



STAFF PRIMARY RESPONSIBILITIES

<p>Julie Schwab 936.294.1001</p>	<p>Senior Executive Assistant to the Provost & Senior Vice President</p> <ul style="list-style-type: none"> • Provost Office Operations • Provost Leadership Team & TSUS System Office Liaison • Provost Scheduling • Approval: IT exception forms, outside employment, agreements/contracts, professional services • Faculty: Faculty Development Leave, Faculty Awards, Textbook adoptions, Commencement • AA Staff development
<p>Ashley Miksch 936.294.1006</p>	<p>Executive Assistant to the Vice Provost</p> <ul style="list-style-type: none"> • Vice Provost Scheduling • Academic Policies • Student Relations: late adds/drops, student grievances, excessive hours appeal, Federal Aid Eligibility Validation • Small Class Reports • Class Maintenance Forms • Travel Approvals
<p>DeLynn Say 936.294.1007</p>	<p>Academic Budget Officer</p> <ul style="list-style-type: none"> • AA, ASC, Academic Planning & Analysis, CCE, ELITE, evolve, EURECA, FGC, FYE, Graduate School, Honors, LEAP, NGL, OIP, ORSP, PACE, ROTC, Smith-Hutson, TWC • Faculty Self-Published and University-Printed Materials Processing • Office of the Provost Budget Operations (ex. Travel, Purchasing, Pcard, Memberships, FO-19s, Moving Expenses, EPAF and COB Approvals, Visa Fee, and other funding requests) • Budget Process Liaison for Provost & Vice Provost / Budget Training / Salary Planner
<p>Becca Griffin 936.294.1005</p>	<p>Academic Communications Director</p> <ul style="list-style-type: none"> • Internal communication for the Office of the Provost • Divisional communication efforts, communications planning consultations • Academic Affairs Emma HQ email approvals • Academic Affairs Weekly newsletter
<p>Jamilyn White 936.294.1024</p>	<p>Director of Faculty Records & Reporting</p> <ul style="list-style-type: none"> • Colleges: COM, NGL, AA Support Areas • Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement • Workload Compliance • Watermark System Administrator • Tenure/Promotion/Post Tenure • Early Retirement Liaison • Permanent Residency/Visa Liaison • People Admin Liaison for Faculty Positions
<p>Dana McAdams 936.294.1078</p>	<p>Assistant Director of Faculty Records & Reporting</p> <ul style="list-style-type: none"> • Colleges: COBA, COCJ, COHS, COSET • Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement • Workload Compliance • Faculty Contracts Tracking/Compliance
<p>Sarie Fuller 936.294.1053</p>	<p>Senior Faculty Records Specialist</p> <ul style="list-style-type: none"> • Colleges: CAM, COED, CHSS • Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement • Workload Compliance • People Admin Liaison for Staff Positions • TA/GA Epaf process