

Dean's Office Staff

Primary Responsibilities

Updated 2/16/2017

Lee Cohen (7178) leecohen@olemiss.edu

- Academic Program Review
- Alumni Relations
- Budget matters
- Fundraising/development
- Quadrennial reviews
- Retirement Citations
- Strategic planning

Don Dyer (7178) mldyer@olemiss.edu

- Annual reports (centers/institutes)
- Assessment
- Curriculum planning/development
- Faculty awards
- Faculty/chair development
- Faculty hiring
- Faculty standing committees
- Fall faculty reception
- Global Engagement liaison
- Human Resources liaison
- Interdisciplinary minors
- New faculty – orientation, booklet
- Outreach liaison/regional campuses
- Sabbatical Leave process
- SACS – COC as appropriate
- T&P/Instructional faculty promotion
- Textbook management

Holly Reynolds (1514) hreynold@olemiss.edu

- Centralized Testing Center
- CLA course schedule planning
- Commencement ceremony coordinator
- Community college/transfer students
- Curriculum matters - C & P, credit-by-exams; catalog, course fees
- Facilities
- IT – Academic applications
- Public relations – CLA newsletter
- SACS-COC as appropriate
- Scholarships
- Student advising
- Student Disabilities Services liaison
- Student petitions – admission/readmission petitions, academic discipline, grade appeals
- Student recruitment and orientation coordination
- Student or parent complaints regarding faculty in the College; student emergencies
- Undergraduate student awards – Who's Who, Taylor Medal

Chuck Hussey (1514/5333) chclh@olemiss.edu

- ORSP grant approvals
- ORSP liaison
- Graduate curriculum
- Graduate School Liaison
- Graduate Student Achievement Awards
- Graduate student stipends
- Research opportunities & initiatives
- Research facilities
- College grant support
- Travel forms

Stephen Monroe (1815) smonroe@olemiss.edu

- CETL Board Member
- FASTrack
- APLU/Gates Adaptive Courseware Grant
- General Education Committee
- Grove Scholars STEM program
- Hewlett Grant to Promote OER in Mississippi
- QEP Committee and SACS-COC as appropriate
- Student recruitment and orientation
- Supplemental Instruction (SI) liaison
- UM libraries liaison
- University Retention Advisory Board Co-Chair
- Online/hybrid course development

Jan Murray (3182) jmurray@olemiss.edu

- Minority faculty recruitment and retention
- LGBTQ issues

- Collaborate with VC for Diversity & Community Relations

Elaine Abadie (2333) erabadie@olemiss.edu

- College websites
- Public relations

- Social media
- University Communications liaison

Ev Barrett (1778) libarts@olemiss.edu

- Assists Dean Cohen
- CLA department staff support
- Assists A-Deans with:
 - IHL – annual accreditation and post-tenure review reports
 - Instructional Faculty Promotion
 - Program Review

- Quadrennial reviews
- Sabbatical leave applications and reports
- Tenure and Promotion

Lele Gillespie (1514) elgilles@olemiss.edu

- Assists Dr. Reynolds & Dr. Hussey

Stacey Smith (7178) sebsmith@olemiss.edu

- Assists Dr. Dyer and Dr. Monroe

- Scheduling for Dean Cohen

Mary Ann Walsh (7178). mawalsh12@olemiss.edu

- Centralized Testing Center (latesting@)

Patricia Oswalt (7181) poswalt@olemiss.edu

- Budget and financial matters
- Budget Office liaison

- E-forms
- Property control

Wayne Shaw (7982) mmshaw@olemiss.edu

- SAP Campus Management student data reports
- Technology/SAP assistance
- Transfer course equivalencies

Office of Student Services (7177) ventress@olemiss.edu

- Graduation applications, monitor degree progress in the last year, and confer degrees
- Maintain degree audit for CLA
- Dean's office permission for study abroad, independent study, permission to transfer courses, course withdrawal requests, change of grade cards
- Commencement ceremony coordinator for students

- Change of major form/assignment of advisors for some departments
- Assist departmental advisors with advising questions and issues
- Regional campus and B.A. in Liberal Studies advising