# STAFF PRIMARY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Responsibilities</th>
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| Julie Schwab       | Senior Executive Assistant to the Provost & Senior Vice President | - 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      | Executive Assistant to the Vice Provost | - 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  
- Faculty Self-Published and University-Printed Materials Processing  
- Travel Approvals |
| DeLynn Say         | Academic Budget Officer              | - AA, ASC, Academic Planning & Assessment, CCE, ELITE/evlove, EURECA, First-Gen Center, FYE, Graduate School, Honors, LEAP, NGL, OIP, ORSP, PACE, ROTC, Smith-Hutson, TWC  
- 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 |
| Jamilyn White      | Director of Faculty Records & Reporting | - College: CAM, COM, NGL, AA Support Areas  
- Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement  
- Workload Compliance  
- Tenure/Promotion/Post Tenure  
- Early Retirement Liaison  
- Permanent Residency/Visa Liaison  
- People Admin Liaison for Faculty Positions |
| Dana McAdams       | Senior Faculty Records Specialist    | - College: COCJ, COED, COHS, COSET  
- Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement  
- Workload Compliance |
| Andrea Ball        | Faculty Records Specialist           | - College: COBA, CHSS  
- Faculty Appointments - New Hire, Rehire, Overload, Status Change, Retirement  
- Workload Compliance  
- People Admin Liaison for Staff Positions  
- Staff/TA/GA Epaf process |