

# COLLEGE OF LIBERAL ARTS

updated 4/11/2008  
Dona Kurtz

Who to contact in the Dean's Office

## Accounts/Accounting

Allocation Balances	Emily Bailey	<a href="mailto:ebailey@mail.utexas.edu">ebailey@mail.utexas.edu</a>	232-2138
Endowments	Susan Peake	<a href="mailto:speake@mail.utexas.edu">speake@mail.utexas.edu</a>	232-2268
Matching Funds	Dan Slesnick	<a href="mailto:west@mail.utexas.edu">west@mail.utexas.edu</a>	232-2018
New Account Requests	Emily Bailey	<a href="mailto:ebailey@mail.utexas.edu">ebailey@mail.utexas.edu</a>	232-2138
Non-cash gift processing	Beth Norris	<a href="mailto:emnorris@mail.utexas.edu">emnorris@mail.utexas.edu</a>	471-6931
Overhead return	Jamie Southerland	<a href="mailto:jamie@austin.utexas.edu">jamie@austin.utexas.edu</a>	471-8989
Research	Dan Slesnick	<a href="mailto:west@mail.utexas.edu">west@mail.utexas.edu</a>	232-2018
Signature Authorization	Emily Bailey	<a href="mailto:ebailey@mail.utexas.edu">ebailey@mail.utexas.edu</a>	232-2138
<b>Administrative computing</b>	Tracy Brown	<a href="mailto:la-help@utlists.utexas.edu">la-help@utlists.utexas.edu</a>	232-3457

## Appointments

Faculty, TAs, and AIs	Kim Snyder	<a href="mailto:kimbe@mail.utexas.edu">kimbe@mail.utexas.edu</a>	232-7025
Code 1000 / Classified Staff	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132
Student and hourly	Dona Kurtz	<a href="mailto:dona.kurtz@mail.utexas.edu">dona.kurtz@mail.utexas.edu</a>	232-4820
<b>APS Forms</b>	Cherye West	<a href="mailto:west@mail.utexas.edu">west@mail.utexas.edu</a>	232-2018

## Budgets

Endowments	Susan Peake	<a href="mailto:speake@mail.utexas.edu">speake@mail.utexas.edu</a>	232-2268
Faculty	Jamie Southerland	<a href="mailto:jamie@austin.utexas.edu">jamie@austin.utexas.edu</a>	471-8989
Non-faculty	Emily Bailey	<a href="mailto:ebailey@mail.utexas.edu">ebailey@mail.utexas.edu</a>	232-2138
<b>Compliance modules</b>	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132

## Conferences

Initial contact	John Ward	<a href="mailto:jonw@mail.utexas.edu">jonw@mail.utexas.edu</a>	232-2476
Contracts	Destin Smith	<a href="mailto:destin@austin.utexas.edu">destin@austin.utexas.edu</a>	232-1479

## Course Scheduling

	Lisa Vera	<a href="mailto:lisav@mail.utexas.edu">lisav@mail.utexas.edu</a>	232-2140
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## Deposits

	Michelle Hughes	<a href="mailto:mqh@mail.utexas.edu">mqh@mail.utexas.edu</a>	232-2139
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## Employee Information

	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132
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## Entertainment Expenses

	Michelle Hughes	<a href="mailto:mqh@mail.utexas.edu">mqh@mail.utexas.edu</a>	232-2139
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## Faculty

Awards	Karen Rascon	<a href="mailto:krr@mail.utexas.edu">krr@mail.utexas.edu</a>	471-9209
Chair review	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132
Director review	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132
Endowed position appointments	Susan Peake	<a href="mailto:speake@mail.utexas.edu">speake@mail.utexas.edu</a>	232-2268
Emeritus requests	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132
Leave of absence requests	Destin Smith	<a href="mailto:destin@austin.utexas.edu">destin@austin.utexas.edu</a>	232-1479
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New position authorization / PARs	Kim Snyder	<a href="mailto:kimbe@mail.utexas.edu">kimbe@mail.utexas.edu</a>	232-7025
Post-Tenure review	Dona Kurtz	<a href="mailto:dona.kurtz@mail.utexas.edu">dona.kurtz@mail.utexas.edu</a>	232-4820
Probationary period extensions	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132
Promotion and tenure	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132
Special faculty assignments	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132
Third Year review	Dona Kurtz	<a href="mailto:dona.kurtz@mail.utexas.edu">dona.kurtz@mail.utexas.edu</a>	232-4820

## Faculty Center Usage

	Emily Bailey	<a href="mailto:ebailey@mail.utexas.edu">ebailey@mail.utexas.edu</a>	232-2138
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## Grievances

	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132
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## Hotel Contracts under \$50K

	Destin Smith	<a href="mailto:destin@austin.utexas.edu">destin@austin.utexas.edu</a>	232-1479
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## Human Resources

	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132
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## Inventory

	Michelle Hughes	<a href="mailto:mqh@mail.utexas.edu">mqh@mail.utexas.edu</a>	232-2139
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## Key Requests

	Cherye West	<a href="mailto:west@mail.utexas.edu">west@mail.utexas.edu</a>	232-2018
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## Mainframe applications

	Tracy Brown	<a href="mailto:la-help@utlists.utexas.edu">la-help@utlists.utexas.edu</a>	232-3457
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## Notary Public

	Emily Bailey	<a href="mailto:ebailey@mail.utexas.edu">ebailey@mail.utexas.edu</a>	232-2138
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## Organization Chart

	Dona Kurtz	<a href="mailto:dona.kurtz@mail.utexas.edu">dona.kurtz@mail.utexas.edu</a>	232-4820
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## Payroll

	Emily Bailey	<a href="mailto:ebailey@mail.utexas.edu">ebailey@mail.utexas.edu</a>	232-2138
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## Public Affairs

	Christian Clarke Casarez	<a href="mailto:christianc@mail.utexas.edu">christianc@mail.utexas.edu</a>	471-4945
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## ProCard

	Michelle Hughes	<a href="mailto:mqh@mail.utexas.edu">mqh@mail.utexas.edu</a>	232-2139
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## SACS / OATS

	Cherye West	<a href="mailto:west@mail.utexas.edu">west@mail.utexas.edu</a>	232-2018
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## Scholarships

	Priscilla Ebert	<a href="mailto:ebert@mail.utexas.edu">ebert@mail.utexas.edu</a>	475-7586
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## Special Events

	Jean Johnson	<a href="mailto:jjohnson@mail.utexas.edu">jjohnson@mail.utexas.edu</a>	232-6504
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## Statistics / Surveys

	Jenny Spichiger	<a href="mailto:jds@mail.utexas.edu">jds@mail.utexas.edu</a>	232-2275
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## Staff

	Jamie Southerland	<a href="mailto:jamie@austin.utexas.edu">jamie@austin.utexas.edu</a>	471-8989
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Job postings	Dona Kurtz	<a href="mailto:dona.kurtz@mail.utexas.edu">dona.kurtz@mail.utexas.edu</a>	232-4820
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Reclassifications	Heike Titus	<a href="mailto:heike@mail.utexas.edu">heike@mail.utexas.edu</a>	232-2132
<b>Student Affairs Issues</b>		<a href="mailto:asklibby@mail.dla.utexas.edu">asklibby@mail.dla.utexas.edu</a>	471-4271
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