**Department Chair/Program Head Quick Reference Guide**

Academic Policies/Procedures

Doug Koschmeder, Assistant Dean ([doug.koschmeder@wartburg.edu](mailto:doug.koschmeder@wartburg.edu); 352-8761)

Assessment

Dyanna Pooley, Assessment Director ([dyanna.pooley@wartburg.edu](mailto:dyanna.pooley@wartburg.edu); 352-8664)

Budgeting

Academic Affairs ([sally.malcom@wartburg.edu](mailto:sally.malcom@wartburg.edu); 352- 8284)

Chairs Calendar (deadlines, tasks, etc.)

<http://info.wartburg.edu/Academics/Department-Chairs-Resources>

Chair Resources

<http://info.wartburg.edu/Academics/Department-Chairs-Resources>

Curriculum updates/changes

Dyanna Pooley, Assessment Director ([dyanna.pooley@wartburg.edu](mailto:dyanna.pooley@wartburg.edu); 352-8664)

Catalog (General) Questions

Doug Koschmeder, Assistant Dean ([doug.koschmeder@wartburg.edu](mailto:doug.koschmeder@wartburg.edu); 352-8761)

Catalog (Departmental) Updates

Academic Affairs ([sally.malcolm@wartburg.edu](mailto:sally.malcolm@wartburg.edu); 352-8761)

Developing Tenure-Track/Titled Faculty

Academic Affairs ([sally.malcolm@wartburg.edu](mailto:sally.malcolm@wartburg.edu); 352-8284)

Evaluating Tenure-Track/Titled Faculty

Academic Affairs ([sally.malcolm@wartburg.edu](mailto:sally.malcolm@wartburg.edu); 352-8284)

Faculty Handbook (sections **1.5.4; 2.7; 2.7.4.2.2.2; 2.7.5; 2.7.10**)

Financial Aid/Enrollment (e.g., Pell Grants)

Jen Sassman, Director of Financial Aid ([jen.sassman@wartburg.edu](mailto:jen.sassman@wartburg.edu); 352-8262)

Financial Aid/Recruitment

Edie Waldstein, VP for Enrollment Management ([edith.waldstein@wartburg.edu](mailto:edith.waldstein@wartburg.edu); 352-8335)

Hiring Adjuncts

Academic Affairs ([sally.malcolm@wartburg.edu](mailto:sally.malcolm@wartburg.edu); 352-8284)

ITS

Gary Wippermann, title ([gary.wipperman@wartburg.edu](mailto:gary.wipperman@wartburg.edu); 352-8353)

Pathways

Derek Solheim, Director ([derek.solheim@wartburg.edu](mailto:derek.solheim@wartburg.edu); 352-8345)

Program Review

Dyanna Pooley, Assessment Director ([dyanna.pooley@wartburg.edu](mailto:dyanna.pooley@wartburg.edu); 352-8664)

Registrar’s Office

Sheree Covert, Registrar ([sheree.covert@wartburg.edu](mailto:sheree.covert@wartburg.edu); 352-8643)

Scheduling (course offerings/faculty loads)

Doug Koschmeder, Assistant Dean ([doug.koschmeder@wartburg.edu](mailto:doug.koschmeder@wartburg.edu); 352-8761)

Scheduling (processes/procedures)

Sheree Covert, Registrar ([sheree.covert@wartburg.edu](mailto:sheree.covert@wartburg.edu); 352-8643)

Scholarships

Edie Waldstein, VP for Enrollment Management ([edith.waldstein@wartburg.edu](mailto:edith.waldstein@wartburg.edu); 352-8335)

Searches

Academic Affairs ([sally.malcom@wartburg.edu](mailto:sally.malcom@wartburg.edu); 352-8284)

SOAR

Jette Irgens, Assistant Director Pathways ([jette.irgens@wartburg.edu](mailto:jette.irgens@wartburg.edu); 352-8410)

Student Recruitment

Todd Coleman, AVP for Admissions ([todd.coleman@wartburg.edu](mailto:todd.coleman@wartburg.edu); 352-8454)

Student Retention

Edie Waldstein, VP for Enrollment Management ([edith.waldstein@wartburg.edu](mailto:edith.waldstein@wartburg.edu); 352-8335)

Visit Days

Todd Coleman, AVP for ([todd.coleman@wartburg.edu](mailto:todd.coleman@wartburg.edu); 352-8454)