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/Leah
- Effort Reporting → Todd, Jana
- 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/Jana
- 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/Jana
- E-Reimbursements → Jana
- Employee Benefits → Jana
- Expense Accounting → Jana/Todd
- Insurance → Jana
- Foundation Accounts/Trust Funds → Todd
- UW Foundation → Department Chair/Todd
- Payroll → Jana
- Purchasing → Jana
- 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

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
<table>
<thead>
<tr>
<th>Staff Directory</th>
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| **Todd Anderson**  
Department Administrator  
todd.anderson@wisc.edu  
(608) 263-1810 |
| **Leslie Abadie**  
Graduate Program Coordinator  
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