Lauren Lake, Department Chair & Professor
Lauren.Lake@unt.edu
940-369-7671
ART 230H

The daily operation of the department including:

Faculty and Staff Development

- Organizing and overseeing departmental recruiting program to ensure the highest quality, integrity, and diversity of faculty and staff
- Meeting annually with individual faculty and staff to discuss workload and performance
- Preparing annual evaluations of faculty and staff
- Making recommendations for merit and salary adjustments for faculty and staff
- Coordinating faculty promotion and tenure applications in accord with departmental, college, and institutional processes and deadlines
- Supporting professional development of faculty and staff (e.g., research proposals, pedagogy, curriculum development) in a fair and transparent manner
- Working with faculty and staff administrators in setting vision for the department, both long- and short-term, and developing outcome-based goals that support the department, college and university strategic plan(s)
- Maintaining collegiality and engaging in creative problem-solving

Curricular Responsibilities

- Maintaining strong undergraduate and graduate programs through curricular development, assessment, revision, and implementation
- Enforcing academic requirements and regulations
- Assigning faculty workloads in ways that fulfill the department’s responsibility to provide reasonable student access to courses across days and times, using prime time and non-prime time teaching slots
- Preparing long term course schedules that allow students to matriculate to their degrees in a timely manner
- Preparing course schedules and teaching assignments to ensure appropriate allocation of resources, including university facilities, and consistent with the Registrar’s guidelines
- Providing leadership and oversight in program reviews and outcomes assessment including the core curriculum for internal and external reviews and/or to meet accreditation or licensing standards
- Working collaboratively with on-campus and off-campus university officials to assign proper curriculum alignment with community colleges and high schools

Student Affairs

- Developing and implementing plans to recruit, advise, mentor, retain, and graduate students in a timely manner
- Providing information and access to student services
- Adjudicating students concerns and grievances in a fair and consistent manner while upholding University policies and processes.
- Maintaining appropriate student records
Management and Administrative Responsibilities

- Overseeing facilities/office space allocation and equipment for faculty and staff in collaboration with dean; filing appropriate space allocation reports
- Ensuring that all departmental and college committees are appropriately staffed each year
- Managing course fee requests and ensuring appropriate use
- Managing departmental M & O, travel and part-time budget, and/or other fiscal affairs for department, while maximizing equity and ensuring appropriate stewardship of resources
- Responding promptly to accountability and compliance matters
- Participating in college and/or university governance and planning
- Gathering data and preparing documents or reports regarding departmental activities
- Communicating resource needs to the college/school and university administration
- Securing resources for the department, when appropriate, through grant writing and fund-raising initiatives
- Working with college and university advancement officers to develop unit resources
- Serving as liaison between University administration and faculty/staff
- Representing department internally and externally (e.g., Commencement, Honors Day, Student Affairs activities)
- Serving as liaison with professional associations
- Attending professional development activities, meetings, and events to represent the interests of the department, college or university, as requested or required by the Dean, Provost, or the other university offices
- Delegating authority and specified responsibilities to Associate Chairs, when deemed appropriate, with the understanding that the Chair is ultimately accountable.

Angela Vanecek, Senior Administrative Specialist
Angela.Vanecek@unt.edu
940-369-7616
ART 230J

Financial
- Maintains department budgets and tracks spending
- Processes departmental travel vouchers and expense forms.
- Facilitates department purchasing.
- Balances budget worksheets for department accounts based on all spending.
- Facilitates guest speakers and department visitors, including honorariums, arranging relevant lodging, and arranging transportation.
- Posts positions, gathering applications for review, updating hiring system, processing payroll.

Student Focused
- Assists in processes graduate student admissions, including maintaining the department Slideroom account.
- Processes Undergraduate Entry Reviews

Course and Facility Scheduling
- Creates and maintains department course schedule in conjunction with chair.
- Schedules rooms for special events and department visitors
- Works to organize search candidates visits to campus and assists with administrative organization for search committees.

Department & Faculty Assistance
- Facilitates textbook adoptions for classes.
- Maintains calendar and schedules daily appointments for department Chair.
- Gives information about department operations and university procedures.
- Assists Chair in preparation of reports, including reporting to registrar on course schedules
- Provides appropriate information to faculty from EIS when necessary,
- Maintains faculty and departmental records and manages departmental files.
- Keeps minutes, when necessary, of departmental meetings.
• Maintains current information on all department faculty, including but not limited to course syllabi, vitas, and class schedules.
• Creates forms for department and maintains Online Forms Library
• Maintains department supplies
• Photocopies/Scans materials for department.
• Other Duties as Assigned

Ann Howington, Office Support Specialist
Ann.Howington@unt.edu
940-369-7671
ART 230K

Undergraduate Student Focused
• Assists students in locating advisors, faculty, and staff in their area.
• Enrolls students who need to register for restricted classes within the department.
• Organizes Entry Reviews portfolios during reviews and compiles reports.

Graduate Student Focused
• Collects, organizes, and processes each step in the graduate admissions process.
• Facilitates the graduate degree plans process.

Departmental Assistance
• Maintains calendar and schedules daily appointments for Department Chair.
• Maintains weekly updates and Good News items
• Secretarial assistance when needed, including maintaining department and student records
• Provides general support in the absence of Senior Administrative Specialist
• Provides appropriate class lists and student information to faculty from EIS when necessary
• Coordinates TracDat Assessments

Other duties as assigned

Gustavo Plascencia, Assistant Chair
Gustavo.Plascencia@unt.edu
ART 217

Responsible for various special projects in support of the department or the chair.
Identifies issues or problems and researches solutions within specific management areas.

Adjuncts
• Responsible for acquainting new adjuncts, providing mentorship and completion of performance evaluations (teaching observation and review of outcomes).

Graduate Coordinator
• Advocates for the MFA program's students in pursuit of creative and academic excellence.

Perspective graduate students
• Primary point person for all prospective Studio Art students
• Fields inquiries from potential students
• Coordinates campus visits
• Administers the departmental graduate admissions process

Admitted graduate students
• Coordinates aid distribution to admitted graduate students.
• Works with faculty to ascertain priorities.
• Works with Assoc. Dean on documentation of offers
• Works with Assoc. Dean on updates regarding students as their enrollment status may change
• Advocates for the placement of students within GSA positions
• Designs and conducts orientation programs for graduate students

Continuing graduate students
• Serves as primary point of contact for Studio Art graduate students and for Studio Art faculty regarding the graduate program
• Evaluates MFA program for continuous improvement, recommending appropriate actions and implementing approved changes
• Develops and implements graduate advising procedures
• Meets with each student every semester to advise and update degree plans
• Coordinates graduate mentor program and programming
• Coordinates first and second year MFA reviews
• Coordinates MFA open studio event
• Coordinates the annual spring 2nd year MFA exhibition
• Coordinates the Project-In-Lieu of Thesis Oral Defenses, Reviews and Exhibition
• Coordinates the annual Thesis Exhibition catalog
• Studio Art graduate student employees
  o Reviews TF syllabi and assures their appropriate upload to FIS
  o Coordinates TF, GSA evaluation process
• Coordinates annual program assessment
• Monitors and evaluates use and appropriateness of graduate studio space; recommends changes/additions as needed
• Coordinates co-curricular program activities
• Coordinates accreditation requirements, as needed, relevant to the graduate program
• Coordinates updates to graduate handbook
• Provides mentorship for graduate student organization

Undergraduate Programs
• Actively participates in planning sessions and implementation strategies for the improvement of student recruiting and retention.
• Serves as point of contact for and assists college recruiter as needed in reference to the Studio Art BFA program
• Organizes Full Circle BFA events (fall & spring)
• Coordinates (as appropriate) BFA exhibitions with galleries

Traci O'Dwyer, Grad Student Council CVAD Senator 2019-2020
TraciOdwyer@my.unt.edu
• Advocates on behalf of grad students
• Ensure that university administration and other stakeholders hear student opinions, needs, and interests.

ART LAB TECHNICIANS
• Manages area inventory so equipment & supplies are available to students for required classes.
• Responsible for the organization and cleanliness of studios, workshops & classrooms.
• Plan improvements of facilities, equipment, procedures & training of those who use it.
• Assist faculty and students in operation of facility.
• Set and maintain standards for safe materials and equipment use for undergraduate classrooms and graduate studios.
• Test and maintain all safety equipment and supplies on a regular schedule.
• Coordinate UNT's Lab Safety and Compliance policy and directives for studios along with CVAD's H&S Program.
• Facilitates student safety movement in severe weather, fire, or other emergency situations.
• Make purchases for all necessary supplies and equipment for the area.
• Manages hourly workers/student assistants.
- Provides planning support for visiting artist or visitors.
- Other duties as assigned and/or approved by the chair or associate dean.

**Lindsey Bass**, Visual Arts Technician, Drawing & Painting, 4th Floor Wood Shop  
Lindsey.Bass@unt.edu  
940-369-7492  
ART 471

**Valerie Hancock**, Visual Arts Technician, Ceramics  
Valerie.Hancock@unt.edu  
940-369-6509  
OSH 130

**Zak Loyd**, Visual Arts Technician, New Media Art  
Zachary.Loyd@unt.edu  
940-369-7136  
ART 354A

**Sarah Loch-Test**, Visual Arts Technician, Metalsmithing & Jewelry  
Sarah.Loch-Test@unt.edu  
940-369-7269  
ART 173

**Jeff McClung**, Visual Arts Technician, Sculpture  
Jeffrey.McClung@unt.edu  
940-369-4006  
ART 153C

**Thomas Menikos**, Visual Arts Technician, Printmaking  
Thomas.Menikos@unt.edu  
940-565-4024  
ART 275

**Abby Sherrill**, Visual Arts Technician, Textile FabLab  
abby.sherrill@unt.edu  
OFFICE: ART 370A

**Kristina Smith**, Visual Arts Technician, Photography  
Kristina.Smith@unt.edu  
940-565-4727  
ART 362A