



STAFF PRIMARY RESPONSIBILITIES

Julie Schwab 936.294.1001	Senior Executive Assistant to the Provost & Senior Vice President <ul style="list-style-type: none">• Provost Office Operations• Provost Leadership Team & TSUS System Office Liaison• Provost Scheduling• Approval: IT exception forms, outside employment, agreements/contracts, professional services• Faculty: Faculty Development Leave, Faculty Awards, Textbook adoptions, Commencement• AA Staff development
Ashley Miksch 936.294.1006	Executive Assistant to the Vice Provost <ul style="list-style-type: none">• Vice Provost Scheduling• Academic Policies• Student Relations: late adds/drops, student grievances, excessive hours appeal, Federal Aid Eligibility Validation• Small Class Reports• Class Maintenance Forms• Travel Approvals
DeLynn Say 936.294.1007	Academic Budget Officer <ul style="list-style-type: none">• AA, ASC, Academic Planning & Analysis, CCE, ELITE/evlove, EURECA, First-Gen Center, FYE, Graduate School, Honors, LEAP, NGL, OIP, ORSP, PACE, ROTC, Smith-Hutson, TWC• Faculty Self-Published and University-Printed Materials Processing• Office of the Provost Budget Operations (ex. Travel, Purchasing, Pcard, Memberships, FO-19s, Moving Expenses, EPAF and COB Approvals, Visa Fee, and Other Funding Requests)• Budget Process Liaison for Provost & Vice Provost / Budget Training / Salary Planner
Becca Griffin 936.294.1005	Academic Communications Director <ul style="list-style-type: none">• Internal communication for the Office of the Provost• Divisional communication efforts, communications planning consultations• Academic Affairs Emma HQ email approvals• Academic Affairs Weekly newsletter
Jamilyn White 936.294.1024	Director of Faculty Records & Reporting <ul style="list-style-type: none">• Colleges: COM, NGL, AA Support Areas• Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement• Workload Compliance• Watermark System Administrator• Tenure/Promotion/Post Tenure• Early Retirement Liaison• Permanent Residency/Visa Liaison• People Admin Liaison for Faculty Positions
Dana McAdams 936.294.1078	Assistant Director of Faculty Records & Reporting <ul style="list-style-type: none">• Colleges: COBA, COCJ, COHS, COSET• Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement• Workload Compliance• Faculty Contracts Tracking/Compliance
Andrea Ball 936.294.1053	Senior Faculty Records Specialist <ul style="list-style-type: none">• Colleges: CAM, COED, CHSS• Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement• Workload Compliance• People Admin Liaison for Staff Positions• TA/GA Epaf process