

Short Version of Who Does What

- Activity Reports and CV's - Abby Kennison
- Admission to History Graduate Program - TBA
- Alumni Engagements - Department & Associate Chair
- Board of Visitors - Department & Associate Chair /Christina Matta/ Todd Anderson
- Building Maintenance Issues - Abby Kennison
- Budgets - Todd Anderson, Jana Valeo
- Budget Committee Support - Todd Anderson
- Chair's correspondence, appointments - Abby Kennison
- Classroom assignments - Jenny Schumacher
- Classroom change requests - Jenny Schumacher
- Classroom Media Support - av@fpm.wisc.edu or 608-890-4900
- Computer Lab - Sophie Olson/Student/Office Assistant
- Computer Information - John Persike
- Course releases/Requesting leaves - Todd Anderson/Abby Kennison
- Copy codes and copy machines - Sophie Olson/Students
- Copying Exams - Sophie Olson
- Councils and Committees - Abby Kennison
- Course Evaluations Undergraduate & Graduate - Jenny Schumacher
- Course Promotion - Jenny Schumacher
- Course Proposals/Change Process
 - Undergraduate - Director of Undergraduate Studies/Abby Kennison
 - Graduate - Director of Graduate Studies/Abby Kennison
- Course Registration Authorization
 - Undergrad - Sophie Olson
 - Graduate - TBA
- Curricular/Class Request Forms - Jenny Schumacher
- Deadlines for faculty grants and awards - Abby Kennison
- Departmental Calendars - Abby Kennison
- Department & Executive Committee Meetings (Agenda/Minutes) - Abby Kennison
- Department Guest Travel/Hotel Reservations - Sophie Olson
- Departmental Event Organization & Publicity - Sophie Olson/ Abby Kennison
- Directories (Professional Directory) - Abby Kennison
- Divisional Committee - Department Chair/Todd Anderson/Abby Kennison
- Donor Relations - Department & Associate Chair/Todd Anderson
- Effort Reporting - Todd Anderson
- Elections - Todd Anderson
- Employee Benefits - Jana Valeo
- E-reimbursements - Jana Valeo
- Expense Accounting - Jana Valeo/Todd Anderson
- Faculty Council meeting notices - Departmental Chair/Todd Anderson
- Faculty Curriculum Vitas - Abby Kennison
- Faculty Legislation - Department Chair/Charles Cohen/Todd Anderson
- Faculty Senate - Todd Anderson/Abby Kennison
- Faxes - Sophie Olson/Students

Short Version of Who Does What

- Faculty Review, Promotion, & Award Nominating Committee Support - Abby Kennison
- Fellowships and Awards for Graduate Students (information and applications) - Leslie Abadie
- Final Exam Schedules/Changes - Jenny Schumacher
- Foundation Accounts/Trust Funds - Todd Anderson
- Graders/Readers (information and applications) - TBA
- Grade changes
 - Graduate - TBA
 - Undergraduate - Scott Burkhardt
- Graduate Council (agenda & minutes) - Leslie Abadie/ TBA
- Honorary Fellows (Departmental Visitors) - Abby Kennison
- Insurance - Jana Valeo
- Internships - Christina Matta
- Job Placement
 - PhD's - Leslie Abadie
 - Undergraduates - Christina Matta
- Laptop and Projector reservations and check out - Sophie Olson/Student/Office Assistant
- Lecture series, Job talks, AHA, OHA, Curti Lectures - Abby Kennison
- Letters of Introduction to Foreign Archives - TBA
- Map Library - Sophie Olson/Student/Office Assistant
- Mentors - Department Chair/Abby Kennison
- Newsletter - Christina Matta
- Office Assignments, Access and Keys - Abby Kennison
- Office hours - Sophie Olson/Student/Office Assistant
- Office supplies - Sophie Olson/Jana Valeo
- Payroll - Jana Valeo
- Prelims - Leslie Abadie/ TBA
- Project Assistants (regulations) - Leslie Abadie
- Purchasing - Jana Valeo
- Registration Inquiries
 - Undergraduate - Scott Burkhardt
 - Graduate - TBA
- Research Assistants (regulations) - Leslie Abadie/Todd Anderson
- Research Funding and Outside Grants - Todd Anderson
- Search Committee Support (Faculty, STS, & Lecturer Recruitment) - Abby Kennison/Todd Anderson
- Seminar rooms, Curti Lounge & Conference Room reservations - Sophie Olson/Abby Kennison/Student/Office Assistant
- Space Issues (Offices, Keys, Maintenance, Furniture, etc.) - Abby Kennison
- Special Class/Event Room Reservations - Jenny Schumacher
- Student Advising
 - Undergraduate - Scott Burkhardt
 - Graduate - Leslie Abadie/Colleen Dunlavy
- Student Career Counseling
 - Graduate - Leslie Abadie
 - Undergraduate - Christina Matta
- Syllabi submissions - Sophie Olson / IT Staff
- Technology (Computer) - John Persike
- Tenure clock - Department Chair /Abby Kennison/Todd Anderson

Short Version of Who Does What

- Tenure Dossier Administration - Department Chair/ Abby Kennison/Todd Anderson
- Timetable/Curricular course listings: Fall, Spring, and Summer - Jenny Schumacher
- Teaching Assistants (all areas) - Leslie Abadie/TBA
- Travel (absentee/"green") forms - Abby Kennison/Jana Valeo
- Trust Funds/Foundation Accounts - Todd Anderson
- UW Foundation - Departmental Chair/Todd Anderson
- Visas - Abby Kennison
- WWW - John Persike/Mike Burmeister