

Responsibilities and Contact List for Academic Affairs Administration—Updated 6/29/18

OAA Responsibilities	Contact(s) and (responsible administrators)
ACADEMIC APPEALS	Vanelda Hopes , Special Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
ACADEMIC & STUDENT AFFAIRS COMMITTEE, PSU Board of Trustees	Vanelda Hopes , Special Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
ACADEMIC EMPLOYEE AND LABOR RELATIONS	Hannah Miller , Executive Assistant to the Vice Provost – 5-5242 – hmm9@pdx.edu (Julia Getchell, Director of Academic Employee and Labor Relations) (Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education)
ACADEMIC LEADERSHIP TEAM (ALT) BUSINESS	Vanelda Hopes , Special Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
ACADEMIC PERSONNEL	Susan Tardif , Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu (Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education) (Susan Jeffords, Provost and Vice President for Academic Affairs)
ACADEMIC PROGRAM REVIEW	Brian Sandlin , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
ACCREDITATION	Brian Sandlin , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
ADVISING AND CAREER SERVICES	Carla Harcleroad , Associate Vice Provost for Advising and Career Services – 5-4446 – carla.harcleroad@pdx.edu (Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships)
ARTICULATION AGREEMENTS	Andreen Morris , Curriculum Coordinator – 5-4596 – andreen@pdx.edu (Undergraduate: Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships) (Graduate: Rossitza Wooster, Dean of Graduate Studies)
ASSESSMENT	Janelle Voegele , Director, Teaching, Learning, and Assessment, OAI – 5-8341 – voegelej@pdx.edu (Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships)

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BUDGET, PLANNING & OPERATIONS, Academic	Thuy Vu , Fiscal Officer, Office of the Provost – 5-5843 – thuyv@pdx.edu Sally Brauckmiller , Fiscal and Operations Manager – 5-5568 – brauckmiller@pdx.edu Diane Xiong , Fiscal and Planning Officer (IPEB) – 5-5261 – dxiong@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
CHAIRS AND ASSOCIATE/ASSISTANT DEANS BUSINESS	Susan Tardif , Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu (Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education)
COLLECTIVE BARGAINING	Hannah Miller , Executive Assistant to the Vice Provost – 5-5242 – hmm9@pdx.edu (Julia Getchell, Director of Academic Employee and Labor Relations) (Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education)
CURRICULAR PROGRAMS/BULLETIN	Andreen Morris , Curriculum Coordinator – 5-4596 – andreen@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
DEPARTMENTAL GUIDELINES (Bylaws and Promotion & Tenure)	Susan Tardif , Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu (Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education)
EVENTS, Academic (Convocation, Winter Symposium, Honorary Degree for Commencement)	Vanelda Hopes , Special Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
EXCELLENCE AWARDS (Millar, Hoffmann, Butler, Cumpston, and Adjunct Faculty Awards)	Vanelda Hopes , Special Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
FACULTY AND GRADUATE ASSISTANT CONTRACT IMPLEMENTATION	Hannah Miller , Executive Assistant to the Vice Provost – 5-5242 – hmm9@pdx.edu (Julia Getchell, Director of Academic Employee and Labor Relations) (Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education)
FACULTY SENATE SECRETARY	Richard Beyler , Secretary to the Faculty – 5-3996 – r.beyler@pdx.edu
GENERAL QUESTIONS/RECEPTION	Katharine Piwonka, Amanda Bonilla, Saara Gouhar Student Office Receptionists – 5-3422 – oaarecep@pdx.edu (Vanelda Hopes, Special Assistant to the Provost)
GOLD PROGRAM	CPT Samuel F. Quinlan, Assistant Professor of Military Science – 5-3212 – qsamuel@pdx.edu (Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education)

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GRADUATE STUDENTS/GRADUATE CURRICULUM & POLICIES	Courtney Hanson , Coordinator of Graduate Studies, Office of Graduate Studies – 5-8451 – hanson@pdx.edu Karen Popp , Student Services Coordinator, Scholarship Administrator – 5-8402 – poppk@pdx.edu (Rossitza Wooster, Dean of Graduate Studies)
HECC	Susan Jeffords , Provost and Vice President for Academic Affairs – 5-5257 – everettm@pdx.edu
HONORARY DEGREES	Vanelda Hopes , Executive Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
INTERNATIONAL AFFAIRS	Karin Waller , Executive Assistant to the Vice Provost – 5-5076 – wallerk@pdx.edu (Ron Witczak, Interim Executive Director, International Affairs) (Susan Jeffords, Vice President for International Affairs)
MCNAIR SCHOLARS PROGRAM	Jennifer Robe , McNair Scholars Program Administrator – 5-9740 – jero@pdx.edu Toeutu Faaleava , Director for McNair Scholars Program – 5-9714 – faaleava@pdx.edu (Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships)
MOU's, domestic and international	Brian Sandlin , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
myPSU - Website and App	Hans VanDerShaaf , Director, Projects (Product Lead for myPSU) – 5-5910 – hansv@pdx.edu Lori Coulter , Executive Project Assistant – 5-2740 – lcoulter@pdx.edu (Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships)
NEW FACULTY ORIENTATION	Susan Tardif , Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu (Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education)
OFFICE OF ACADEMIC INNOVATION (the combined office of the former units of Academic Excellence and Online Learning)	Johannes De Gruyter , Executive Director, Office of Academic Innovation, OAI – 5-9165 – johannes.degruyter@pdx.edu Janelle Voegele , Director, Teaching, Learning, and Assessment, OAI – 5-8341 – voegelej@pdx.edu (Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships)
OFFICE OF THE REGISTRAR	Cindy Baccar , Associate Vice Provost & University Registrar – 5-5533 – baccarc@pdx.edu (Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships)
ONLINE LEARNING	Johannes De Gruyter , Executive Director, Office of Academic Innovation, OAI – 5-9165 – johannes.degruyter@pdx.edu (Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships)
POST TENURE REVIEW	Susan Tardif , Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu (Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education)

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PROGRAM REVIEW	Brian Sandlin , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
PROMOTION AND TENURE PROCESS	Susan Tardif , Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu (Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education) (Susan Jeffords, Provost and Vice President for Academic Affairs)
reTHINK PSU	Hans VanDerShaaf , Director, Projects – 5-5910 – hansv@pdx.edu Randi Harris , Director, Programs – 5-2342 – rap@pdx.edu (Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships) (Susan Jeffords, Provost and Vice President for Academic Affairs)
SABBATICALS	Deans' Offices
SCHEDULING ADMINISTRATORS	Colette Yaspo , Executive Assistant to the Provost – 5-5257 – colette.yaspo@pdx.edu (Scheduling for Provost Susan Jeffords and Vice Provost Shelly Chabon) Lori Coulter , Executive Project Assistant – 5-2740 – lcoulter@pdx.edu (Scheduling for Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships) Hannah Miller , Executive Assistant to the Vice Provost – 5-5242 – hmm9@pdx.edu (Scheduling for Julia Getchell, Director of Academic Employee and Labor Relations)
STATE AUTHORIZATION LIAISON (online learning)	Brian Sandlin , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Susan Jeffords, Provost and Vice President for Academic Affairs)
STUDENT SUCCESS (Improve the student experience and increase degree completion)	Randi Harris , Director, Programs – 5-2342 , – rap@pdx.edu Hans VanDerShaaf , Director, Projects – 5-5910 – hansv@pdx.edu (Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships)
TUTORING/LEARNING CENTER	Michael Brown , Director, The Learning Center – 5-2952 – brownmic@pdx.edu (Sukhwant Jhaj, Vice President for Academic Planning, Innovation and Partnerships)
UNIVERSITY HONORS	Cornelia Coleman , Assistant to the Director – 5-4937 – colemanc@pdx.edu (Brenda Glascott, Director, Honors College) (Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education)
UNIVERSITY STUDIES	Krys Roth , Executive Assistant to the Executive Director – 5-4949 – klroth@pdx.edu (Maurice Hamington, Executive Director of University Studies)
WEBSITE UPDATES AND MAINTENANCE, OAA	Katy Piwonka, Saara Gouhar and Amanda Bonilla , Student Office Receptionists – 5-3422 – oaarecep@pdx.edu (Vanelda Hopes, Special Assistant to the Provost)