

COLLEGE OF  
ENGINEERING

RESPONSIBILITY  
MAP

Deans

**DEAN** LEVI T. THOMPSON

**ASSOCIATE DEAN**  
**ACADEMIC AFFAIRS**

***Rachel Davidson, Professor of Civil  
and Environmental Engineering***

Faculty Hiring  
Faculty Development and Support  
Promotion and Tenure  
Merit Review (Annual Appraisal Process)  
Pre- and Post-Tenure Reviews  
Dual Career  
Awards and Recognition  
Retention (Includes Pre-Retention)  
Teaching and Pedagogy  
Sabbatical Planning and Management  
Space Management (with ADRE, CFAO)

**ASSOCIATE DEAN**  
**GRADUATE & POST**  
**GRADUATE EDUCATION**

***Jill Higginson, Professor of Mechanical  
Engineering and Biomedical Engineering***

Recruitment  
Financial Aid and Fellowship Support  
Enrollment Management  
Curriculum Development  
Student Support Services  
Liaison Activities  
Partnerships  
Certificate Programs  
Cross-Disciplinary programs  
College External Reporting  
Coordination with Graduate College  
Coordination of COE Efforts  
Coordination of Graduate Policy Across  
Departments  
Professional Engineering Outreach

**INTERIM ASSOCIATE DEAN**  
**UNDERGRADUATE EDUCATION**  
***Harry (Tripp) Shenton III***

Recruitment  
Financial Aid/Support  
Enrollment Management  
Advisement  
Curriculum Development  
Student Support Services  
First-Year and College-Level  
Undergraduate Course Management  
Liaison Activities  
Educational Assessment/Evaluation  
Event Planning  
Global Engineering Activities  
K-12 Engineering

**ASSOCIATE DEAN**  
**RESEARCH & ENTREPRENEURSHIP**

***David C. Martin, Karl W. and Renate Böer Chaired  
Professor of Materials Science and Engineering***

Cost Share  
Initiation Programs (Seed Grants)  
Strategic Research Initiatives (Including Centers)  
Research Administration (with CFAO)  
Entrepreneurship Programs and Activities  
Research Collaborations  
Research Liaison Activities  
Intellectual Property  
Research Partnerships & Funding  
Conflicts of Interest  
Startup Package Development  
Core Facilities  
Research Center/Institute Activities  
Research Facilities (Allocation/Renovation)  
External Relations and Partnerships  
Convene Department Industry Liaison Group  
Space Management (with ADAA, CFAO)



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*Office  
of the  
Dean*

**ASSISTANT VICE PRESIDENT**  
*REGIONAL AND GLOBAL PROGRAMS  
AND COLLEGE OF ENGINEERING*

***Kristian (Kris) Graves***

Major and Principal Gift Fundraising  
Planned Giving  
Corporate and Foundation Relations  
Annual Giving  
Alumni, friends, parents, faculty, and staff engagement  
Donor stewardship

**CHIEF FINANCIAL &  
ADMINISTRATIVE OFFICER**

***Joseph Ryan***

Financial Planning and Management  
Human Resources  
IT Operations  
Space Allocation (with ADAA)  
Business Intelligence (Data/Metrics/Analysis)  
Academic Budget Planning  
Procurement and Financial Processing  
Policy Administration  
Research Administration (with ADRE)  
Facilities Management  
Space Management (with ADAA, ADRE)

**CHIEF OF STAFF/SENIOR ADVISOR**

***Ann Lewandowski***

Dean Advisement  
Meeting Preparation  
Dean's Communications and Presentations  
Dean's Project Tracking and Task Management  
Operational Awareness  
Stakeholder Feedback  
Performance Improvement  
Internal Communications  
Special Projects

**DIRECTOR OF COMMUNICATIONS**

***Stephanie Mabee***

Publicity and External Communications  
Advertising Campaigns  
Email Marketing  
Social Media Strategy  
Marketing Strategy and Asset Development  
Editorial and Publication Strategy and Development

**CHIEF DIVERSITY ADVOCATE**

***Rachel Davidson***

Diversity & Inclusion planning, programming,  
communication, assessment  
Coordination within the College  
Coordination with the University

**ASSISTANT TO THE DEAN**

***Michele Brown***

Office Management  
Dean's Office Administrative Staff Supervision  
Dean's Schedule and Agenda Preparation  
Meeting Notes  
Travel Coordination  
Requests for Signature  
Correspondence Composition  
College Committee Coordination



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