

Responsibilities and Contact List for Academic Affairs Administration—Updated 9/6/17

OAA Responsibilities	Contact(s) and (responsible administrators)
ACADEMIC APPEALS	Vanelda Hopes , Executive Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ACADEMIC & STUDENT AFFAIRS COMMITTEE, PSU Board of Trustees	Vanelda Hopes , Executive Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ACADEMIC EMPLOYEE AND LABOR RELATIONS	Julia Getchell , Director of Academic Employee and Labor Relations – 5-9235 – julia.getchell@pdx.edu (Shelly Chabon, VP for Academic Personnel and Leadership Development)
ACADEMIC LEADERSHIP TEAM (ALT) BUSINESS	Vanelda Hopes , Executive Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ACADEMIC PERSONNEL	Susan Tardif , Special Assistant to the Vice Provost of Academic Affairs and Leadership Development – 5-5352 – stardif@pdx.edu (Shelly Chabon, VP for Academic Personnel and Leadership Development) (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ACADEMIC PROGRAM REVIEW	Brian Sandlin , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Scott Marshall, VP for Academic and Fiscal Planning) (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ACCREDITATION	Brian Sandlin , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Scott Marshall, VP for Fiscal and Academic Planning) (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ADMINISTRATIVE BRIEFINGS	Susan Tardif , Special Assistant to the Vice Provost- 5-5352 – stardif@pdx.edu (Shelly Chabon, VP for Academic Personnel and Leadership Development)
ADVISING AND CAREER SERVICES	Carla Harcleroad , Associate Vice Provost for Advising and Career Services – 5-4446 – carla.harcleroad@pdx.edu (Sukhwant Jhaj, VP for Academic Innovation and Student Success)
ARTICULATION AGREEMENTS	Steve Harmon , Curriculum Coordinator - 5-4596 – harmons@pdx.edu (Undergraduate: Sukhwant Jhaj, VP for Academic Innovation and Student Success) (Graduate: Margaret Everett, VP for International Affairs and Dean of Graduate Studies)
ASSESSMENT	Janelle Voegele , Interim Director for Teaching, Learning, and Assessment – 5-8341 – voegelej@pdx.edu Scott Marshall , Vice Provost for Academic and Fiscal Planning – 5-4842 – rsm@pdx.edu (Sukhwant Jhaj, VP for Academic Innovation and Student Success)

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BUDGET, PLANNING & OPERATIONS, Academic	Gil Miller , Fiscal Officer—5-2167— gimiller@pdx.edu Sally Brauckmiller , Fiscal and Operations Manager—5-5568— brauckmiller@pdx.edu (Scott Marshall, VP for Fiscal and Academic Planning) (Margaret Everett, Interim 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, VP for Academic Personnel and Leadership Development)
COLLECTIVE BARGAINING	Julia Getchell , Director of Academic Employee and Labor Relations, 5-9235 – julia.getchell@pdx.edu (Shelly Chabon, VP for Academic Personnel and Leadership Development)
CURRICULAR PROGRAMS/BULLETIN	Steve Harmon , Curriculum Coordinator—5-4596— harmons@pdx.edu (Scott Marshall, VP for Fiscal and Academic Planning--Undergraduate) (Margaret Everett, Associate Vice Provost and Dean of Graduate Studies)
DEPARTMENTAL GUIDELINES (Bylaws and Promotion & Tenure)	Susan Tardif , Special Assistant to the Vice Provost—5-5352— stardif@pdx.edu (Shelly Chabon, VP for Academic Personnel and Leadership Development)
EVENTS, Academic (Convocation, Winter Symposium, Honorary Degree/Commencement)	Vanelda Hopes , Executive Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu
EXCELLENCE AWARDS (Millar, Hoffmann, Butler and Cumpston Awards)	Vanelda Hopes , Executive Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
FACULTY AND GRADUATE ASSISTANT CONTRACT IMPLEMENTATION	Julia Getchell , Director of Academic Employee and Labor Relations, 5-9235 – julia.getchell@pdx.edu (Shelly Chabon, VP for Academic Personnel and Leadership Development)
FACULTY SENATE SECRETARY	Richard Beyler , Secretary to the Faculty – 5-3996 - r.beyler@pdx.edu
GENERAL QUESTIONS/RECEPTION	Joseph Gonzalez, Aubrie Kent and Tyler Vuong Student Office Receptionists—5-3422— oaarecep@pdx.edu
GOLD PROGRAM	Kip Briggs, Assistant Professor of Military Science - 5-3212 – briggs6@pdx.edu (Scott Marshall, VP for Academic and Fiscal Planning, -5-4842 – rsm@pdx.edu)
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 Office of Graduate Studies—5-8402— poppk@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs))

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HECC	Margaret Everett , Interim 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
INTERNATIONAL AFFAIRS	Karin Waller , Executive Assistant to the Vice Provost—5-5076— wallerk@pdx.edu (Ron Witzzak, Interim Executive Director, International Affairs) (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
MCNAIR SCHOLARS PROGRAM	Carol Gabrielli , Associate Director for McNair Scholars Program – 5-5902 – cg@pdx.edu (Toeutu Faaleava, Director for McNair Scholars Program) (Sukhwant Jhaj, VP for Academic Innovation and Student Success)
MOU's, domestic and international	Brian Sandlin , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Scott Marshall, VP for Fiscal and Academic Planning)
NEW FACULTY ORIENTATION	Susan Tardif , Special Assistant to the Vice Provost—5-5352— stardif@pdx.edu Office of Academic Innovation – 5-5642 (Shelly Chabon, VP for Academic Personnel and Leadership Development)
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, VP for Academic Innovation and Student Success)
OFFICE OF THE REGISTRAR	Cindy Baccar , Registrar, 5-5533, baccarc@pdx.edu (Sukhwant Jhaj, VP for Academic Innovation and Student Success)
ONLINE LEARNING	Johannes De Gruyter , Executive Director, Office of Academic Innovation, OAI – 5-9165 - johannes.degruyter@pdx.edu (Sukhwant Jhaj, VP for Academic Innovation and Student Success)
POST TENURE REVIEW	Susan Tardif , Special Assistant to the Vice Provost -5-5352 - stardif@pdx.edu (Shelly Chabon, VP for Academic Personnel and Leadership Development)
PROGRAM REVIEW	Brian Sandlin , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Scott Marshall, VP for Fiscal and Academic Planning) (Margaret Everett, Interim 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, VP for Academic Personnel and Leadership Development) (Margaret Everett, Interim Provost and Vice President for Academic Affairs)

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reTHINK PSU	Hans VanDerShaaf , Director, Projects – 5-5910 – hansv@pdx.edu Randi Harris , Director, Programs – 5-2342 – rap@pdx.edu (Sukhwant Jhaj, VP for Academic Innovation and Student Success) (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
SABBATICALS	Deans' Offices
SCHEDULING ADMINISTRATORS	Cathy Knight , Assistant to the Provost -5-8142 - knightc@pdx.edu (Scheduling for Interim Provost Margaret Everett, and Vice Provosts Shelly Chabon and Scott Marshall) Lori Coulter , Executive Project Assistant – 5-2740 – lcoulter@pdx.edu (Scheduling for Sukhwant Jhaj, Vice Provost for Academic Innovation and Student Success)
STATE AUTHORIZATION LIAISON (online learning)	Brian Sandlin , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Scott Marshall, VP for Fiscal and Academic Planning)
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, VP for Academic Innovation and Student Success)
TUTORING/LEARNING CENTER	Michael Brown , Director, The Learning Center —5-2952— brownmic@pdx.edu (Sukhwant Jhaj, VP for Academic Innovation and Student Success)
UNIVERSITY HONORS	Cornelia Coleman , Assistant to the Director—5-4937— colemanc@pdx.edu (Brenda Glascott, Director, Honors College) (Shelly Chabon, VP for Academic Personnel and Leadership Development)
UNIVERSITY STUDIES	Krys Roth , Executive Assistant to Director -5-4949 - klroth@pdx.edu (Maurice Hamington, Executive Director of University Studies)
WEBSITE UPDATES AND MAINTENANCE, OAA	Andreea Nica , Communication Specialist – anica@pdx.edu Joseph Gonzalez and Aubrie Kent , Student Office Receptionists—5-3422— oaarecep@pdx.edu (Vanelda Hopes, Executive Assistant to the Provost)