College Staff reporting structure:

Staff Category	1st level Supervisor	2nd level Supervisor*
Department Managers	Department Chair	Sue Khalipa
STEM/SCDI staff	Daryn Baker	Alison Lucas
PAC staff	Butch Coyne	Alison Lucas
On-call instructors	Debra Lambert	Alison Lucas
OLLI staff	Andrea Saade	Alison Lucas
On-call staff	various	Alison Lucas
Academic staff (sr.lab instructors)	Department Chair	Kathleen Schneider
Research staff assistants	Faculty PI	Alison Lucas
Imaginarium	David Jeong	Mike Whalen
Dean's office staff	Kathleen Schneider or Daniel Press	Daniel Press

*Both Sue and Alison report to Kathleen and will work with her on more complex or sensitive matters.

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Dean's office FAQs (see list of AD duties)

Topic	Dean's office contact
Space Planning	Alison Lucas
Facilities and Equipment	Alison Lucas
Faculty leaves	[Kathleen Schneider](#)
Need for more sections	AD and Kathleen Schneider
Faculty personnel issues	AD
Staff Issues	See list above
Payroll Issues AYALs or QALs	Sue Khalipa
Appointments with Daniel	Noreen (who will ask if you have first met with your AD on the matter)
Dean's grants	scu.edu/cas/internal/protocols–procedures, click on "Dean's Grant Request"
Diversity initiatives including IE post-docs and cluster hires	Linda Garber and Maggie Hunter
IT: hardware and software questions	Charles Deleon
QAL hires	Sue Khalipa
Financial questions	[Kathleen Schneider](#)
Program Review	Kat Saxton
REAL summer internships	[Katy Korsmeyer](#)
Academic Year Internships	Sarah Hays
Updates to Webpage	Sandy Boyer (caswebteam@scu.edu)
Marketing and Communication advice	Ali Reimer
Fundraising, donor relations, gift processing, endowed scholarships	Andrew Chait
DeNardo, Sinatra, Grand Reunion, Vari Initiative, Convocation Awards	Marie Brancati

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