Department of Modern Languages & Literatures ~ Organization Chart Academic Year 2019-20

**Dean of Arts & Sciences**
Kate Conley #FA078W
kconley@wm.edu x12470

**Dean of Educational Policy**
John Donahue
dean-ep@wm.edu x12469

**Department Chair - Silvia Tandeciarz** #F0113W srtand@wm.edu x13691
Supervise Administrative and Fiscal Supervisor
Operational & Financial Department Matters
-Evaluation of Academic/Professional Performance of all members
-Liaison to the Dean's Office and other Administrative Officers

**Administrative Coordinator**
Blanca Tyler #0095W
bmtyle@wm.edu x11251
First point of contact for course scheduling, course and program related room reservations, program list serves, and program reports; facilities work orders; undergraduate student employment; and all Language Houses/International Fellows matters (e.g. Language House budgets and list serves, International Fellow contracts, etc.). Reves Center Study Abroad Liaison.

**Administrative & Fiscal Coordinator**
Irina Gorshenin #00324W
igorshenin@wm.edu x13633
First point of contact for all faculty travel authorizations, expenses and reimbursements; expenses related to department, local, foundation and startup budgets; accts payable & receivable, JV reimbursements, grants admin, student awards & scholarships; personnel matters (supports faculty searches, onboarding, personnel reviews, moving and relocation); procurement of goods and services.

**Associate Chair of Educational Policy**
Alexander Prokhorov
axprok@wm.edu 757-298-6879
Chair of Policy Committee; scheduling coordinator; oversight of faculty manual/blog updates; contact Chair for French, German, Italian.

**Associate Chair of Faculty Affairs**
Michael Cronin
mpcronin@wm.edu x12072
exofficio member of Personnel Committee; faculty mentoring; MLL Awards Committee Chair; Bellini lectures; contact Chair for Arabic, Chinese, Japanese.

**Program Director Responsibilities**:
- Approval of Declaration of Major/Minor, Transfer credit, COD, Pre & Post Study Abroad Requests designee
- Section schedule
- Catalog Copy
- Program oversight assessment
- Graduation details
- Awards and scholarships
- NTE oversight/mentoring
- Replacement requests
- Policy committee

**Program Directors**

- **Arabic Studies**
  John Eisele jestiele@wm.edu x13145
- **Chinese Studies**
  Michael Hill mghill@wm.edu x13482
- **French & Francophone Studies**
  Michael Jeru adhers@wm.edu x1350
- **German Studies**
  Rob Leventhal mpleye@wm.edu x7412
- **Japanese Studies**
  Tomoyuki Sasaki tsasaki@wm.edu x11247
- **MDLL (TESOL)**
  Vacant
- **Russian Studies**
  Sasha Prokhorov axprok@wm.edu 757-298-6879

**Italian Studies**
Monica Seger msegger@wm.edu x13684

**MDLL (TESOL)**
Vacant

**Administrative Coordinator**
Vacant #H0180W
x13634
First point of contact for students, professors and guests. Point person for MLL Web support, department extracurricular events (including invited speakers, graduation), alumni engagement (e.g. Dobro Slovo & OTOD); study abroad and transfer credit document reception and distribution, faculty syllabi/CV collection, faculty directory information.

**Administrative Coordinator, Spanish**
Vacant #H0180W
x13634
First point of contact for students, professors and guests. Point person for MLL Web support, department extracurricular events (including invited speakers, graduation), alumni engagement (e.g. Dobro Slovo & OTOD); study abroad and transfer credit document reception and distribution, faculty syllabi/CV collection, faculty directory information.

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