



Asian Languages and Cultures

COLLEGE OF LETTERS AND SCIENCE
UNIVERSITY OF WISCONSIN-MADISON

Short Guide to Navigating Who Does What in the Department of Asian Languages and Cultures

Administrative

Committees/Governance

- Budget Committee Support → **Jenn/Tracy**
- Curriculum Planning Committee Support → **Rachel/Jenn**
- Departmental Calendars → **Jenn**
- Department & Executive Committee Meetings (Agenda/Minutes) → **Jenn**
- Effort Reporting →
- Elections → **Jenn**
- Department Policies and Procedures → **Department Chair/Jenn**
- Search Committee Support (Faculty, STS, & Lecturer Recruitment) → **Jenn**
- Graduate Committee → **Tia**

Faculty and Staff

- Activity Reports and CVs → **Jenn**
- Course Releases/Requesting Leaves → **Chair**
- Deadlines for Faculty Grants and Awards → **TBD**
- Directories (Professional Directory) → **Jenn**
- Faculty Review, Promotion, & Award Nominating Committee Support → **Department Chair/Jenn**
 - Tenure Clock → **Chair**

Human Resources

- Honorary Fellows (Department Visitors) → **Jenn**
- Leave Reports → **Jenn**
- Onboarding → **Jenn**
- Student Hourly Hires → **Jenn**
- Reader/Graders → **Jenn**
- Employee Benefits → **Jenn**
- Payroll → **Jenn**
- Visas →
 - Students → **ISS**
 - Staff → **Jenn**
 - Honorary Fellows → **Jenn**

Events/Travel

- Department Guest Travel/Hotel Reservations → **Tracy**
- Department Event Organization → **Rachel/Jenn/Tracy/Tia**
- Department Event Publicity → **Rachel**
- Lecture Series, Job Talks, Brown Bags, Department Colloquium → **???**
- Reservation of Event Space → **???**

Financial

- Budgets → **Jenn/Tracy**
- E-Reimbursements → **Tracy**
- UW Foundation Accounts → **Tracy**
- Purchasing (Payment to Vendor) → **Tracy**
- Research Funding and Outside Grants → **Tracy/Jenn**
- Tuition Remission → **Jenn**
- Honorariums (Payment to Visiting Speaker or Individual) → **Tracy**

General Support

- Mail → **SH?**
- Copying/Scanning/Copier Codes → **Jenn**
- Office Supply Requests → **Tracy**
- Fax → **Jenn**

Space/Building Issues and Requests

- Building Maintenance Issues → **Jenn**
- Keys → **Jenn**
- Office Assignments → **Jenn**
- Reading Room (1220) and Breakroom Reservations (1224) → **Jenn**
- Van Hise Meeting Room Reservations (1251, 1451, etc.) → **LSS TechZone**
- Van Hise and Elevator Access → **Jenn**

Technology/IT

- Website → **Jenn/Rachel/Tracy/Tia**
- Computers and Technology:
 - Computer/Tech Support → **LSS TechZone**
techzone@lss.wisc.edu,
<https://techzone.lss.wisc.edu>, or (608) 262-5454
 - Computer/Tech Purchases → **Tracy/Jenn**
- Equipment Check-Out (laptops, portable projectors, computer adapters, etc.)
→ **L&S AV Pool in 259A Van Hise**

Teaching and Course Planning

- Course Proposals/Change Process → **CPC/Rachel**
- Program and Certificate Proposals/Change Process → **CPC/Rachel**
- Classroom Change Requests → **Rachel**
- Timetable/Curricular Course Listings (Fall, Spring, and Summer) → **Jenn**
- Teaching Assistants (Assignments) → **DGS/Jenn**
- Faculty Office Hours to website → **Rachel**
- Classroom Media Support
 - Campus-wide → av@fpm.wisc.edu, or **(608) 890-4900**
- Course Enrollment/Permission Inquiries
 - Undergraduate → **Rachel**
 - Graduate → **Tia**
 - Auditors → **Rachel**
- Enrollment/Room Cap Adjustments → **Rachel**
- Add instructor to course(s) → **Jenn**
- Confirm Variable Credit (i.e., 3-4 credits) → **Jenn**
- Final Exam Schedules/Changes → **Rachel/Jenn**
- Language Placement Tests → **Rachel**
- Course Evaluations, Undergraduate & Graduate → **Jenn**
- Course Advertisement/Promotion → **Rachel**
- Graders/Readers (Information and Applications) → **Jenn**
- Special Student Requests → **Rachel**
- Grade Changes
 - Undergraduate → **Rachel**
 - Graduate → **Tia**

Undergraduate Program

Student Services Coordinator – Rachel Weiss

Director of Undergraduate Studies – Charo D’Etcheverry

- Undergraduate Student Advising → **Rachel**
- Undergraduate Scholarships
→ **Rachel/Jenn/Tracy**
- Study Abroad Advising → **Rachel**
- Guide Updates → **CPC/Rachel**
- Student Career Counseling
 - Undergraduate → **Rachel**
- Internships → **Rachel**

Graduate Program

Director of Graduate Studies – Naomi Geyer

Graduate Studies Coordinator – Rachel Weiss

- Admissions → **Tia**
- Fellowships and Awards for Graduate Students
(information and applications) → **Jenn/Tia**
- MA Exam/Prelims → **Faculty Advisor**
- Warrant Requests → **Tia**
- Project Assistants → **Jenn**
- Graduate Student Advising → **Faculty Co-Advisor(s)**
- Guide Updates → **CPC/Tia**
- New Graduate Students Orientation →
Tia/DGS
- Research/Travel Grants for Grad Students →
DGS/Tia
- Professional Development → **Tia**

Alumni and Communications

- Alumni Information → **TBD**
- Alumni Engagements → **Department Chair and TBD**
- Donor Relations → **Department Chair/Jenn/Tracy**
- Job Placement
 - PhDs → **TBD**
 - Undergraduates → **TBD**
- Newsletter
 - Weekly → **Rachel/SH**
 - Quarterly Donor Newsletter →
Tracy/Jenn

Staff Directory



Jenn Hekman

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Rania Huntington

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