Arts and Science Deans’ Office and Office of Academic Services Roster
July 2015

Lauren A. Benton, Dean, College of Arts and Science
lauren.benton@vanderbilt.edu 301 Kirkland Hall 322-2851

- Dean Benton is responsible for setting all policy and procedures for the College of Arts and Science.
  - Diane Hampton, Executive Secretary, manages Dean Benton’s calendar, and produces all faculty appointment letters. 322-2851 diane.r.hampton@vanderbilt.edu
  - Melissa Wocher, Assistant to the Dean, assists Deans Benton and Kam in all faculty actions including searches, promotions, reappointments, leaves, and disciplinary actions. 343-3143 melissa.wocher@vanderbilt.edu

Cindy D. Kam, Senior Associate Dean for Faculty
cindy.d.kam@vanderbilt.edu 301 Kirkland Hall 322-7360

- Dean Kam is responsible for appointing and reappointing non-tenure-track faculty, oversees all aspects of the promotion and reappointment process for tenured and tenure-track faculty, reviews faculty leave and subvention requests, and oversees conflict of interest/conflict of commitment compliance in the College.
  - Colette Rybinski, Executive Secretary, manages Dean Kam’s calendar and processes all non-tenure-track appointment and renewal requests, as well as international travel and subvention requests. 322-7360 colette.rybinski@vanderbilt.edu

Keivan Stassun, Senior Associate Dean for Graduate Education and Research
301 Kirkland Hall 322-7360

- The Senior Associate Dean for Graduate Education and Research is responsible for all aspects of graduate education including graduate admissions and assessment of programs and students, and for supporting faculty research.
  - Marion Pratt, Grants Resource Officer for the Humanities and Social Sciences marion.pratt@vanderbilt.edu Garland 220F 343-9612. Ms. Pratt works with individual faculty and graduate students, as well as with interdisciplinary centers, in facilitating the acquisition of research funding from government agencies, foundations, and other nongovernmental funding sources.
  - Colette Rybinski, Executive Secretary, manages the senior associate dean’s calendar. 322-7360 colette.rybinski@vanderbilt.edu

Karen E. Campbell, Senior Associate Dean for Undergraduate Education
karen.e.campbell@vanderbilt.edu 311 Kirkland Hall 343-3141

- Dean Campbell is responsible for all aspects of undergraduate education, including academic support centers in Arts and Science. She also counsels undergraduate students and chairs the AXLE committee. Dean Campbell works with Associate Deans Jones, Moore, Morgan, and Rapisarda, and the Arts and Science Office of Academic Services.
  - MaryAvent, Executive Secretary, manages Dean Campbell’s calendar. 343-3141 mary.avent@vanderbilt.edu
o Jonathan Bremer, Program Coordinator, serves as Executive Secretary of the Faculty. He coordinates Faculty Council and faculty meetings, and archives relevant documents. In addition, he manages all AXLE assessment procedures, as well as undergraduate academic assessment reviews. jonathan.e.bremer@vanderbilt.edu 220D Garland 322-7737

o Racquel Goff, Academic Services Coordinator, coordinates curriculum approvals, catalog production, academic scheduling, and student registration. racquel.goff@vanderbilt.edu 311 Kirkland Hall 322-7937

o Lisa Wright, Academic Services Coordinator, is responsible for student records maintenance—majors, individual variances, transfer credit, and graduation checkout. lisa.wright@vanderbilt.edu 311 Kirkland Hall 343-3155

Yollette Jones, Associate Dean
yollette.jones@vanderbilt.edu 311 Kirkland Hall 343-3141
- Dean Jones counsels undergraduate students, approves student leaves of absence and students’ eligibility for transfer credit for summer work elsewhere, oversees academic credit for Arts and Science undergraduate internships, processes dean’s recommendation forms for medical and law schools, and chairs the Committee on Individual Programs.
- Mary Avent, Executive Secretary, manages Dean Jones’ calendar and all other matters for Dean Jones. 343-3141 mary.avent@vanderbilt.edu

Dan Morgan, Associate Dean
dan.morgan@vanderbilt.edu 311 Kirkland Hall 343-3141
- Dean Morgan has oversight of the College Scholars Program, counsels undergraduate students, serves as the Arts and Science liaison with Undergraduate Admissions, including preVU Days, Black and Gold Days, and Spring Open Houses for admitted students.
- Mary Avent, Executive Secretary, manages Dean Morgan’s calendar. 343-3141 mary.avent@vanderbilt.edu

Roger E. Moore, Associate Dean
roger.e.moore@vanderbilt.edu 311 Kirkland Hall 322-2844
- Dean Moore counsels undergraduate students, approves student leaves of absence and transfer credit, and chairs the Administrative Committee.
- Vickie Latham, Administrative Assistant, manages Dean Moore’s calendar. 322-2844 vickie.latham@vanderbilt.edu

Martin Rapisarda, Associate Dean
martin.rapisarda@vanderbilt.edu 311 Kirkland Hall 343-3140
- Dean Rapisarda counsels undergraduate students, has oversight of Maymester and Summer school, Saturday University, the MLAS program, Arts and Science 4+1 programs, international programs, McTyeire Hall, and the Vanderbilt Fine Arts Gallery.
- Lisa Poynter, Administrative Assistant, manages Dean Rapisarda’s calendar and international program budgets, etc. 343-3140 lisa.poynter@vanderbilt.edu
Sharon Buchanan, Project Manager  
sharon.buchanan@vanderbilt.edu  
311 Kirkland 343-3731

- Ms. Buchanan has oversight of all Arts and Science financial matters, enforces all federal, state and University fiduciary policies and is the liaison for all Human Resource questions and concerns regarding Arts and Science staff policies and recruitment.

Chief Business Officer (TBA)  
422 Kirkland 343-3731

- The Chief Business Officer has oversight of the College of Arts and Science financial and administrative activities, including annual budgets, quarterly forecasts, strategic financial planning, and compliance with external agencies’ and University policies and procedures.
  - Linda Cooper, Accounting Assistant, supports the Chief Business Officer and finance and administrative staff in the office’s day-to-day operations. 343-3731  
    l.cooper@vanderbilt.edu
  - Ashley Billingsley, Administrative Officer, reviews and approves all Arts and Science check requests and payroll forms and assists the Chief Business Officer in enforcing University policies and procedures. 343-3157  
    ashley.billingsley@vanderbilt.edu
  - Josh Brewer, Senior Financial Analyst, documents and maintains Arts and Science restricted funds, prepares financial projections and analyses of expenditures for Arts and Science operating and restricted centers, and assists the Chief Business Officer in enforcing University policies and procedures. 322-7593  
    william.j.brewer@vanderbilt.edu
  - Ginger Hitts, Administrative Manager, coordinates all facility improvements and supports grants processing. 322-2845 311 Kirkland Hall  
    ginger.hitts@vanderbilt.edu