

Office of the Dean for Academic Affairs

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

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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

Steve Perkinson
Associate Dean for Academic Affairs
and Associate Professor of Art History
Phone: (207) 725-3526
Email: sperkins@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
Anne T. and Robert M. Bass Professor of
Natural Sciences
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)
- Faculty Development Committee

Karen Topp
Faculty Liaison for Advising and
Senior Lecturer in Physics
Phone: (207) 725-3611
Email: ktopp@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

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
Phone: (207) 725-3978
Email: csmith2@bowdoin.edu

- Scheduling and support for Chuck Dorn and Rachel Beane
- Administrative support for the office
- Coordination of events, new faculty orientation, etc.
- Support for academic office assignments

Janice Staples
Administrative Assistant
Phone: (207) 798-4387
Email: jstaples@bowdoin.edu

- Reception and administrative support for the office
- Scheduling and support for Steve Perkinson and Ann Ostwald
- Faculty conference travel, FDC funding, Lecture & Concerts funding
- Coordination of events, faculty seminar series, etc.

Office of the Dean for Academic Affairs

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
 - First-Year Seminar Program
 - Baldwin Center for Academic Development
 - English for Multi-Lingual Students Support Program
 - THRIVE Program
 - Schiller 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
 - Office of the Registrar
 - Office of Sponsored Research
 - Lab instructors and technical staff
 - Academic department coordinators
 - McKeen Center for the Common Good
 - Office of Corporate & Foundation Relations
- 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