Department of History at UW-Madison

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

Administrative

Committees/Governance

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

Faculty Information

- Activity Reports and CVs → Leah
- Chair’s Correspondence, Appointments → Leah
- Course Releases/Requesting Leaves → Todd/Leah
- Deadlines for Faculty Grants and Awards → Leah
- Directories (Professional Directory) → Leah
- Honorary Fellows (Department Visitors) → Leah
- Faculty Review, Promotion, & Award Nominating Committee Support → Leah
- Mentors → Department Chair/Leah
- Tenure Clock → Department Chair/Leah/Todd
- Tenure Dossier Administration → Department Chair/Leah/Todd
Events/Travel
- Department Guest Travel/Hotel Reservations → Leah
- Travel (Absentee/“Green”) Forms → Leah/Lauren
- Visas → Leah
- Department Event Organization → Leah/Sophie
- Department Event Publicity → Sophie
- Lecture Series, Job Talks, AHA, OHA, Curti Lectures, HSMT Brown Bag, Department Colloquium → Leah
- Reservation of History Department Event Space → Sophie

Financial
- Budgets → Todd/Lauren
- E-Reimbursements → Lauren
- Employee Benefits → Davis
- Expense Accounting → Jana/Todd
- Insurance → Davis
- Foundation Accounts/Trust Funds → Todd
- UW Foundation → Department Chair/Todd
- Payroll → Davis
- Purchasing → Lauren
- Research Funding and Outside Grants → Todd

Front Desk
- Mail → Sophie/Student Office Assistant
- Copying/Scanning/Copier Codes → Sophie/Student Office Assistant
- Faxes → Sophie/Student Office Assistant
- Office Supply Requests → Sophie/Student Office Assistant

Space/Building Issues and Requests
- Building Maintenance Issues → Leah
- Keys → Leah
- Office Assignments → Leah
- Seminar Rooms, Curti Lounge, & Conference Room Reservations → Sophie
- Map Library/History of Science Library → Sophie
- Office Furniture → Leah
Teaching and Course Planning

- Course Proposals/Change Process
  - Undergraduate → **Director of Undergraduate Studies/Scott**
  - Graduate → **Director of Graduate Studies/Leslie**
- 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) → **Leslie/Lisa**
- Faculty Office Hours → **Sophie**
- TA Office Hours → **Lisa**
- Syllabi Submissions → **Sophie**
- Classroom Media Support
  - Campus-wide → av@fpm.wisc.edu, or (608) 890-4900
  - Humanities Building → Mike Wood, 5227 Humanities, mjwood@wisc.edu, (608) 265-9713
- Registration Inquiries
  - Undergraduate → **Scott**
  - Graduate → **Leslie**

- Course Registration Authorization
  - Undergraduate → **Sophie**
  - Graduate → **Leslie**
- Copying Syllabi/Exams/Blue Books → **Sophie**
- 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 → **Leslie**
**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) → **Leslie**
- Prelims → **Leslie/Lisa**
- Project Assistants (Regulations) → **Leslie/Jana**
- Research Assistants (Regulations) → **Leslie/Jana**
- Graduate Student Advising → **Leslie**

**Alumni/Donors/Board of Visitors/Career Advising**

- Alumni Information → **Christina**
- Alumni Engagements → **Department & Associate Chair**
- Donor Relations → **Department & Associate Chair/Todd**
- Board of Visitors → **Department & Associate Chair/Christina/Leah**
- Job Placement
  - PhDs → **Leslie**
  - Undergraduates → **Christina**
- Internships → **Christina**
- Newsletter → **Christina**
- Student Career Counseling
  - Undergraduate → **Christina**
  - Graduate → **Leslie**

**Technology/IT**

- Website → **John/Mike**
- Computers:
  - Computer Information → **John**
  - Department Laptop Check-Out → **Sophie/Student Office Assistant**
  - Computer Lab → **Sophie/Student Office Assistant**
- Department Equipment Check-Out (laptops, portable projectors, equipment for 5th floor seminar rooms, equipment for Curti Lounge) → **Sophie/Student Office Assistant**
Staff Directory

**Todd Anderson**
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