WHO DOES WHAT IN CFA:
A Quick Reference Guide for New Faculty
Seventh Edition

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Seventh Edition 2019

Dean
Bryant Keith Alexander  Dean  balexan2@lmu.edu  310.258.5452

Associate and Assistant Deans
Michele Hammers  Associate Dean  Michele.Hammers@lmu.edu  310.338.5160
Elaine Walker  Assistant Dean  Elaine.Walker@lmu.edu  310.258.5409

CFA Dean's Staff
Tom Barette  Director, Academic Budget & Planning  Thomas.Barette@lmu.edu  310.568.6218
Judy Delavigne  Academic Affairs Associate  jdelavigne@lmu.edu  310.338.2776
Jameia McDuffie  Academic Advisor  jameia.McDuffie@lmu.edu  310.568.4294
Kate Shirley  Communications Manager  Kate.Shirley@lmu.edu  310.338.3883
Charisse D. Smith  Budget Analyst  csmith98@lmu.edu  310.258.2616
Rachel Van Houten  Senior Coordinator of Academic Services  rvanhouten@lmu.edu  310.338.5272
Pamela Wimberly-Willis  Administrative Specialist  Pwimber@lmu.edu  310.338.5853

CFA Technology Support
Alexander Egger  Technology Support Specialist  Alexander.Egger@lmu.edu  310.338.1801
TBA  Instructional Technologist  TBA  310.338.2772

Bryant Keith Alexander, Dean

The Dean is the Chief Academic and Financial Officer of the college. The Dean oversees all college operations; inclusive but not limited to: governance, hiring, strategic planning, budget, and development.

Michele Hammers, Associate Dean

The Associate Dean works with Academic and Faculty Affairs in the college. In that regard the Associate Dean assists students in overall academic planning. In that work, the Associate Dean works with the Assistant Dean and the staff of the CFA Academic Advisement Center for Student Success (AACSS). Most specifically, Student/Faculty Grievances, Academic Honesty Cases, Grade Appeals, Faculty Affairs/Faculty Support related issues, and college committees (e.g. Talk on Teaching, etc.), Curricular Issues: Program Reviews, Accreditation, and Academic Assessment (e.g. Core Related Issues—as linked with Associate Deans—consultation with Assistant Dean as appropriate), Enrollment Management, Registration Activities/Planning, including First Year Student online summer registration (separate from orientation), College-University Interface through the Associate
Dean network and University Committees as assigned, Operations (e.g. scheduling, slotting, part-time faculty policies) and Undergraduate Research Symposium with assistance and faculty appointment (and consultation with Assistant Dean), inclusive of the Arts Showcase; amongst other things.

How Associate Dean Michele Hammers may assist New Faculty:

- Clarify issues regarding Professional Development.
- Clarify University and College initiatives and events.
- Assist with issues relating to student behavior, challenges and academic/artistic excellence.
- After consultation with department chairs, assist with the academic business of posting grades, handling incompletes, submitting changes of grades, etc.

Q. What are the primary responsibilities of the Associate Dean?

The primary areas of responsibility are:

- Student Support (with the Assistant Dean and the staff of the CFA Academic Advisement Center for Student Success (AACSS)
  - Student/Faculty Grievances
  - Academic Honesty Cases
  - Grade Appeals
  - Faculty Affairs/Faculty Support related issues, and college committees (e.g. Talking on Teaching, etc.)
  - Curricular Issues: Program Reviews, Accreditation, and Academic Assessment (e.g. Core Related Issues—as linked with Associate Deans—consultation with Assistant Dean as appropriate)
  - Enrollment Management
  - Registration Activities/Planning, including First Year Student online summer registration (separate from orientation)
  - College-University Interface through the Associate Dean network and University Committees as assigned
  - Operations (e.g. scheduling, slotting, part-time faculty policies)
  - Undergraduate Research Symposium with assistance and faculty appointment (and consultation with Assistant Dean), inclusive of the Arts Showcase

- Faculty Support
  - New Faculty Orientation
  - Development and mentoring: Pre-tenure and Early Career
  - Development and mentoring: Mid- and Late Career
  - Faculty Teaching Support
  - Faculty Advisor Development
  - CFA Fellowships and Grants
  - Contingent Faculty: Clinical, Visiting Assistant Professor, Instructor, Part-Time.
Part-Time Faculty Liaison

- Curriculum, Assessment and Accreditation
  - Curriculum Initiative: Core
  - White Papers
- College Committees
  - Faculty Affairs
- Enrollment Management
  - Recruitment
  - Admissions
  - Retention and Persistence
  - University Enrollment Management Committee
  - Analysis and Compliance
  - Equality and Diversity
- College-University Interface
  - Diversity and excellence
  - Development of best practices: Contingent faculty: Full-Time clinical and instructor faculty and Part-Time faculty
  - Undergraduate Research Symposium (Arts Showcase)
  - First Year Orientation and Transfer Orientation
- Operations
  - Course Scheduling
  - Student Academic Statistics
  - Enrollment Management Reports
  - University Bulletin
  - Slotting and Part-time Contract Review
- Community Outreach
  - Community Classes and Workshops

Elaine Walker, Assistant Dean

The Assistant Dean assists students in developing and modifying graduation plans and helps to clarify educational and life goals. Amongst other things the Assistant Dean works: Primary Student Support Services as an extension of current assignment (e.g. disqualification, student concerns, monitoring at-risk students, record keeping and student documentations including FERPA), separate from the activities of the CFA Academic Advisement Center for Student Success; CFA Liaison to Community of Care and LMU Care; Transfer and First Year Student Orientation, exclusive of registration; Primary Campus Visitation Days with college participation (e.g. Preview Days, Open House, Scholars Weekend, Parents’ Weekend); Assessment (related to college-based student initiatives and opinion survey—*all else in consultation with the Associate Dean related to Curricular Issues*); *Conversations with the Dean*: recommendations for one-on-one meetings with individual students—with generalized invitations (could assign invitations to new Administrative Coordinator); *Peer Mentoring Program*; *CFA Student Council Administrative Guidance*.
How Assistant Dean Elaine Walker may assist New Faculty:

- Orient new faculty on the following issues:
  - Academic Assessment Initiatives at LMU
  - The Student Mentoring Program
  - Academic Advising: Provide information and related training for faculty.
  - Academic Policies: Assist faculty with academic policy interpretation & application.
  - Provide resources and information related to:
    - Academic Probation
    - Student Mentoring Program
    - Adding a Minor or Double Major
    - At-Risk Students
    - Change of Major
    - Graduation Plans; show faculty how to draft and modify plans
    - Study Abroad and Exchange Programs
    - Transfer Course Approvals
    - Undergraduate Research
    - Academic Advisement: Collaborations with faculty

- Degree Audit Reports: Assists faculty with interpreting and using the Degree Works Report.
- CFA Academic Programs: Provide academic information on all CFA programs.
- Assessment of Learning Outcomes Information on Assessment Grants.

Q. What are the primary responsibilities of the Assistant Dean?

The primary responsibilities are:

- Student Services (with Associate Dean and Senior Coordinator of Academic Services):
  - Academic Guidance and Planning: Leaves of Absence
  - Student Application Processes
  - Retention
  - Advisement:
    - Graduation plans, change of majors, addition of majors and minors, advisement during times of academic challenge.
    - School/work/life balance, Time Management, Problem Solving
  - Director of the Student (Peer) Mentoring Program
  - Welcome and assist Exchange Students and International Scholars
  - Monitoring and Services to “At-Risk” Students (Course load, Health, Transition, Major, and other issues that impact academic success)
  - Guidance of students on Academic Probation, struggling students
  - Study Abroad (planning, course approvals, signatures, point of contact while abroad)
  - Transfer Course Approvals

- Curriculum, Assessment, and Accreditation
- College University Interface
Diversity and excellence
- CFA Representation on committees

- CFA Academic Operations: Office of Academic Affairs
  - Collaborate with departments across the university on academic matters

- New student programs and activities

**Tom Barette, Director of Academic Budgets and Planning**

- Works with the Dean in the development and administration of CFA’s budget planning, policy development, strategic business operation, forecasting, and financial planning.
- Supports the Dean, Chairs and Faculty with internal controls to ensure compliance with university policies and regulatory requirements.
- Works closely with the Dean and the Dean’s Council to ensure compliance with CFA's multi-year strategic plan.
- Actively engage in CFA’s strategic and business planning activities and new program development and implementation. Interpret financial and business data and provide performance analyses to the Dean and the department Chairs.
- Researches, documents, and analyzes business data related to on-going and emerging issues of importance to CFA.
- Assists with allocation of funds including work-study and strategic requests.
- Supports research grant and contract accounts including assistance in developing budget, tracking expenses and allocations, reconciliation, reporting and compliance.
- Serves as the Dean’s liaison for internal constituencies regarding a wide range of complex and sensitive matters relating to CFA financial activities

**Judy Delavigne, Academic Affairs Associate**

The Academic Affairs Associate works with the Dean to manage, promote and enhance the image of the college through conceptualization, organization, implementation and evaluation of events and special projects; maintains the Dean’s calendar; coordinates meetings, retreats, special events and activities associated with the Dean’s office; serves as liaison between the Office of the Dean, department chairs and program directors, faculty, donors and students; assists with publication and other writing projects.

**How the Academic Affairs Associate may assist New Faculty:**

- Schedule appointments with the Dean.
- Maintain all contact and emergency information.
- Assist where needed in directing faculty to appropriate offices/services.
- Assist and coordinate event planning and special projects.
- Serve as designated contact for guests and speakers.
- Arrange and/or provide hospitality and on-site support.
- Schedule Foley 210.
Jameia McDuffie, Academic Advisor

The Academic Advisor helps students to: understand degree requirements; creates, clarifies, and refines educational goals and plans; explores curricular and co-curricular opportunities; select majors; understand academic policies and procedures; connect with faculty members and university resources; address concerns and challenges both inside and outside the classroom that impact academic success; determine academic goals and develop meaningful educational plans. The Academic Advisor works closely with other departments and offices to ensure that students are effectively served and coordinates other academic support programs.

What are the primary responsibilities of the Academic Advisor?

- Advising
  - One to one and group basis advising sessions
  - May meet with parents to provide information and facilitate problem resolution
  - Direct students toward campus resources
  - Promote Student Success Retention, and persistence
  - Address Student Concerns inside and outside of the classroom
  - Assist with petition applications before Associate Dean’s final approval
  - Evaluate student problems (academic, administrative or personal) and refer students to appropriate support services

- Review and monitor student advising records
  - Degree Audits
  - Department/internal advising worksheets
  - Transcripts
  - Student schedules
  - Maintain updated records and notes
  - Monitor student progress
  - Deliver check ins regarding important dates and deadlines via email

- Workshops
  - Provide small and large group presentations to prospective students, new incoming students and parents
  - Assist with workshops regarding options related to minors and second majors
  - Prerequisites, deadlines for declaring minors or second majors
  - Design and conduct advising events with other members of the Academic Affairs Advisement team
  - Life skills and coaching designed and coordinated with the Associate and Assistant Deans
  - Soft Skills and Communication Etiquette
• Works in conjunction to support Associate Dean, Assistant Dean, and Senior Coordinator of Academic Services with:
  - Advising for first year and transfer orientations
  - Academic services
  - Senior checks
  - Development of advising material
  - Preview Day
  - Graduation
  - Student mentoring
  - Undergraduate research related events
  - Student outreach

• Works with other college departments and university offices to ensure that students are effectively served.
• Coordinates co-curricular and other academic support programs for CFA students.

**TBA, Instructional Technologist**
**How the Instructional Technologist may assist New Faculty:**

Provides support with technology-enhanced teaching and research through one-on-one support, multimedia development assistance.

• Provides training, consultation, and workshops on how to enhance teaching, curriculum, and research with technology.
• Provides assistance with Brightspace.

**Kate Shirley, Communications Manager**

**The Communications Manager** serves as a point person for media outreach and inquiries, including providing images and conducting media training of College of Communication and Fine Arts representatives; researches, designs, produces, writes and/or edits copy for publications, including, but not limited to college website, newsletters, calendars, publicity materials for college events and programs (e.g. postcards, advertisements, brochures, etc.) and articles that may appear in university publications, letters, and other general communication. The Communications Manager gathers information and stays well-informed of creative and scholarly activities within the college, as well as events and activities of student organizations and alumni groups affiliated with the college; interviews college faculty, staff and students organizations and alumni groups affiliated with the college; creates and manages an effective communication plan utilizing social media appropriate for various target audiences and constituencies, and creates content for the web and social media platforms; proofreads and edits departmental communications as assigned; collects and maintains information on college events, lectures and activities for inclusion in the college and university's online calendar of events; coordinates photographic and documentation of college events (for archival purposes and various online and print publications); assists the college Dean with the preparation of other materials for publication.
and projects as assigned; partners with the Office of University Relations on policies and procedures that align with college and university goals; and completes other duties and projects as assigned.

Charisse D. Smith, Budget Analyst
How the Budget Analyst may assist New Faculty:

- Clarify and assist in the implementation of University and College policies and procedures.
- Provide support to faculty in managing assigned budgets, scholarships, and grants.
- Provide guidance and assistance with seeking solutions for utilizing various features of CONCUR, the University’s online Accounts Payable system.
- Assist in drafting Capital, Operating, Personnel and Technology Budget requests according to College and University strategic plans to be submitted to the Dean.
- Work with faculty in supporting the University’s internal control implementation and business operations within the College.
- Provide guidance regarding University policies and CFA internal policies and guidelines. Also http://cfa.lmu.edu/faculty/
- Provide guidance regarding the process for hiring independent contractors and temporary staff.
- Provide guidance regarding the management of work study funds, student hiring, and student travel.
- Provide guidance regarding procedures for submitting the following transactions through CONCUR: vendor payment requests, travel advances, travel expense reports, Purchasing Card (P-Card), monthly expense reports, and personal expense reimbursements. Also http://cfa.lmu.edu/faculty/

Rachel Van Houten, Senior Coordinator of Academic Services
The Senior Coordinator of Academic Services assists the Associate Dean and Assistant Dean by coordinating a full range of services to support the undergraduate academic experience from orientation to graduation, including evaluation of transfer student transcripts and advising on first term at LMU (with Chairs, Associate and Assistant Deans, advise as needed), ongoing academic advisement, evaluation of transfer courses, recommendation of curricular exceptions and substitutions, and analysis of individual progress toward degree completion, through daily direct interaction with students and faculty. The Senior Coordinator of Academic Services supports the college’s development of data reports and bi-annual class schedule development process. She assists the Von der Ahe Chair of Communication and Ethics, Dr. Lawrence Wenner, with curricular and co-curricular programming, and supports the college’s internal research functions, compiling and disseminating data as necessary.
How the Senior Coordinator of Academic Services may assist New Faculty:

- Clarify registration procedures and University policy questions in person, via email, and on the telephone during weekday office hours.
• Meet with students, or schedule appointments for students to meet with the Associate Dean and Assistant Dean if more detailed information is necessary
• Investigate class roster issues (students attending but not officially registered or registered but not attending).
• Provide quick PROWL help (how to navigate, how to enter midterm deficiency and final grades, how to enter registration overrides etc.)

**Pamela Wimberly-Willis, Administrative Specialist**

The Administrative Specialist works with the Dean and other college leadership to manage broad-based operations in the college; manages the records of full-time faculty and part-time faculty, which includes online processing of all part-time requisitions; facilitates the resource management plan for computers/peripheral orders; supervises office moves; prepares tenure-track faculty for promotions to rank and/or advancement to tenure; instructs tenure-track faculty on grant submission, CFA internal grants, CFA fellowships, summer research grants, and Rains research grants; is responsible for records maintenance and recording of student evaluations of all faculty; placing ads and hiring work study students.

**How the Administrative Specialist may assist New Faculty:**

• Confidential records manager for tenure & tenure-track faculty, visiting assistant professors, clinical assistant/associate professors, and Artists-In-Residence. Assists all CFA Chairs in the paperwork hiring process including Ads and timelines.
• Responsible for the RMP process (Resource Management Plan), notifying and acquiring replacement computers on a four-year cycle.
• Project manager for CFA office moves and repurposed furniture.
• Prepares tenure-track faculty for promotion in rank and tenure, student evaluations, binary materials, and meeting with each faculty to help in the preparation of material as well as meet with respective chairpersons.
• Responsible for the CFA Disaster Plan, attend meetings, and prep CFA Chairs for Disaster Recovery Plan.
• Prep tenure-track faculty with grant submissions; CFA Internal Grants, CFA College Fellowship, Summer Research Grants & Rains Research Grants. Remind faculty of deadlines and copy to files.
• Responsible for records maintenance/distribution and recording of student evaluations of all tenure, tenure-track, full-time and part-time faculty.

**FAQ: General Notes from the Associate and Assistant Deans and the Senior Coordinator of Academic Services**

*In cases of routine challenges that need support from specialists on campus:* (Until you have a solid understanding of how your department works in regards to various issues, always contact your Chair before referring students to special services.)

Academic Resource Center [www.lmu.edu/arc](http://www.lmu.edu/arc)
COMMUNITY OF CARE:
http://studentaffairs.lmu.edu/administration/deansoffice/communityofcare/

MISSION

The mission of the Loyola Marymount University Community of Care [COC] – a collaborative case-management program – is to enhance community safety and student well-being. The Community of Care provides prevention, assessment, and intervention for and with students as they navigate the challenges that stand in their way of academic and personal success.

From the Dean of Students

Consistent with the LMU mission, the University is committed to the academic and personal success of each student. Occasionally, during their college career, a student may demonstrate some level of distress that prevents her from being successful in the university environment. The Community of Care (COC) program is designed to assist the student dealing with distress in their lives and take positive steps to get back on track. Community of Care exists as a campus resource to enhance the safety and well-being of students. To be most effective, COC relies on everyone within our community to demonstrate cura personalis, "the care of the person." In doing so, you will help our students have an opportunity for success at Loyola Marymount University.

If you have an urgent concern about a student’s safety, stay with the student and notify Student Psychological Services (310) 338-2862, Student Health Services (310)
338-2881 or the Department of Public Safety (310) 338-2893 (x222 from a campus phone) or walk the student over to SPS or DPS immediately.

If it is not an emergency, the Student Affairs Dean’s Office (SADO) may assist you in several ways if you would like to report/refer a student of concern:

- Call (310) 338-3756 for assistance. You may consult about/and or refer a student.
- Email the Student Affairs Dean's Office for assistance.
- Online form refer a student to SADO
- Escort to SADO in Malone 401 or Student Psychological Services at the Burns Recreation Center, North Entrance, 2nd Floor

**Excessive student absence:** Teacher intervention to determine possible cause. Discuss with the department Chair if questions arise. Consult Associate Dean or Assistant Dean if questions persist. Refer to Community of Care. (310. 338-3756), email the Student Affairs Dean's Office, or access the convenient online referral form through PROWL to share a concern. Immediate emergency: Department of Campus Security (school phone 222; outside phone 310.338.2893 - enter 1)

**Repeated mild disruptive behavior in class or rehearsal:** Teacher intervention. Discuss with your Chair. Refer to Student Psychological Services, if appropriate. (Dr. Kristin Linden, 310.338.2868). Report to Associate Dean and, as appropriate, refer to Community of Care. (310. 338-3756), email the Student Affairs Dean's Office, or access the convenient online referral form through PROWL to share a concern.

**Parent who needs assurance:** Refer to department Chair, Associate Dean, or Director of Student Success (Ms. Lisha Maddox, 310.258.4658; Lisha.Maddox@lmu.edu)

**FERPA:** The Federal Education Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, protects the privacy of student records. Parents can access information by their student signing a waiver authorizing parents or another designee full or partial access to academic records. A waiver is a voluntary act by the student and should not be coerced by parents or requested by faculty. Waiver forms are available in the Associate Dean’s Office or the Registrar’s Office. For more information about FERPA go to: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.htm

**Sexual Assault or Inappropriate Interpersonal Contact:** If a student reports to a faculty member an incident of sexual assault or inappropriate interpersonal contact, it is the responsibility of the faculty member to Support and Report. Hear the student out, but inform the student of the faculty member’s responsibility to immediately report the information (shared by the student) to the Office of Public Safety, 310.338.2893. Please also visit LMU CARES website at: studentaffairs.lmu.edu/lmucares/or call LMU CARES at (310.258.4381). Please also keep the Associate Dean informed.
First year student with various issues (e.g., homesickness, academic issues, financial issues): Contact First Year Experience Office who may then refer to other services. (Dr. Jennifer Belichesky, 310.338.5252 FY@lmu.edu). Also contact Associate Dean and as appropriate refer to Community of Care (310.338.3756), email the Student Affairs Dean’s Office, or access the convenient online referral form through PROWL to share a concern.

Parent phone calls: Remember FERPA regulation, contact department chair, contact Ms. Lisha Maddox, 310 258.4658; Lisha.Maddox@lmu.edu.

Extreme or threatening behavior: Call Public Safety immediately. Public Safety officers have training and respond with calm, discreet, and purposeful intervention. (222 from school phone or 310.338.2893 extension 1) Also report to Associate Dean and refer to Community of Care. (310. 338-3756), email the Student Affairs Dean’s Office, or access the convenient online referral form through PROWL to share a concern.

Athletes with issues: Contact Athletic advisors. Matthew Casana (310.338.1736); Sherilyn Frazier (310.338. 6594); Mary Alt (310.338.7510).

Academic struggle: Teacher intervention, contact Academic Resource Center, Associate Dean or Assistant Dean. On occasion, University librarians can also assist with research issues. Academic Resource Center www.lmu.edu/arc; ARC Location: Daum Hall, 2nd floor, arc@lmu.edu, (310.338.2847.)

Physical illness issues: Contact Student Health Services. (310.338.2881).

Emotional issues: Contact Student Psychological Services. Dr. Kristin Linden (310.338.2868). Student general distress: contact Assistant Dean Elaine Walker Dean (310.258.5409) (or email Elaine.Walker@lmu.edu) as appropriate refer to Community of Care. (310) 338-3756, email the Student Affairs Dean’s Office, or access the convenient online referral form through PROWL to share a concern.

Issues involving student sexual and interpersonal misconduct: www.LMU.edu/LMUCARES; LMUCARES@lmu.edu; 310.258.4381 or Department of Public Safety at 310.338.2893.

Housing difficulties (e.g., room leaks, roommate issues, etc.): Inform department Chair, or Resident Advisor.

Financial crises: Inform department Chair, the Chair will contact the Dean, Financial Aid Counselor, in some cases, Dean of Students.

Substance Abuse issues: Inform department Chair, refer to Student Health Services and/or Student Psychological Services. Contact Associate Dean and as appropriate refer to Community of Care. (310. 338-3756), email the Student Affairs Dean's Office, or access the convenient online referral form through PROWL to share a concern.
**Spiritual questions or issues:** Contact Campus Ministry or University rabbi.


**Student lost items:** Contact Department Senior Administrative Coordinator; items are taken to Public Safety located in Foley Annex Building.

**FAQ: More Detailed Notes from the Associate and Assistant Deans and the Academic Advisement Center for Student Success**

**STUDENT RELATED ISSUES** – Please do not hesitate to seek assistance from your Chair and the Associate and Assistant Deans when you have questions that relate to students.

**Q. What if I notice a student who demonstrates exceptional abilities (e.g., writing, speaking, research, arts, etc.) and I want to connect that student to enriched experiences?**

**A.** Noticing and cultivating exceptional academic, interpersonal, artistic and other talents and abilities in our students is part of the LMU mission. The Ignatian Tradition refers work to this as *cura personalis* (care for the unique and entire person). There are many opportunities at LMU to encourage excellence. A few examples are: Undergraduate Research Symposium and the Arts Showcase, the Honors Program, the Debate Team, the arts performances and exhibits, Rains Research Assistants working alongside a professor who is conducting research, mentoring in CFA Student Mentoring Program, Service Organizations, Student Government, application for Fulbright and other grants and many more. Please speak with your Chair, department and university faculty outside the department, the Dean and the Associate and Assistant Deans for specifics on these and many other programs.

**Q. What if I notice signs of student distress? (e.g., ongoing student illness, depression, substance abuse, academic issues.)**

**A.** *Cura personalis* also involves noticing student distress. In the case where a student is a threat to him/herself or anyone else, immediately contact Public Safety’s on-campus hotline by dialing 222. From any other phone, call 310.338.2893 – enter 1.

If a student appears to exhibit a pattern of ongoing distress or a sudden display of significant distress, notify your department Chair who might then refer that student to the Associate Dean or Assistant Dean and as appropriate refer to Community of Care. (310. 338-3756), email the Student Affairs Dean’s Office, or access the convenient [online referral form](#) through PROWL to share a concern.

**Q. How do I support a student during interpersonal crisis?**

**A.** If a student reports to a faculty member an incident of sexual assault or inappropriate interpersonal conduct, it is the responsibility of the faculty member to support and report. Hear the student out, but inform the student of the faculty member’s
responsibility to immediately report the information shared by the student to the Department of Public Safety, (310.338.2893) and LMU CARES (310.258.4381)

If interpersonal concern is of a different nature, please contact appropriate medical, psychological, or other support services described in this handout. When, in question, contact Associate Dean.

The following excerpt is from the Faculty and Staff Support and Report Guide. A complete Guide may be obtained from the Associate Dean.

As trusted members of the LMU community, faculty and staff members are often the first point of contact for students who wish to share information about sexual misconduct.

Federal laws and LMU policies have recently changed. [The Faculty and Staff Support and Report Guide] provides information about your obligations and how to support students who report sexual misconduct.

LMU is committed to protecting our campus community from sexual and interpersonal misconduct, as well as ensuring that resources are available to support any person who experiences misconduct.

At LMU, sexual misconduct includes all forms of sexual harassment listed under Title IX legislation, which includes rape, sexual assault, sexual battery, sexual coercion and unwelcome intrusion into another's sexual seclusion or privacy. Interpersonal misconduct includes dating violence, domestic violence and stalking.

What is my responsibility?

SUPPORT AND REPORT

Every LMU faculty and staff member is considered a “responsible employee” with regard to sexual misconduct and interpersonal misconduct as outlined in the Reporting Sexual Misconduct Human Resources Policy.

This means you must timely report to the Department of Public Safety (DPS) all sexual and interpersonal misconduct cases brought to you. Call DPS at 310.338.2893, or by dialing extension 222 from any campus phone.

This report must be made to DPS, and merely reporting to any other faculty or staff members, even a department head, is not sufficient.”

Below is a list of other services on campus:

In case of an emergency:

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Various issues related to student well-being and distress: As appropriate refer to Community of Care [310.338.3756], email the Student Affairs Dean’s Office, or access the convenient online referral form through PROWL to share a concern.

Specifically:

**Physical (injury or medical)** – Call Public Safety emergency number (dial 222 from any internal University phone. From any other phone, call (310.338.2893 – and then enter 1.) Public Safety officers will call for additional medical support as needed.

**Emotional or behavioral:** From any internal University phone, call Public Safety emergency by dialing 222; from any other phone, call 310.338.2893 – and then enter 1. Public Safety officers are trained to handle these situations with order and calmness. They will contact other campus officials as needed.

**Academic:** Of course, you are the first line here, and so you and your department Chair and faculty are the primary sources of support. Sometimes, however, students need additional assistance. There are several sources to assist with student academic challenges. The **Academic Resource Center** ([ARC](http://academics.lmu.edu/arc/and arc@lmu.edu, (310.338.2847) offers many services from tutoring to time management, to coaching for excellent research, to overall academic adjustment issues. The counselors at the Center understand the Core and the mechanics of Registering for classes. They offer many tutorials on-one or in-person. The **First Year Experience Office** ([http://studentaffairs.lmu.edu/firstyear/firstyearexperience/](http://studentaffairs.lmu.edu/firstyear/firstyearexperience/; 310.338.5252; FY@lmu.edu) can also guide students on how to find academic support. The research Librarians in the **William H. Hannon Library** are also always willing to assist students with research.

**Q.** Even though I am not an advisor, I might have academic advising questions. **Who might I contact?**

**A.** You would first contact your department Chair. From there you might contact any advising team member in the Office of Academic Affairs (Senior Coordinator of Academic Affairs, Associate Dean or Assistant Dean) who would then direct you to the best source for your answer (e.g., staff in Dean’s and Associate Deans’ Office, Registrar’s Office, Financial Aid Office, Bulletin, Academic Resource Center, etc.)

**Q.** What is the CFA Student Mentoring Program about?

**A.** The Student Mentoring Program provides opportunities for high-performing Juniors and Seniors to mentor students who are new to LMU and CFA. The program offers information, resources, events, and interactions that promote retention, academic success, and enriched engagement in the college. At risk students receive targeted assistance. Contact Elaine.Walker@lmu.edu for further information.

**GOVERNANCE AND CURRICULUM**

**Q.** What if I have questions about various University initiatives or programs (e.g., Core Implementation, Strategic Plan, etc.)?
A  First of all, consult your department Chair. The Associate Dean will also assist you with finding out about this work and these events. The Associate Dean will connect you to faculty, staff, and websites that will provide further information.

Q. Are there governance and curriculum committees within the College of Communication and Fine Arts (CFA)? The University?
A. CFA:
   o Faculty Affairs Committee – Dean’s Office Liaison, Associate Dean Michele Hammers
   o Instructional and Student Affairs Committee
   o Communication and Technology Committee
   o Senior Administrative Coordinators Committee

   (By-laws are posted on CFA website).

UNIVERSITY:
   o Faculty Senate.
   o Faculty committees.  

PROFESSIONAL DEVELOPMENT

Q. As a new faculty member in the College of Communication and Fine Arts, I may have questions about Advancement in Rank and Promotion to Tenure, expectations in the categories of Teaching/Advising, Scholarship: Research/ Creative Work, and Service, LMU Mission and campus culture, and other questions on daily life teaching, learning and living issues. How do I find answers to these questions?
A. First of all, contact your department Chair. In addition, the Associate Dean will invite you to tea or coffee and you may ask questions at that time or anytime you wish to initiate conversation.

   The Dean is always available for direct conversation with faculty on these issues.

Q. Where are centers for Professional Development on Campus?
A. The Centers for professional development include, but are not limited to:

   The Center for Teaching Excellence offers many valuable workshops on a wide range of topics. Visit their website often at: http://www.lmu.edu/libraries_research/cte.htm; teachers@lmu.edu; 310.338.2815; University Hall, Suite 3000).

   The Office for Research and Sponsored Projects offers workshops on grant writing and staff are available to assist with the seeking and writing of grants. (http://academics.lmu.edu/orsp/; 310.258.2655; epastrana@lmu.edu; University Hall, Suite 3000)
The CSJ Center for Reconciliation and Justice offers many mission, arts, and Communications-related events. (http://academics.lmu.edu/csjcenter/; 310.568.6696 or email at csjcenter@lmu.edu; University Hall, Suite 2000)

The Center for Ignatian Spirituality offers many mission centered events. http://mission.lmu.edu/cis/

COURSE ENROLLMENT ISSUES, GRADING AND RELATED TEACHING ISSUES

Enrollment:

Q. What if a student wants an override (allow to register for a course that he/she would not normally be able to register for)?

A. ALL Overrides MUST BE CLEARED BY THE CHAIR. Although a faculty member may request the Chair admit a student to a course that has reached capacity, ONLY the Chair or particularly appointed designees, may override a student for any reason to a course. The Chair will not add students to a full course without permission of the faculty member. That being said, there may be emergency situations where the Chair may have to make the final decision.

Q. There is a student attending my class but not showing up on my roster. How can I add them?

A. After the first week of the term, no student is permitted to attend a class without being officially registered in it. You, as the instructor, must remind students of this University policy. University policy is very strict about this. The student is responsible for adding him/herself to the class, either via PROWL if it's the first week of classes or via General Petition form (obtained on-line at the REGISTRAR site or in St. Robert’s 101) if after. Send student to the department Chair if he or she is requesting to add the class after the first week of school. You may make a recommendation to the Chair by email (e.g., This is ok in my course/This will not be ok in my course). The Chair will make the decision and, if approved, will sign the General Petition. This policy includes students on the PROWL waitlist. The Associate Dean will not accept petitions that are not signed by the Chair. Please alert the Chair, the Associate Dean and the Registrar through an email so that they might assist in handling the situation.

Q. There is a student on my roster who has never been in class. How can I drop the student?

A. Instructors cannot officially drop students from their class, even if they have never attended. You may wish to email the student(s) via the email hyperlink on the PROWL roster and let them know that no-show students will be given a final grade of F. Hopefully, this notification will prompt the student to take action to drop or withdraw from the class. Please also let the Associate Dean and Registrar know.

Q. What if a student is on my roster, attends class for a while and then stops attending or attends very sporadically?
A. Of course, if attendance is sporadic, speak with the student. Sometimes this is all that needs to happen to change student behavior. However, sometimes there are deeper issues of concern. See previous listing of various support services on campus. Refer students to these services if you believe they will follow-up. If you have a question whether they will follow-up, refer them to the Associate Dean who will be able to assist in connecting the student with the appropriate support. The Associate Dean and the Assistant Dean seek to assist students - not to reprimand them. Sometimes students avoid seeking information because they want to avoid reprimand. All that being said, let the Associate Dean (Michele.Hammers@lmu.edu) and the Dean of Students know about sporadic absence when you suspect there are issues of concern that need attention.

If a student is absent over a week and you do not know the reason, contact the student through email AND notify the Associate Dean and the Dean of Students.

TESTING, GRADING AND STUDENT ATTENDANCE

Q. As a faculty member, do I need to give a Mid-Term Exam or record Mid-Term grades?
A. Faculty are strongly encouraged to give Mid-term deficiency notices to students who are earning a C-or less. Mid-term grades are posted by faculty through the online system PROWL. They must be posted during the time-period allotted by the Registrar's Office. The Registrar will send out notification of these dates each term. Students are informed of unsatisfactory work by checking PROWL and by a letter from the Dean's Office. The notices, advisory in nature and issued prior to the last day to withdraw in a term, are not part of the student's permanent record.

LMU tracks student progress and the Mid-term Exam helps in this regard. If a student is struggling at the middle of the term the Dean's Office can offer intervention, referrals and support. If faculty members do not administer a Mid-Term Exam, along with the mid-term progress report, students may not get an accurate assessment of their academic status. Timely support and advising are critical for student success. Faculty should have some formal way of evaluating student performance by the middle of the term. The grade of C- or lower should be reported.

Q. What if a student contacts faculty to explain that they cannot attend (the first day of) classes? What if they say it is because of job-related requirements of their boss?
A. Give the student the option to talk with the Associate or Assistant Dean about planning, time management, and academic expectations for progress at LMU. Students who must work require special advising to successfully manage multiple priorities. If you have a written attendance policy clearly stated in your syllabus, it is easier for the student to understand your expectations about attending classes. If not, students are more likely to skip your class for a different priority.

Q. Do I need an attendance policy?
A. Whether or not you include Attendance as part of assessment in your course, you MUST take roll each day and retain the records of enrollment for a year following the course.
There are both academic and legally related reasons for taking roll every class session. Although enforcing an attendance policy is at the discretion of the professor, there are many advantages for written attendance policy that is reflected in your syllabus. Without an attendance policy and clear expectations associated with being present for classes and learning experiences, professors may find themselves at a loss during grade disputes and other challenges with student interpretations of successfully completing a course.

Note: The Health Center at LMU does not issue absence excuses.

Q: A student is questioning his/her final grade. What should I do?
A. Academic excellence is a joint effort between the faculty member and the student. YOUR SYLLABUS IS YOUR CONTRACT with the student. All grades should reflect the work and terms of assessment described in the syllabus. The procedure for grade appeals is included in the University Bulletin. http://academics.lmu.edu/registrar/academicresources/bulletin/ Per this policy, you must first meet in person with the student to discuss the reason(s) for the final grade. If the decision is made to recommend a change of the grade, it will ultimately be reviewed and approved by the Associate Dean, but our office is the last stop in the grade appeal process (that is, students may not circumvent the professor or department Chair in appealing their final grade). Students may not do extra work after grade is posted to raise their grade. Students may ask you to raise a grade so that they can qualify for a scholarship. This is not a valid reason to change a grade. Please consult with your Chair if students construct arguments for the raising of a grade for any reason other than ERROR.

Q. What are some common best practices regarding change of grades?
A. Academic excellence is a joint effort between the faculty member and the student. YOUR SYLLABUS IS YOUR CONTRACT with the student. All grades should reflect the work and terms of assessment described in the syllabus. Grades may only be changed if for some reason the faculty member has made an ERROR. It is critically important that grade changes are kept to a minimum. The most common reasons for grade changes are: (1) Errors in the totaling of absences; (2) the apparent overlooking of assignments that the student turned in but the faculty did not grade; and (3) miscalculation of total points to determine the final grade. Every effort should be made to avoid these errors. Keeping good records of attendance and grading will enable efficient handling of questions of final grades linked to these issues.

RETENTION POLICY ON FINALS, PROJECTS, PAPERS AND/OR GRADE/ATTENDANCE RECORDS

FINALS AND OTHER WORK

Q. How long do I have to keep records of grades and copies of Finals or Final project assignments?
A. Faculty are expected to retain a copy of the Final Exam or Final project assignments (when a course requires this kind of work) FOR ONE FULL SEMESTER. (Faculty do not retain the actual work of the student but rather the exam or final assignment).

Faculty will inform students in writing (syllabus or handout or email or MYLMU Connect) that they are expected to keep electronic or other copies of their own work. (Fall course material held until May; Spring course material held until December). A statement for this purpose could read: “All students are required to keep an electronic copy or photographed, filmed records of their course projects until the conclusion of the following term.”

**GRADES/ATTENDANCE RECORD**

**Q. Do students turn in work electronically at LMU, and have there been issues with electronic submission of work?**

**A.** Yes. Many professors accept work electronically. However, we have had a significant increase in the number of students who claim to have sent assignments or finals to professors through a variety of electronic methods but somehow “the assignment was lost in the transmission.”

- The Center for Teaching Excellence advises that faculty and students ONLY use their LMU email accounts when conducting LMU business. There appears to be more errors in transmission when personal accounts are used.
- Please have a back-up system for guaranteeing that sent work arrives in your email (Always check the junk mail folder) or through Blackboard (MYLMU Connect). Please refer to CFA Instructional Technologist at (310) 338-2772 for assistance. The Information Technology (IT) staff recommends using MYLMU Connect rather than email for transmission of assignments.

**Q. What is the new Academic Honesty Policy?**

**A.** The LMU Faculty Senate, with dialogue and approval of faculty and Senior Administrators, has approved a new Academic Honesty Policy and Procedures Document. This document emphasizes the importance and power of academic honesty and it discuss what occurs in the event a student appears to have chosen a less than “honest” approach to his/her academic/artistic work. Please familiarize yourself with that Policy [http://academics.lmu.edu/honesty/](http://academics.lmu.edu/honesty/)

**Q. How do I best educate myself and my students on matters that concern explicit and implicit bias?**

**A.** The University takes respect for self and others, justice and equity seriously. Please see the following sites (among others) for ongoing work to create community where constant learning, ongoing improvement of curriculum and intra-interpersonal practices along with education, reconciliation, and empathy are part of who we are and how we act including but not limited to the following resources:
http://academics.lmu.edu/diversity/reportdiscriminationbiasincidents/biasincidentresponse/teambirt/
;  http://academics.lmu.edu/csjcenter/;
http://studentaffairs.lmu.edu/interculturalism/ethnicandinterculturalservices/;
http://mission.lmu.edu/ministry/
http://www.lmu.edu/about/leadership/abbierobinson-armstrong/

FACULTY ATTENDANCE

Q. What are the standards for faculty attendance?
A. Standards of Practice include:

- There is an expectation that all classes will meet during their scheduled final exam periods. If other arrangements have been made, please inform your department Chair.
- There is an expectation that all professors will meet the designated contact hours of the class and with students, throughout and to the end.
- There is an expectation that all professors and staff will consistently practice the most appropriate risk management measures in their areas; minimizing risk and seeking to ensure the safety of teachers, students and staff.
- There is an expectation that if there is a reason, usually an emergency or professional activity, that prevents a professor from meeting with their classes as scheduled—that the professor makes every effort to notify the department first, and the Dean’s office second. Secondly, that the instructor attempts to communicate with students – copying the Chair on the message.

These are standard expectations of all faculty. These expectations do not apply to one department or faculty member more than they apply to others – except in cases where risk management may differ from discipline to discipline. We collectively attend to the standards of the community and university— as we engage in our professional practices with our students and in our departments.

FAQ of the Administrative Specialist

Q. What is the Department of Public Safety Emergency Phone Number?
A. Dial x222 from any internal university phone or 310.338.2893. In an emergency on or off-campus, call 911.

Q. Does LMU pay for jury duty?
A. Yes. Up to ten days paid leave is available to any faculty member who would otherwise suffer a loss of pay as a result of jury duty. For further information, go to: http://www.lmu.edu/about/services/hr/Benefits/jury.htm

Q. Where do I find the Academic Calendar?
A. www.lmu/registrar, click on Academic Calendar for dates, turning in grades, holidays, graduation dates, final exam dates, and holidays.
Q. When is the Bookstore open?
A. Monday – Friday, 7:45 am until 7 pm – Fridays until 5 pm and Saturdays until 3 p.m.

**FAQ of the Budget Analyst**

Q. How do I apply for travel funds from the college? Also http://cfa.lmu.edu/faculty/
A. CFA supports one travel request for tenured and tenure-track faculty per year for the purpose of research, presenting at conferences, conventions or other learned societies, subject to available funds and resources. Please follow these procedures:
   - Obtain a *Travel Request Authorization Form* and a *Travel Advance Form* (if needed) from the College’s website or the CFA Budget Office.
   - Complete the form stating the purpose of the travel and a brief description of your active participation or research. In addition, provide evidence of the faculty member’s participation in the event such as:
     - An acceptance notification into the conference or event;
     - A program copy promoting the faculty member’s role of engagement; or
     - A detailed description of organizational responsibility to a documented organization or event.
   - Submit the form to the department Chair for approval. After it is approved by the department Chair then submit the form to the CFA Budget Office for the Dean’s signature approval. Subsequently, it is essential to complete an online *Request* in CONCUR. (Allow at least 4 weeks advance authorization if a *Travel Advance Form* is requested.)
   - A *Travel Expense Report* and original receipt(s) must be submitted via CONCUR within 10 days upon return from your travels.

   **All pending Dean’s approval.**

   - A copy of the formal Travel Policy is sent to all tenured/tenure-track faculty at the beginning of each academic year, and posted at: cfa.lmu.edu under Faculty/Staff.

Q. How do I apply for an expense reimbursement from the College for approved professional travel?
A. Obtain authorization from your department Chair, submit a *Requisition Form* to the department Chair for approval, along with the original receipt(s) or invoice. A copy of a bank statement or credit card statement may also be provided as proof of payment. Submit the *Requisition Form* to the CFA Budget Analyst for review and Dean’s approval. (To access a *Requisition Form*, go to MYLMU>Quick Links>Controller’s Office (under Frequently Requested) >Business and Finance Forms.)

Q. How do I apply for a mileage reimbursement from the College for approved professional travel?
A. Obtain your department Chair’s approval to drive on University business. Submit a
Mileage Reimbursement Request form which specifies each destination and the appropriate calculation of the mileage expense. (To access a Mileage Reimbursement Request form, go to MYLMU> Quick Links >Controller’s Office (under Frequently Requested)>Business and Finance Forms.)

All pending Dean’s approval.

Q. How do I apply for CFA Internal Grants Support or Fellowship Support (2 course Remission)? Also http://cfa.lmu.edu/faculty/
A. Continuing tenured and tenure-track faculty, beginning in their second year, are eligible to apply for CFA Internal Grants in support of original research or creative work. The application form is in the process of being updated and will be available online on or about November. <cfa.lmu.edu> under Faculty/Staff.

Q. How do I request new academic equipment, technology, and capital-construction support (separate from faculty work station and start-up costs)? Also http://cfa.lmu.edu/faculty/
A. Annually, there is a budget cycle that takes about one year to be completed. The planning phase begins in March. See your department Chair to discuss your request and document the need with support of the Dean, Facilities Management and ITS.

Q. How do I hire a work-study student to support me?
A. Discuss the need with your department Chair and, if approval is granted and funding is available, contact Student Employment Services about the hiring process. The CFA Budget Office is available to discuss any potential issues you may encounter.

Q. How do I get support for computer-related issues?
A. Email ITS HELP DESK at: help@lmu.edu or call x87777.

FAQ of the Instructional Technologist

Q. How do I find my Instructional Technologist?
A. TBA is the Instructional Technologist for CFA and SFTV. The office is located in Xavier Hall 318A, and can be reached via email: TBA or 310-338-2772 (x82772)

Q. How else can I find Instructional Technology Support?
A. Located on level three of the William H. Hannon Library, the Faculty Innovation Center (The FIC) facilitates and encourages technology-enhanced teaching and research through one-on-one support, multimedia development assistance, workshops, and collaboration using the latest hardware and software resources.

The FIC is typically staffed with an Instructional Technologist or an ITS Graduate Assistant to help you from 10:00 a.m. - 5:00 p.m., Monday - Thursday, and 10:00 a.m. - 1:30 p.m. on Friday. Faculty members may use their OneCard to access the FIC anytime the library is open.
Faculty may contact the FIC with general questions, comments, requests, or to propose a FIC presentation regarding the use of technology in your pedagogy at: 310.338.5731 or TheFIC@lmu.edu.

Drop in to see the newest technologies available to assist you in your teaching.

**Q. How can I find out more about Brightspace?**

**A.** Contact CFA Instructional Technologist directly for a one-on-one tutorial or visit [http://its.lmu.edu/brightspace](http://its.lmu.edu/brightspace) for links to workshops. Additionally, when you log into Brightspace, all faculty are enrolled in a Faculty Training Course which offers tutorials and instructional material.

**WEBSITES and OTHER CONTACT INFORMATION:**

1. **Public Safety:** (310)338-2893 (non-emergency). In case of emergency, dial 222 from any on campus phone. Emergencyinfo@lmu.edu.
2. **Human Resources:** (310) 338-2723 or HR@lmu.edu.
3. **OneCard Office:** Von Der Ahe Building, lower level.
4. **PROWL** - go to [http://my.lmu.edu](http://my.lmu.edu), System Logins, PROWL. Under Faculty Services pick Photo Class Roster to get a class list (can be printed). To learn more about your students, select Student Menu under Faculty Services. Classrooms are shown under Schedule and on various other pages. Final and deficiency grades can be submitted under Faculty Services.
5. **Brightspace** – go to [http://my.lmu.edu](http://my.lmu.edu), System Logins, MYLMU Connect. Select your courses in right top window. Make sure Edit Mode is ON at right top. Students can see courses only if they are available – under Customization/Properties set availability to yes. Use to send emails under Course Tools/Send Email. Choose MYLMU Connect Faculty Resources on the right, then Connect Tutorials for help. LMU will be moving to a new program. Please contact CTE for that information. (See CTE below)
6. **Electronic Reserves** - go to [http://my.lmu.edu](http://my.lmu.edu), System Logins, ERes. See instructions there (bottom) – you need your personal ERes password (do not make it your mylmu password) and a password per class (keep it simple). You can upload pdf or other files there or place links to permanent/stable URLs for articles in databases ([http://library.lmu.edu](http://library.lmu.edu), select Research Databases). You can also ask the library to do so for you with appropriate lead time.
7. **IT support** – you can email the helpdesk if something does not work; otherwise visit the Faculty Innovation Center ([http://its2.lmu.edu/fic/](http://its2.lmu.edu/fic/)) or contact your ITA ([http://its2.lmu.edu/fic/itas/index.html](http://its2.lmu.edu/fic/itas/index.html)). Go to [http://my.lmu.edu](http://my.lmu.edu), System Logins, Lynda.com for software tutorials.
8. **Classroom support** – check info sheet in classrooms, call x81735 for immediate assistance, or email classroom@lmu.edu.
9. **Syllabus** – check list at [http://www.lmu.edu/Assets/Academic+Affairs+Division/Faculty+Support/Syllabus+Checklist.pdf](http://www.lmu.edu/Assets/Academic+Affairs+Division/Faculty+Support/Syllabus+Checklist.pdf).

11. The Center for Teaching Excellence (CTE) is always happy to assist with teaching-related questions: teachers@lmu.edu or 310-338-5866.

12. Ask your departmental Senior Administrative Coordinator and Chair for help with course- or department-specific questions. (Each faculty member is assigned to a senior administrative coordinator within his or her department and should only work with that administrative assistant. The department Chair is a faculty member who serves as the academic leader and administrative head of a department.)

Listed below is the contact information of Department Chairs and Senior Administrative Coordinators in each department.

<table>
<thead>
<tr>
<th>Department/Program Chairs</th>
<th>Title</th>
<th>Department</th>
<th>Email address</th>
<th>Office #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damon Willick</td>
<td>Chair</td>
<td>Art History</td>
<td><a href="mailto:DWillck@lmu.edu">DWillck@lmu.edu</a></td>
<td>310.258.8643</td>
</tr>
<tr>
<td>Nicole Murph</td>
<td>Sr. Admin. Coordinator</td>
<td><a href="mailto:Nicole.Murph@lmu.edu">Nicole.Murph@lmu.edu</a></td>
<td></td>
<td>310.338.7424</td>
</tr>
<tr>
<td>Craig Rich</td>
<td>Chair</td>
<td>Comm. Studies</td>
<td><a href="mailto:craig.rich@lmu.edu">craig.rich@lmu.edu</a></td>
<td>310.338.6076</td>
</tr>
<tr>
<td>Lisa Lugo</td>
<td>Sr. Admin. Coordinator</td>
<td><a href="mailto:Llugo@lmu.edu">Llugo@lmu.edu</a></td>
<td></td>
<td>310.338.4226</td>
</tr>
<tr>
<td>Rosalynde LeBlanc Loo</td>
<td>Chair</td>
<td>Dance</td>
<td><a href="mailto:RLo@lmu.edu">RLo@lmu.edu</a></td>
<td>310.338.3740</td>
</tr>
<tr>
<td>Carol Jones</td>
<td>Sr. Admin. Coordinator</td>
<td><a href="mailto:Cjones47@lmu.edu">Cjones47@lmu.edu</a></td>
<td></td>
<td>310.338.5233</td>
</tr>
<tr>
<td>Einat Metzl</td>
<td>Chair</td>
<td>Marital &amp; Family Therapy /Clinical Art Therapy</td>
<td><a href="mailto:einat.metzl@lmu.edu">einat.metzl@lmu.edu</a></td>
<td>310.338.4561</td>
</tr>
<tr>
<td>Lori Gloyd</td>
<td>Sr. Admin. Coordinator</td>
<td><a href="mailto:Igloyd@lmu.edu">Igloyd@lmu.edu</a></td>
<td></td>
<td>310.338.4524</td>
</tr>
<tr>
<td>Mark Saya</td>
<td>Chair</td>
<td>Music</td>
<td><a href="mailto:msaya@lmu.edu">msaya@lmu.edu</a></td>
<td>310.338.3010</td>
</tr>
<tr>
<td>Tashi Cardinali Bateman</td>
<td>Sr. Admin. Coordinator</td>
<td><a href="mailto:Tashi.Cardinali@lmu.edu">Tashi.Cardinali@lmu.edu</a></td>
<td></td>
<td>310.338.5386</td>
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<tr>
<td>Saeri Dobson</td>
<td>Chair</td>
<td>Studio Arts</td>
<td><a href="mailto:Saeri.Dobson@lmu.edu">Saeri.Dobson@lmu.edu</a></td>
<td>310.568.6644</td>
</tr>
<tr>
<td>Nicole Murph</td>
<td>Sr. Admin. Coordinator</td>
<td><a href="mailto:Nicole.Murph@lmu.edu">Nicole.Murph@lmu.edu</a></td>
<td></td>
<td>310.338.7424</td>
</tr>
<tr>
<td>Katharine Noon</td>
<td>Chair</td>
<td>Theatre Arts</td>
<td><a href="mailto:kwetmore@lmu.edu">kwetmore@lmu.edu</a></td>
<td>310.338.2999</td>
</tr>
<tr>
<td>Jeanine Uribe</td>
<td>Sr. Admin. Coordinator</td>
<td><a href="mailto:juribe2@lmu.edu">juribe2@lmu.edu</a></td>
<td></td>
<td>310.338.2837</td>
</tr>
</tbody>
</table>

PLEASE NOTE: Senior Administrative Coordinators are highly qualified working professionals located in the operational heart of every department. In addition to the department Chair, they serve as the first point of contact for students and faculty to the critical and strategic operation of the department.