DIETRICH SCHOOL DEAN’S OFFICE

**Kathleen Blee, Dean**

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| **John Twyning**Associate Dean for Undergraduate Studies and the College of General Studies**Jessica Hatherill**Executive Director, Undergraduate Studies and the College of General Studies | **Holger Hoock**Associate Dean for Graduate Studies and Research | **Kay Brummond**Associate Dean for Faculty | **Adam Leibovich**Associate Dean for Faculty Recruitment and Research Development | **Patrick Cunningham**Executive Director for Financial and Physical Resources | **Michele Montag**Executive Director for Staff Personnel and Senior Assistant Dean | **Tara Meyer**Senior Advisor to the Dean on Diversity, Equity, and Inclusion |
| Undergraduate academic policies and procedures, assessment of student learning, Undergrad Advising, Student Records, College in High School, Undergraduate Research, First-Year Programs, Academic Success Initiatives (incl. Tutoring and Academic Skills Workshops; formerly the Academic Resource Center), Student Support Services.  Liaison to Office of Admissions and Financial Aid. Academic oversight of CGS.Non-traditional students, including targeted academic and student support programming; Veteran’s Services, Osher Lifelong Learning Institute. | Graduate student admission, student support, graduation. Edwards Publication fund. Diversity programming.Faculty development in grant writing and preparing funding proposals for grants, contracts, and philanthropic gifts. Support for faculty scholarship across the departments of the humanities and social sciences.   | Tenure, promotion, and contract renewals; faculty leaves, sabbaticals, transfers out of the tenure stream; faculty grievances and allegations against faculty; faculty fellowships; faculty mentoring programs and leadership development; faculty diversity initiatives; departmental strategic planning. Advise/mentor chairs and center and program directors. | Recruiting, hiring, and research development for all faculty; management of the ancillary budget; course releases; salary reconsiderations;secondary and joint appointments; faculty retirements and terminations.Foster cross-departmental and cross-institutional research; advise on major equipment and instrumentation purchases; provide oversight of COI, IP, and consulting agreements. | Budget, enrollment, space allocation, capital projects. Supervisory oversight of finance, IT support, sponsored research administration, shared research support services, facilities and construction operations.  | Chief of Staff. Staff structure, climate, workforce deployment and development, performance management. Supervisory oversight of Dean’s office support, Payroll/ Personnel, Strategic Communications, Division Administrators.  | Works collaboratively with the Dean, the Faculty and Staff Diversity Committees, and the Diversity Task Force to guide efforts for planning, implementing, and assessing strategies to achieve DEI goals of central importance to the School’s educational and scholarly excellence. |
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| PRIMARY SENIOR STAFF LIAISON FOR DEPARTMENTS AND PROGRAMS |
| **Humanities** | **Natural Sciences** | **Social Sciences** |
| Division Staff Administrator: **James Griffin**j.griff@pitt.edu 412-383-4149 | Division Staff Administrator: **Mat Romick**romickm@pitt.edu 412-624-9064 | Division Staff Administrator: **Linda Howard**hlinda@pitt.edu 412-383-0755 |
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