

# DEAN'S OFFICE AD ROLE OVERVIEW



Darden College of  
Education *and*  
Professional Studies

**Dr. Tammi  
Dice**  
DCEPS Dean

**Dr. Maggie  
Barber**

Associate Dean  
for Academic  
Programs and  
Assessment

### Program Development for Professional Studies & Education Programs:

- SCHEV Proposals
- VDOE Licensure Changes
- Articulation Agreements (with Jenn Simmons)
- UPD & GPD Support

### Teacher Preparation Initiatives:

- Teachers in Residence
- Lab Schools
- Apprenticeships & Cohorts

### Assessment & Accreditation:

- WEAVE Reports
- Program Accreditation
- External & Internal Reports
- Teacher Licensure & VDOE Policy Changes

### Oversight & Partnership Efforts:

- Office of Clinical Experiences
- School & Agency Partnerships

**Dr. Petros  
Katsioloudis**

Associate Dean  
for Faculty  
Affairs and  
Research

### Designated Signee for (Grad Certs, 4031/4027)

#### Key Services:

- Research Support Center
- Process Support for Chairs
- Faculty Search & Hiring Assistance
- Faculty Evaluations & Reviews
- New Faculty Mentoring
- Last Mondays Writing Events
- Faculty Professional Development
- Faculty Complaint Handling
- Graduate Research Certification
- ALLIED Committee Participation

**Ms. Jennifer  
Simmons**

Assistant Dean  
for Student  
Affairs and  
Engagement

### Designated Signee for All Forms (excluding Grad Certs, 4031/4027)

#### Facilitation & Oversight:

- Student Enrollment & Recruitment Events
- Excite the Dream Program
- Holmes Scholars Program
- Recruitment & Enrollment Projects
- Awards: Faculty & DCEPS Dissertation Fellowship
- Faculty Research Leave Requests
- Allocation, Funding & Payroll
- Scheduling & FLAC Payroll
- Endowed & Educational Foundation Scholarships
- MOUs (Third-Party Contracts, Clinical, Discount)

- Programming: Articulation Agreements, Military Pathway Agreements, Linked Programs, Accelerated Pathways
- Student Issues Management & Appeals
- Student Resource & Travel Fund Requests
- Oversight of CARC and CLRC

#### DCEPS Liaison To:

- ODU Global, Academic Success Center
- SEES, Monarch Internship & Co-op Office
- University External Partnership Group
- One Monarch Nation Taskforce
- (Salesforce CRM)

Please Note: All document signature requests should be submitted to: [Dharrisk@odu.edu](mailto:Dharrisk@odu.edu)