

Office of the Dean for Academic Affairs

Campus Location:
Hawthorne-Longfellow Hall
West entrance, 2nd floor

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5800 College Station
Brunswick, ME 04011-8449

Staff Directory

Liz McCormack
Dean for Academic Affairs and
Professor of Physics
Phone: (207) 725-3578
Email: emccorma@bowdoin.edu

- Chief academic officer
- Faculty hiring and reviews
- Curriculum development and review
- Department and program reviews
- Oversight of academic resources and facilities
- Diversity initiatives
- Institutional grants
- Trustee initiatives

Chuck Dorn
Associate Dean for Academic Affairs
and Professor of Education
Phone: (207) 725-3290
Email: cdorn@bowdoin.edu

- Tenure-track faculty hiring and reappointment
- Affirmative Action Officer
- Department and program reviews
- Center for Learning and Teaching
- Center for Co-Curricular Opportunities
- Liaison with lab instructors
- Advisory Committee for an Inclusive Community

Jim Higginbotham
Associate Dean for Academic Affairs,
Associate Professor of Classics on the Henry
Johnson Professorship Fund, and Associate
Curator for the Ancient Collection
Phone: (207) 725-3526
Email: jhigginb@bowdoin.edu

- Hiring of visiting faculty (visiting professors, postdoctoral fellows, and adjuncts)
- Curriculum oversight, operations and planning (CEP / CIC)
- Liaison with the Registrar
- Liaison with Information Technology (IT)
- Liaison with Institutional Research, Analytics and consulting (IRAC)
- Faculty office assignments & academic spaces
- Research Associate appointments

Rachel Beane
Associate Dean for Academic Affairs and
Professor of Earth and Oceanographic
Science
Phone: (207) 725-3157
Email: rbeane@bowdoin.edu

- Tenure-track and visiting faculty mentoring and development
- Diversity Initiatives
 - Diversity and Inclusion in Faculty Hiring and Mentoring (DIFHM)
 - Consortium for Faculty Diversity (CFD) postdoctoral fellows
- Faculty Development Committee (FDC)

Sara Dickey
Faculty Liaison for Advising and
Professor of Anthropology
Phone: (207) 725-3652
Email: sdickey@bowdoin.edu

- Academic pre-major advising
- Liaison to Dean of Student Affairs office

Ann Ostwald
Director of Academic Budget and Operations
Phone: (207) 725-3579
Email: aostwald@bowdoin.edu

- Academic budgets and accounts
- Non-faculty hiring and personnel issues for the academic area
- Academic spaces

Jeanne Bamforth
Assistant to the Dean for Academic Affairs
Phone: (207) 725-3523
Email: jbamfort@bowdoin.edu

- Scheduling for Liz McCormack
- Administrative support for the Dean
- Clerk of the Faculty
- Support for governance and curriculum committees

Tori Ryan
Manager for Academic Data and Operations
Phone: (207) 725-3065
Email: vryan@bowdoin.edu

- Academic data management and analysis
- Administration and reporting of faculty data
- Direct and administer Bowdoin Course Questionnaires (BCQs)
- Faculty conference travel and research funds

Dodie Martinson
Assistant Director of Academic Operations
Phone: (207) 725-3025
Email: dmartins@bowdoin.edu

- Support for faculty recruitment and hiring
- Faculty personnel records
- Faculty sabbatic leave schedules
- Support for reappointment, tenure, and promotion

Cindi Smith
Administrative Coordinator to the
Office of the Dean for Academic Affairs
Phone: (207) 725-3978
Email: csmith2@bowdoin.edu

- Scheduling and support for Chuck Dorn, Jim Higginbotham, and Rachel Beane
- Reception and support for the entire office
- Coordination of events, faculty seminar series, new faculty orientation, etc.
- Support for faculty office assignments

Academic Affairs Office

Oversight of All Aspects the Academic Program of the College

Staffing of the Dean's office: chief academic officer, three associate deans, one faculty liaison and five staff

Responsibilities:

- Faculty hiring, mentoring, reappointment, promotion, tenure, and retirement, and appointment of all academic staff. Annually:
 - 40-60 hirings of faculty and academic staff
 - 5-10 tenure reviews
 - 3-5 promotions to professor
 - 10-15 reappointment reviews
- Oversees budget for all academic departments and programs, including faculty and staff salaries
- Leads discussions of curriculum and administers funds for curriculum development
- Promotes discussions and development of pedagogy among faculty
- Promotes faculty professional development and oversees resources for support
- Plays a central role in institutional grants and a review role in individual faculty research grants; plays a central role in capital campaign planning
- Oversees and coordinates academic support, including:
 - Library
 - Bowdoin College Museum of Art
 - Peary-MacMillan Arctic Museum
 - Center for Learning and Teaching
 - Quantitative Reasoning Program
 - Writing and Rhetoric Program
 - The Writing Project
 - First-Year Seminar Program
 - Baldwin Program for Academic Development
 - English for Multi-Lingual Speakers Support Program
 - Coastal Studies Center
 - Bowdoin Scientific Station at Kent Island
 - Center for Co-Curricular Opportunities
 - Off-Campus Study and International Programs
 - Student Fellowships and Research
 - Health Professions Advising
 - Special Academic Programs
 - Office of the Registrar
 - Office of Corporate & Foundation Relations
 - Office of Sponsored Research
 - Lab instructors and technical staff
 - Academic department coordinators
 - McKeen Center for the Common Good
- Oversees the use of academic space (office assignments and classrooms); plays a lead role in academic building projects
- Leads planning for classroom design and renovation and oversees classroom projects
- Undertakes regular departmental and program reviews
- Supports all faculty committees as needed and staffs the following committees:
 - ACIC—Advisory Committee for an Inclusive Community
 - CAPT—Committee on Appointments, Promotion, and Tenure
 - CEP—Curriculum and Educational Policy Committee
 - CIC—Curriculum Implementation Committee
 - CFDI—Committee for Faculty Diversity and Inclusion
 - FDC—Faculty Development Committee
 - GFA—Governance and Faculty Affairs Committee
 - IACUC/IBC—Institutional Animal Care and Use Committee/Institutional Biosafety Committee
 - IRB—Institutional Review Board
 - L&C—Lectures and Concerts Committee
 - Recording Committee
 - SFC—Student Fellowships Committee
 - Faculty working groups, as needed
 - BCMA Advisory Council
 - Communicates regularly with the Academic Affairs Committee of the Board of Trustees