

Dean of Arts & Sciences
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Vice Dean of Arts, Humanities, & Interdisciplinary Studies
 Suzanne Raitt
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Department Chair - Francie Cate-Arries #FC024W afcate@wm.edu
 Supervise Administrative & 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
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 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
Jinger Hickman #00324W
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 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
Jorge Terukina
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 Chair of Policy Committee; scheduling coordinator; oversight of faculty manual/blog updates; contact Chair for French, German, Italian.

Associate Chair of Faculty Affairs
Michael Hill
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Exofficio member of Personnel Committee; faculty mentoring; MLL Awards Committee Chair; Bellini lectures; contact Chair for Arabic, Chinese, Japanese.

Associate Chair of Departmental Affairs
Tomoyuki Sasaki
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 Diversity and inclusion; MLL web committee + Global Voices; language houses; Homecoming; MLL workshops/coffee hours; contact Chair for Hispanic Studies, Russian, and TESL.

MLL Student Workers
mdll@wm.edu
 First point of contact for students, professors and guests. MLL Web support, department support & extracurricular events (including invited speakers, graduation), faculty syllabi/CV collection, faculty directory information.

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

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MDLL (TESOL)
 vacant
 Questions should be directed to MLL Chair

Russian Studies
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