

Office of the Dean for Academic Affairs

updated 7/24/09

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

Phone: 207-725-3578
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Mailing Address:
5800 College Station
Brunswick, ME 04011-8449

Staff Directory

Cristle Collins Judd **Dean for Academic Affairs**

Phone: (207) 725-3578
Email: cjudd@bowdoin.edu

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

Jim Higginbotham **Associate Dean for Academic Affairs** **and Associate Professor of Classics**

Phone: (207) 725-3290
Email: jhigginb@bowdoin.edu

- Faculty hiring
- Affirmative Action
- Faculty office assignments
- Curriculum oversight
- Center for Learning and Teaching
- Off -Campus Study
- Student Fellowships

Bill VanderWolk **Associate Dean for Faculty Development** **and Henry Wadsworth Longfellow Professor** **of Modern Languages**

Phone: (207) 725-7135
Email: wvanderw@bowdoin.edu

- Faculty development
- Mentoring new faculty
- Liaison for department chairs

Suzanne Lovett **Faculty Liaison for Advising and** **Associate Professor of Psychology**

Phone: (207) 725-3153
Email: slovett@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
- Academic grant oversight
- Non-faculty hiring and personnel issues for the academic area

Jeanne Bamforth **Assistant to the Dean for Academic Affairs**

Phone: (207) 725-3523
Email: jbamfort@bowdoin.edu

- Scheduling for Cristle Collins Judd
- Administrative support for the Dean and committees
- Clerk of the Faculty
- Office management

Catey Draper **Administrative Assistant to the Office of the** **Dean for Academic Affairs**

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

- Scheduling for Jim Higginbotham and Bill VanderWolk
- Reception and support for the entire office
- Coordination of events, student opinion forms, and faculty seminar series

Dodie Martinson **Assistant Director of Academic Operations**

Phone: (207) 725-3025
Email: dmartins@bowdoin.edu

- Support for faculty recruitment and hiring
- Administration and reporting of faculty data
- Faculty sabbatic leave schedules
- Support for reappointment, tenure, and promotion

Kathi Lucas **Assistant to the Director of Academic Budget** **and Operations**

Phone: (207) 725-3065
Email: klucas@bowdoin.edu

- Scheduling and support for Ann Ostwald
- Faculty conference travel accounts
- Academic accounts payable administration

Academic Affairs Office

Oversight of All Aspects the Academic Program of the College

Staffing of the Dean's office: chief academic officer, two associate deans and five staff

Responsibilities:

- Faculty hiring, mentoring, reappointment, promotion and tenure, retirement, and appointment of all academic staff. Annually:
 - 45-60 hirings of faculty and academic staff
 - 4-14 tenure reviews
 - 2-7 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 for 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
 - Writing Project
 - Quantitative Reasoning Program
 - Baldwin Program for Academic Development
 - ESL Support Program
 - Coastal Studies Center
 - Bowdoin Scientific Station at Kent Island
 - Off-Campus Study
 - Student Fellowships and Research and Special Academic Programs
 - Institutional Research and Assessment
 - Office of the Registrar
 - Lab instructors and technical staff
 - Academic Department Coordinators
- 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
- Staffs and/or supports a series of faculty committees:

CEP—Curriculum and Educational Policy Committee
GFA—Governance and Faculty Affairs Committee
CAPT—Committee on Appointments, Promotion, and Tenure
FDC—Faculty Development Committee
CIC—Curriculum Implementation Committee
ROC—Research Oversight Committee

L&C—Lectures and Concerts Committee
OCMA—Oversight Committee on Multicultural Affairs
Recording—Recording Committee
SFR—Student Fellowships and Research
Faculty Working Group on Advising
Faculty Working Group on Faculty Diversity