YOUR ACADEMIC ASSOCIATE DEANS

Larry Larsen
- Program review
- Assessment
- Curriculum changes
- CAS curriculum committee
- CAS and the Core
- Bulletin changes
- Director of General Studies
- Oversight of interdisciplinary programs
- Oversight of CAS curricular programs
- Sabbatical budget
- Timex Review

Jacquie Van Hoomissen
- Start-up packages
- Indirect funds and STEM equipment budgets
- CAS director of grants (internal and external)
- Co-director of UP’s Howard Hughes Medical Institute’s Inclusive Excellence 3 Grant
- Institutional Animal Care and Use Committee
- Director of SURE and UGR budgets
- External faculty awards
- Butine awards
- Chair development programming
- Colleagues events

Allie Stewart
- Internal awards (faculty and student)
- Public Research Fellows and Engaged Humanities
- CAS Advantage
- Career Readiness
- GWSS and ETHS
- Promotion and tenure programming
- Full-time faculty hiring
- Search Advocate program
- Student recruitment and Orientation events
- College-wide communication, chairs’ e-mails
- CAS Book Club
CAS ADVISING SUITE

Hannah Highlander
Associate Dean for Students
- Supervises all academic advising
- Advises students with special requests (e.g., exceptions, incompletes, leaves)
- Works closely with Care Team
- Administers Student Academic Contract System for CAS
- Additional advisor to on-contract students
- Adjudicates violations of the Code of Academic Integrity
- Represents CAS Dean’s Office for student-related issues

Bethany Raujol
Admin Assistant to the Associate Dean for Students
- Acts as point of contact for Advising Suite
- Schedules meetings for the AD of Students
- Communicates with faculty and students from the AD of Students
- Supervises all Advising Suite student workers
- Supervises AES exams for students with testing accommodations
- Manages CAS Advising Website
- Creates CAS Advising Newsletter for all CAS students
- Assists PCs in advising- and registration-related tasks

Becca Henley
- Advises all Pre-Health Students (across UP) in collaboration with Kyle Flann
- Coordinates Pre-Health programming, communication, Admissions events, and special initiatives

Aimee Davidse
- Serves as lead program counselor, mentors other PCs
- Advises all transfer students
- Completes graduation checks
- Assists with bulletin and curricular changes
- Assists all CAS athletes in navigating NCAA eligibility guidelines
- Provides all CAS ROTC students with required forms and 4-year plans
- Verifies degree progress and academic plans for Financial Aid appeals
- Knows everything

Sarah Hill
- Contacts faculty regarding students on academic contract
- Assists with Care Team cases
- Advises all undeclared students
- Creates programming and resources for undeclared students

All Program Counselors
- Provide academic advising to: all first-year students; all UP students with 2nd majors or minors in CAS, along-side faculty advisors; all CAS students before and after study abroad
- Provide advising and pre-approvals for summer transfer credit
- Manage enrollment for all CAS courses
- Answer questions related to academic policies, scheduling, and curriculum
- Advise students with special requests
- Process/approve forms