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 → Amelia
- 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  
inormand@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