean's conference & interdisciplinary speaker series	Diane Horvath	7-4934
	Visiting speaker series	Diane Horvath	7-4934
	Subvention fund	Diane Horvath	7-4934
	<b>2. Other</b>		
	Approval of at-risk-travel	Nancy Baudendistel	7-5282
	Travel paper work & reimbursement and foundation vouchers	Tracey Greene	7-6799
	Extension of faculty start-up funds	Florenz Plassmann	7-4941
	Faculty mentoring	Florenz Plassmann	7-4941
	Orientations for new faculty and for new chairs and directors	Florenz Plassmann	7-4941
	Harpur teaching award	Florenz Plassmann	7-4941

<b>Faculty hiring and personnel cases</b>			
	TT faculty hiring requests & recruitment	Elizabeth Chilton	7-2145
	Moving expenses and equipment for new faculty	Tracey Greene	7-6799
	Start-up agreements and offer letters	Roos Tarhule-Lips	7-4942
	Extra service forms	Roos Tarhule-Lips	7-4942
	Adjunct faculty hiring requests (as related to the curricular plan)	Celia Klin	7-4934
	Questions regarding HR paperwork for new non-TT faculty and adjuncts	Linda McManamon	7-2144
	Questions regarding HR paperwork for new TT faculty	Jennifer Nolan	7-2145
	Courtesy appointments as "Visiting Adjunct Scholar"	Jennifer Nolan	7-2145
	Personnel cases (all inquiries)	Jennifer Nolan	7-2145
<b>Faculty leaves and retirements</b>			
	Questions regarding HR paperwork for all leaves	Linda McManamon	7-2144
	Sabbatical requests	Linda McManamon	7-2144
	Title-F leaves (submission of forms)	Linda McManamon	7-2144
	Title-F leaves (initial inquiries)	Florenz Plassmann	7-4941
	Family leave requests	Florenz Plassmann	7-4941
	Faculty retirements & Bartle professorships	Florenz Plassmann	7-4941
<b>Graduate assistantship funding</b>			
	All questions	Courtney Ignarri	7-4958
<b>Grants and research infrastructure</b>			
	Cost share and major infrastructure requests	Carl Lipo	7-4934
	Research infrastructure coordination	Carl Lipo	7-4934
	Proposals for new centers	Carl Lipo	7-4934
	Interdisciplinary collaborative proposals	Carl Lipo	7-4934
	Grant proposal writing support	Kevin Boettcher	7-4937
<b>New programs and revision of existing programs</b>			
	Undergraduate	Kathy Brunt	7-4935
	Graduate (including 4-1 & 3-2 programs)	Carl Lipo	7-4934
<b>Staff hiring and development</b>			
	Hiring requests, annual evaluations, retirements, etc	Sondra Hilldale	7-2947
	Staff training and development	Courtney Ignarri	7-4958
<b>Undergraduate student research funding, internships, and external opportunities</b>			
	Harpur Edge	Wendy Neuberger	7-3626