Administrative

Committees/Governance

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

Faculty Information

- **Activity Reports and CVs** -- Yasi Rezai
- **Chair’s Correspondence, Appointments** -- Yasi Rezai
- **Course Releases/Requesting Leaves** --Todd Anderson/ Yasi Rezai
- **Deadlines for Faculty Grants and Awards** -- Yasi Rezai
- **Directories (Professional Directory)** -- Yasi Rezai
- **Honorary Fellows (Department Visitors)** -- Yasi Rezai
- **Faculty Review, Promotion, & Award Nominating Committee Support** -- Yasi Rezai
- **Mentors** -- Department Chair/Yasi Rezai
- **Tenure Clock** -- Department Chair/Todd Anderson/Yasi Rezai
- **Tenure Dossier Administration** -- Department Chair/Todd Anderson/Yasi Rezai
Events/Travel

- **Department Guest Travel/Hotel Reservations** -- Yasi Rezai
- **Travel (Absentee/”Green”) Forms** -- Yasi Rezai/Lauren Rusch
- **Visas** -- Yasi Rezai
- **Department Event Organization** -- Brie Oremus/Amelia Zurcher
- **Department Event Publicity** -- Brie Oremus
- **Lecture Series, Job Talks, AHA, OHA, Curti Lectures, HSMT Brown Bag, Department Colloquium** -- Brie Oremus
- **Reservation of History Department Event Space** -- Amelia Zurcher

Financial

- **Budgets** – Todd Anderson/Lauren Rusch
- **E-Reimbursements** -- Lauren Rusch
- **Employee Benefits** -- Davis Fugate
- **Expense Accounting** -- Lauren Rusch/Todd Anderson
- **Insurance** -- Davis Fugate
- **Foundation Accounts/Trust Funds** – Todd Anderson
- **UW Foundation** -- Department Chair/Todd Anderson
- **Payroll** -- Davis Fugate
- **Purchasing** -- Lauren Rusch
- **Research Funding and Outside Grants** – Todd Anderson

Front Desk

- **Mail** -- Amelia Zurcher/Student Office Assistants
- **Copying/Scanning/Copier Codes** -- Amelia Zurcher/Student Office Assistants
- **Faxes** -- Amelia Zurcher/Student Office Assistant
- **Office Supply Requests** -- Amelia Zurcher/Student Office Assistants
Space/Building Issues and Requests

- **Building Maintenance Issues** -- Amelia Zurcher
- **Keys** – Yasi Rezai
- **Office Assignments** -- Amelia Zurcher
- **Seminar Rooms, Curti Lounge, & Conference Room Reservations** -- Amelia Zurcher
- **Map Library/History of Science Library** -- Amelia Zurcher
- **Office Furniture** – Amelia Zurcher

Teaching and Course Panning

- **Course Proposals/Change Process**
  - **Undergraduate** -- Director of Undergraduate Studies/Scott Burkhardt
  - **Graduate** -- Director of Graduate Studies/Leslie Abadie
- **Curricular/Class Request Forms** – Jen Schumacher
- **Classroom Assignments** -- Jen Schumacher
- **Classroom Change Requests** -- Jen Schumacher
- **Timetable/Curricular Course Listings** -- Jen Schumacher
- **Teaching Assistants (All Areas)** -- Leslie Abadie/Lisa Normand
- **Office Hours**
  - **Faculty/Lecturers** -- Amelia Zurcher
  - **TA’s** -- Lisa Normand
- **Syllabi Submissions** -- Amelia Zurcher
- **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
  o **Undergraduate** -- Scott Burkhardt
  o **Graduate** -- Leslie Abadie

• Course Registration Authorization
  o **Undergraduate** -- Sophie Olson
  o **Graduate** -- Leslie Abadie

• Copying Syllabi/Exams/Blue Books -- Amelia Zurcher

• Final Exam Schedules/Changes -- Jen Schumacher

• Course Evaluations, Undergraduate & Graduate -- Jen Schumacher

• Course Advertisement/Promotion -- Sophie Olson

• Graders/Readers (Information and Applications) -- Lisa Normand

• Grade Changes
  o **Undergraduate** -- Scott Burkhardt
  o **Graduate** -- Leslie Abadie

**Undergraduate Program**

• **Undergraduate Student Advising** -- Scott Burkhardt

• **Peer Advisors** - Scott Burkhardt

• **Undergraduate Scholarships and Writing Prizes** -- Sophie Olson/Scott Burkhardt

**Graduate Program**

• **Admissions** -- Lisa Normand

• **Fellowships and Awards for Graduate Students (information and applications)** -- Leslie Abadie
Alumni/Donors/Board of Visitors/Career Advising

- **Alumni Information** -- Christina Matta
- **Alumni Engagements** -- Department & Associate Chair
- **Donor Relations** -- Department & Associate Chair/Todd
- **Board of Visitors** -- Department & Associate Chair/Christina Matta/Yasi Rezai
- **Job Placement**
  - Ph.D.s -- Leslie Abadie
  - Undergraduates -- Christina Matta
- **Internships** -- Christina Matta
- **Newsletter** -- Brie Oremus
- **Student Career Counseling**
  - Undergraduate -- Christina Matta
  - Graduate -- Leslie Abadie

Technology/IT Support

- **Website** -- John Persike/Mike Burmeister
- **Computers:**
  - Computer/Printer Orders -- John Persike
  - Computer Set Up & Maintenance -- John Persike/Mike Burmeister
- **Department Equipment Check-Out** (laptops, portable projectors, equipment for 5th floor seminar rooms and Curti Lounge) -- Amelia Zurcher/Student Office Assistant
Staff Directory

**Todd Anderson**  
Department Administrator  
todd.anderson@wisc.edu  
(608) 263-1810

**Leslie Abadie**  
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(608) 263-1961

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**Mike Burmeister**  
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**Davis Fugate**  
HR Generlist  
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