



Department of History at UW-Madison

Short Guide to Navigating Who Does What in the Department of History

Administrative

Committees/Governance

- Councils and Committees → **Carol**
- Budget Committee Support → **Leslie/Yasi**
- Departmental Calendars → **Carol**
- Department & Executive Committee Meetings (Agenda/Minutes) → **Carol**
- Divisional Committee → **Department Chair/Leslie**
- Effort Reporting → **Leslie**
- Elections → **Carol**
- Faculty Council Meeting Notices → **Department Chair/Leslie**
- Department Legislation → **Department Chair/Carol**
- Faculty Senate → **Leslie/Carol**
- Graduate Council (Agenda & Minutes) → **Susan/Lisa**
- Search Committee Support (Faculty, STS, & Lecturer Recruitment) → **Leslie/Carol**

Faculty Information

- Activity Reports and CVs → **Carol**
- Chair's Correspondence, Appointments → **Carol**
- Course Releases/Requesting Leaves → **Leslie/Carol**
- Deadlines for Faculty Grants and Awards → **Carol**
- Directories (Professional Directory) → **Main Office Coordinator**
- Honorary Fellows (Department Visitors) → **Davis/Carol**
- Faculty Review, Promotion, & Award Nominating Committee Support → **Carol**
- Mentors → **Department Chair/Carol**
- Tenure Clock → **Department Chair/Carol/Leslie**
- Tenure Dossier Administration → **Department Chair/Carol/Leslie**

Events/Travel

- Department Guest Travel/Hotel Reservations → **Amelia/Carol**
- Travel (Absentee/"Green") Forms → **Davis**
- Visas → **Davis/Carol**
- Department Event Organization → **Public Facing - Amelia/Internal - Carol**
- Department Event Publicity → **Amelia**
- Lecture Series, AHA, OHA, Curti Lectures, HSMT Brown Bag, Department Colloquium → **Amelia**
- Job Talks → **Carol**
- Reservation of History Department Event Space → **Main Office Coordinator**

Financial

- Budgets → **Yasi**
- E-Reimbursements → **Iain**
- Employee Benefits → **Davis**
- Expense Accounting → **Iain/Yasi**
- Insurance → **Iain**
- Foundation Accounts/Trust Funds → **Leslie/Yasi**
- UW Foundation → **Department Chair/Yasi**
- Payroll → **Davis**
- Purchasing → **Iain**
- Research Funding & Outside Grants → **Leslie/Yasi**

Front Desk

- Mail → **Main Office Coordinator/Student Office Assistants**
- Copying/Scanning/Copier Codes → **Main Office Coordinator/Student Office Assistants**
- Faxes → **Main Office Coordinator**
- Office Supply Requests → **Main Office Coordinator/Student Office Assistants**

Space/Building Issues and Requests

- Access to Department Spaces → **Main Office Coordinator/Student Office Assistants**
- Building Maintenance Issues → **Main Office Coordinator**
- Keys → **Main Office Coordinator**
- Office Assignments → **Main Office Coordinator**
- Office Furniture → **Main Office Coordinator**
- Seminar Rooms, Conference Rooms, & Curti Lounge → **Main Office Coordinator**
- HSMT Library/Map Library → **Main Office Coordinator**

Records

- Records Disposition → **Main Office Coordinator**

Communications

- Phones → **Main Office Coordinator**
- Social Media → **Amelia**

Teaching and Course Planning

- Course Proposals/Change Process
 - Undergraduate → **Director of Undergraduate Studies/Scott**
 - Graduate → **Director of Graduate Studies/Susan**
- Curricular/Class Request Forms → **Jen**
- Classroom Assignments → **Jen**
- Classroom Change Requests → **Jen**
- Timetable/Curricular Course Listings (Fall, Spring, and Summer) → **Jen**
- Teaching Assistants (All Areas) → **Susan/Lisa**
- Faculty Office Hours → **Sophie**
- TA Office Hours → **Lisa**
- Syllabi Submissions → **Sophie**
- Classroom Media Support
 - **AV Help Desk: av@fpm.wisc.edu, or (608) 890-4900**
- Registration Inquiries
 - Undergraduate → **Scott**
 - Graduate → **Susan**

- Course Registration Authorization
 - Undergraduate → **Sophie**
 - Graduate → **Susan**
- Copying Syllabi/Exams/Blue Books → **Main Office Coordinator**
- Final Exam Schedules/Changes → **Jen**
- Course Evaluations, Undergraduate & Graduate → **Jen**
- Course Advertisement/Promotion → **Sophie**
- Graders/Readers (Information and Applications) → **Lisa**
- Grade Changes
 - Undergraduate → **Scott**
 - Graduate → **Susan**

Undergraduate Program

- Undergraduate Student Advising → **Scott**
- Peer Advisors → **Scott**
- Undergraduate Scholarships and Writing Prizes → **Sophie/Scott**

Graduate Program

- Admissions → **Lisa**
- Fellowships and Awards for Graduate Students (information and applications) → **Susan**
- Prelims → **Susan/Lisa**
- Project Assistants (Regulations) → **Susan/Davis**
- Research Assistants (Regulations) → **Susan/Davis**
- Graduate Student Advising → **Susan**

Alumni/Donors/Board of Visitors

- Alumni Information → **Amelia**
- Alumni Engagements → **Department & Associate Chair**
- Donor Relations → **Department & Associate Chair/Leslie**
- Board of Visitors → **Department & Associate Chair/Amelia**
- Newsletter → **Amelia**

Career Advising

- Job Placement
 - PhDs → **Susan**
 - Undergraduates → **Christina**
- Internships → **Christina**
- Student Career Counseling
 - Undergraduate → **Christina**
 - Graduate → **Christina**

Technology/IT

- Website → **John/Will**
- Computers:
 - Computer Information → **John/Will**
 - Department Laptop Check-Out → **Main Office Coordinator/Student Office Assistants**
- Department Equipment Check-Out (laptops, portable projectors, AV equipment for 5th floor seminar rooms, AV equipment for Curti Lounge) → **Main Office Coordinator/Student Office Assistants**

Staff Directory



Leslie Abadie

Department Administrator
abadie@wisc.edu
(608) 263-1810



Scott Burkhardt

Undergraduate Advisor
stburkhardt@wisc.edu
(608) 263-2800



Carol Čizauskas

Department Administration Associate
ccizauskas@wisc.edu
(608) 263-1808



Davis Fugate

HR Generalist
dfugate@wisc.edu
(608) 263-5092



Will Marx

IT Support
wmarx@wisc.edu
(608) 262-8829



Christina Matta

Career Advisor
christina.matta@wisc.edu
(608) 263-1838



Iain McLoughlin

Financial Specialist
imcloughlin@wisc.edu
(608) 263-1809



Susan Nelson

Graduate Program Manager
susan.nelson@wisc.edu
(608) 263-1961



Lisa Normand

Graduate Program Admissions & Advisor
lnormand@wisc.edu
(608) 263-1960



Sophie Olson

Undergraduate Program Coordinator
solson25@wisc.edu
(608) 263-1857



John Persike

IT Comprehensive Services - Senior
jjpersike@wisc.edu
(608) 265-2871



Yasi Rezai

Accountant
rezai@wisc.edu
(608) 890-4894



Jen Schumacher

Curricular Coordinator
jenny.schumacher@wisc.edu
(608) 263-1962



Amelia Zurcher

Main Office Coordinator (temporary)/
Outreach & Events Coordinator
azurcher@wisc.edu
(608) 265-6932