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

Academic Policies/Procedures

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

Assessment

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

Budgeting

 Academic Affairs (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; 352-8664)

Catalog (General) Questions

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

Catalog (Departmental) Updates

 Academic Affairs (sally.malcolm@wartburg.edu; 352-8761)

Developing Tenure-Track/Titled Faculty

 Academic Affairs (sally.malcolm@wartburg.edu; 352-8284)

Evaluating Tenure-Track/Titled Faculty

 Academic Affairs (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; 352-8262)

Financial Aid/Recruitment

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

Hiring Adjuncts

 Academic Affairs (sally.malcolm@wartburg.edu; 352-8284)

ITS

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

Pathways

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

Program Review

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

Registrar’s Office

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

Scheduling (course offerings/faculty loads)

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

Scheduling (processes/procedures)

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

Scholarships

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

Searches

 Academic Affairs (sally.malcom@wartburg.edu; 352-8284)

SOAR

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

Student Recruitment

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

Student Retention

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

Visit Days

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