Department of History at UW-Madison

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

Administrative

Committees/Governance

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

Faculty Information

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

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

**Front Desk**
- Mail → **Amelia/Student Office Assistants**
- Copying/Scanning/Copier Codes → **Amelia/Student Office Assistants**
- Faxes → **Amelia**
- Office Supply Requests → **Amelia/Student Office Assistants**

**Space/Building Issues and Requests**
- Access to Department Spaces → **Amelia/Student Office Assistants**
- Building Maintenance Issues → **Amelia**
- Office Keys → **Amelia**
- Office Assignments → **Amelia**
- Office Furniture → **Amelia**
- Seminar Rooms, Conference Rooms, & Curti Lounge → **Amelia**
- History of Science, Medicine, & Technology Library/Map Library → **Amelia/Student Office Assistants**

**Records**
- Records Management → **Amelia**
- Records Disposition → **Amelia**
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 → Amelia
- 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/Davis
- Research Assistants (Regulations) → Leslie/Davis
- 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/Brie
- Job Placement
  - PhDs → Leslie
  - Undergraduates → Christina
- Internships → Christina
- Newsletter → Brie
- Student Career Counseling
  - Undergraduate → Christina
  - Graduate → Leslie

Technology/IT

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

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