

Office of the Provost Staff Organizational Responsibilities

Ms. M. Suzanne Abler	Assistant Provost for Division Operations	<ul style="list-style-type: none"> • Coordinates Academic Division fiscal issues including budget building and fiscal year expenditures for both operating and capital budget • Faculty issues on: appointments, position requisition, termination, salary authorization, sabbatical, leave of absence, annual contracts, retirement, tenure buyout, I-9's, and tenure review extension • Contract approval (under \$10,000) • Authorized signer for all academic division RC's • Liaison for: Wade Chair Selection Committee and AMUW Chair • Oversight of: Nora Werra Finnigan Faculty Achievement Award, and Collegium • University representative for WWHEL
Mr. Robert Blust	Dean of Admissions and Enrolment Planning	<ul style="list-style-type: none"> • Recruitment of all new, first-time, full-time undergraduate freshmen and transfer students • Admission and scholarship decisions for full-time undergraduate freshmen and transfer students • Coordinates outreach efforts of faculty, staff, alumni, and current students • Chair Enrollment Management Core Team • Member Enrollment Strategy Team
Ms. Anne Deahl	Associate Vice Provost for Academic Support Programs and Retention	<ul style="list-style-type: none"> • Coordinates retention studies and reporting • Coordinates academic support units implementation of PeopleSoft • Coordinates college office participation in Student Information System(SIS) upgrades and enhancements • Co-chair Foundations of Excellence Project for first year experience • Coordinates partnership with Milwaukee Institute of Arts and Design • Direct reports: Registrar, Office of International Education, Educational Opportunity Program, Career Services Center, Service Learning Program, and Student Educational Services • Member Enrollment Core Team
Dr. Jeanne Hossenlopp	Vice Provost for Research and Dean of the Graduate School	<ul style="list-style-type: none"> • Coordinates and provide oversight for Graduate Programs • University Research programs • Oversight for graduate recruitment and admissions • Coordinates Academic Program Review • Oversight for assistantship, scholarship and fellowship programs • Chair University Promotion and Tenure Committee • Co-Chair Board of Graduate Studies and Committee on Research • Direct Reports: Graduate School, Office of Research and Sponsored Programs and Office of Research Compliance

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Dale Kaser	Special Assistant to the Provost	<ul style="list-style-type: none"> • Performs responsibilities as Chief of Staff for Office of the Provost • Coordinates academic space and infrastructure decisions, and capital projects • Coordinates agendas and action items for: APT, BOT Enrollment and Academic Excellence Committee, Deans Council, and UAS • Coordinates annual academic division requirements, annual goals, non COCE committee selections, and planning /committee calendars • Coordinates academic program approval process • Coordinates approval process for new center/institute • Oversight for correspondence signed by Provost • Coordinates approval process for contracts over \$10,000 or other contracts requiring Provost approval • Special projects as assigned by Provost • University liaison for ROTC units
Dr. Gary Meyer	Vice Provost for Undergraduate Programs and Teaching	<ul style="list-style-type: none"> • Coordinates and provides oversight for all Undergraduate Programs • Coordinates campus assessment • Coordinates unit and institutional accreditation • Administers course evaluation program • Administers teaching award program • Chair University Assessment Committee • Co-Chair Board of Undergraduate Studies and Committee on Teaching • Represents Provost with IT Services on academic technology issues • Direct Reports: Center for Teaching and Learning, Haggerty Museum of Arts, Les Aspin Center, Student Academic Services, Institutional Research and Assessment, Educational Technology and Instructional Media, Core Curriculum, and Institute for Urban Life
Ms. Kimberly Newman	Executive Administrative Assistant	<ul style="list-style-type: none"> • Coordinates Provost's calendar, appointments and travel • Coordinates FACHEX program • Supports Committee on Committee and Elections • Supports UAS (minutes and scheduling) • Supports Special Assistant to Provost
Dr. Jeff Snell	Special Advisor to the President (assigned to the Provost 2010-11)	<ul style="list-style-type: none"> • Senior staff for Arts and Sciences dean search, coordinating all aspects of the search, including logistics, materials and communications. • Work with university stakeholders to propose a more systematic and strategic approach to social entrepreneurship • Facilitate partnership with Boys and Girls Club of America's Youth of the Year program assist with Cristo Ray partnership • Support technology transfer initiatives • Work with University Advancement

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Dr. William C. Welburn	Associate Provost for Diversity and Inclusion	<ul style="list-style-type: none">• Develop close working relationship with deans, vice provosts, vice presidents, department chairs, faculty academic services, admissions, financial aid and student affairs to advance provost diversity initiatives.• Identify specific diversity initiatives in academic units and help create strategies for encouraging the hiring and retaining of more diverse faculty• Work with student affairs to improve the campus climate for diverse students• Participate in discussion with enrollment strategy and work with admissions, financial aid, and student support services to encourage student diversity• Track national trends and best practices in diversity recruitment and retention• Revisit and ultimately revise the campus diversity strategic plan• Assist in building university budget to support and advance targeted diversity goals• Represent the Provost in campus discussions of diversity
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