

Academic Administration Division of Duties 2009-10 *(as of 7/16/09)*

Initials used in the chart

AB: Alison Byerly
Provost

BC: Bob Cluss
Dean of Curriculum

GJ: Gus Jordan
Dean of Students

JR: Jim Ralph
Dean for Faculty
Development & Research

PM: Pat Manley
Associate Dean for
Undergraduate Research

SC: Susan Campbell
Dean of Planning and
Assessment

TS: Tim Spears
Dean of the College

ACADEMIC AFFAIRS	2009-2010	Admin. Support
Academic Affairs Webpage	Academic Affairs	D. McDurfee
Academic & Operational Administration of the Language Schools	M. Geisler	T. Bolduc
Academic Calendar	GJ	TBD
Academic Equipment budgets (excluding computers)	BC	N. Vizvarie
(The) Academic Enrichment Fund	JR	M. Winterfalcon
Academic Judicial Board	GS	P. Deacon
Academic Outreach Endowment for Service Learning	T. Sargent	C. Converse
Academic Software Budget	C. Peddie	Computing Helpdesk
ADA (American Disabilities Act)	J. Litchfield	•
Administration Committee	K. Guttentag/D. Price	P. Deacon
Animal Care Committee	T. Wickland/BC	C. Ekstrom/N. Vizvarie
Assessment: College wide	S. Campbell	J. Kimble
Banner Registration	BC	J. Audet
CAOS (Coordinator Academic Office Support)	BC	M. Price
CAPP (Cmte on Art in Public Places)	K. Abbott	D. Foley
Catalog Copy (I-Provost assigns; II-BC; III Publications office)	BC	J. Audet
Chairs' Orientation, Chairs Meetings	AB	M. Price
Chairs' Handbook	Academic Affairs	M. Winterfalcon
Citizens' Medals	D. Donahue	D. Foley
Classroom Improvements/Upgrades	BC	N. Vizvarie
Clifford Symposium	AB, TS	D. Foley/ M. Winterfalcon
Collections Committee	K. Abbott	D. Foley
Commencement/Convocation	GJ	TBD
Commons	GJ	T. Cantin
Community Judicial Board	K. Guttentag	P. Deacon
Comparative Institutional Measures (Institutional Research)	SC	M. Price
Computing Equipment Budgets (individual faculty/staff)	M. Backus	Computing Helpdesk
Council on Reviews (COR)	AB	D. McDurfee
Course Response Form	BC	M. Winterfalcon
CUR Representative	BC	F. Farnsworth
Curriculum Committee, Chair	BC	J. Audet
Department External Reviews	AB, BC, JR	M. Winterfalcon
Departmental Budgeting (including Dept. Discretionary)	AB	M. Price

ACADEMIC AFFAIRS	2009-2010	Admin. Support
Education Studies/9th Semester Program	BC	N. Vizvarie
Educational Affairs Committee	AB	D. McDurfee
Endowed Professorships	JR	M. Winterfalcon
Equipment Budgets and Repairs	BC	N. Vizvarie
Faculty Committee Elections	AB	D. McDurfee
Faculty Council (ex-officio)	AB	D. Foley
Faculty Leave Program	JR	D. McDurfee
Faculty Lecture Series	JR	M. Winterfalcon
Faculty Professional Development (Ada Howe Kent, FPDF, LPDF)	JR	N. Vizvarie
Faculty Research Assistant Fund (FRAF)	JR	N. Vizvarie
Federal Regulatory Issues (NIH, NRC, etc.)	BC	N. Vizvarie
First-Year Seminar Program	K. Skubikowski	J. Audet
Fulton Lecture	President's office	B. McBride
Graduate School Panel (Academic Forum)	CSO/P. Manley	C. Converse
Grant Recipients Reception & Faculty Authors Reception	JR	M. Winterfalcon
Grants Matching Funds	JR	F. Farnsworth/N. Vizvarie
Honorary Degree Committee	SC	M. Price
Inaugural Lecture Series	JR/President's office	M. Winterfalcon/B. McBride
Institutional Grants	AB	D. Foley
Institutional Review Board (Human Subjects Review Committee)	JR/J. Davis	E. Fahey
Johnson Safety Protocols	JR	N. Vizvarie
Learning Resources (peer tutoring, academic support for students)	Y. McShane	J. Brewer
Library	M. Roy	D. Bernier
Middlebury College Museum	TS	D. Foley
Middlebury Monterey Integration Project	M. Geisler	M. Price
NEASC Reaccreditation	SC	M. Price
NEH Summer Stipends	JR	N. Vizvarie
New Faculty Events (orientation, etc.)	JR	M. Winterfalcon
New Faculty Winter Term Seminar	JR	M. Winterfalcon
Northeast Deans' Website	AB	M. Price
Office Assignments	BC	M. Winterfalcon
Palen Fund	PM	C. Converse
Pell Fund	JR	N. Vizvarie
Perkins Award	BC	M. Winterfalcon
Phi Beta Kappa	J. Chaplin	TBD
Post 3-year Review Consultations	JR	D. McDurfee/N. Vizvarie
Program Enrichment Funds (Endowed)	AB	M. Winterfalcon
Promotions Committee (PC)	AB	D. McDurfee
Reappointments Committee (RC)	AB	D. McDurfee
Recruiting (participating in interviews)	AB, BC, JR, TS	M. Price
Salaries (academic support staff)	AB	Foley/Usilton
Salaries (faculty)	AB	Foley/McDurfee/Usilton
Salzburg Seminar	JR	N. Vizvarie

ACADEMIC AFFAIRS	2009-2010	Admin. Support
Scholarly Publication Subvention Fund (SPSF)	JR	N. Vizvarie
Senior Awards (Commencement prizes)	GJ	TBD
Senior Research Work Fellowships	K. Guttentag	P. Deacon
Senior Work Fund	K. Guttentag	P. Deacon
Staff Appreciation Awards	B. Huth	S. Neil
Start-up Funds for Faculty	AB/JR	N. Vizvarie
Student Academic Travel Fund	K. Guttentag	P. Deacon
Student Judicial Appeals	AB	M. Price
Student Summer Research Fellowships (Allen, Curry, etc.)	PM	C. Converse
Talking About Teaching Lecture Series	K. Skubikowski	•
Trustee Educational Affairs Committee	AB	D. Foley
Undergraduate Collaborative Research Fund (UCRF)	JR	N. Vizvarie
Van de Velde Lecture	JR	M. Winterfalcon
Winter Term	BC	J. Audet
Writing Program	K. Skubikowski	J. Brewer