Department of History at UW-Madison

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

Administrative

Committees/Governance

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

Faculty Information

- Activity Reports and CVs → Abby
- Chair’s Correspondence, Appointments → Abby
- Course Releases/Requesting Leaves → Todd/Abby
- Deadlines for Faculty Grants and Awards → Abby
- Directories (Professional Directory) → Abby
- Honorary Fellows (Department Visitors) → Abby
- Faculty Review, Promotion, & Award Nominating Committee Support → Abby
- Mentors → Department Chair/Abby
- Tenure Clock → Department Chair/Abby/Todd
- Tenure Dossier Administration → Department Chair/Abby/Todd
**Events/Travel**
- Department Guest Travel/Hotel Reservations → **Abby**
- Travel (Absentee/”Green”) Forms → **Abby/Jana**
- Visas → **Abby**
- Department Event Organization → **Abby/Sophie**
- Department Event Publicity → **Sophie**
- Lecture Series, Job Talks, AHA, OHA, Curti Lectures, HSMT Brown Bag, Department Colloquium → **Abby**
- 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 → **Abby**
- Keys → **Abby**
- Office Assignments → **Abby**
- Seminar Rooms, Curti Lounge, & Conference Room Reservations → **Sophie**
- Map Library/History of Science Library → **Sophie**
- Office Furniture → **Abby**
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/Abby**

**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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