Department of Modern Languages & Literatures ~ Organization Chart Academic Year 2021-22

**Dean of Arts & Sciences**  
Maria J. Donoghue Velleca  
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**The Vice Dean of Arts, Humanities & Interdisciplinary Studies**  
Suzanne Raitt  
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**Department Chair**  
Emily Wilcox  
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757-221-4663

- 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

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**Administrative Coordinator**  
Blanca Tyler  
#00095W  
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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.

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**Administrative & Fiscal Coordinator**  
Irina Gorshenin  
#00324W  
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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.

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**Associate Chair of Educational Policy**  
Jorge Terukina  
literukina@wm.edu  
x15507

Chair of Policy Committee; scheduling coordinator; oversight of faculty manual/blog updates; contact Chair for French, German, Italian.

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**Associate Chair of Faculty Affairs**  
Michael Leruth  
mfleru@wm.edu  
x1390

cabinet member of Personnel Committee; faculty mentoring; MLL Awards Committee Chair; Bellini lectures; contact Chair for Arabic, Chinese, Japanese.

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**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

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**PROGRAM DIRECTORS**

**Arabic Studies**  
Driss Cherkaoui  
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**Chinese Studies**  
Emily Wilcox  
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**French & Francophone Studies**  
Magali Compan  
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x11721

**Japanese Studies**  
Michael Cronin  
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**MDLL (TESOL)**  
vacant  
Questions should be directed to MLL Chair

**German Studies**  
Rob Leventhal  
rleventhal@wm.edu  
x17412

**Russian Studies**  
Alexander Prokhorov  
avprok@wm.edu  
757-291-0907

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**Office Assistant**  
Fallon O'Malley & Kathryn Webb  
x13634

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