

Faculty Updates

New for the 2022-2023 catalog, faculty listings are sorted by unit (Department, School or Program) rather than just alphabetically by last name.

Only ONE Faculty form is needed to review both Undergraduate and Graduate entries. Multiple Narrative forms may be required to complete faculty revisions.

****Review** Undergraduate Catalog 2022-2023**

[**Review** Undergraduate Catalog 2022-2023](#) > [UNC Faculty](#) > [Department of English Faculty](#)

Department of English Faculty

Roger Austin, Ph.D.

(2018), Instructor of English - Michigan State University, B.A.; University of Michigan-Flint, M.A.; Georgia State University, Ph.D.

Stacy R. Bailey, Ph.D.

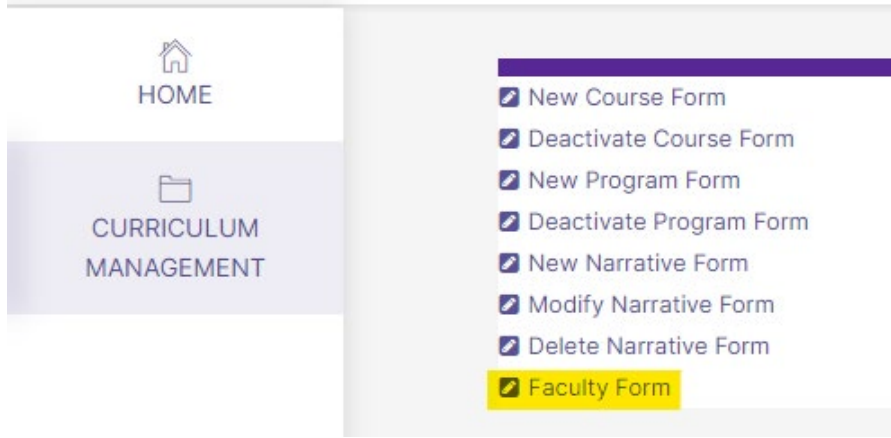
(2012), Assistant Professor of English Education - University of Northern Colorado, B.A.; University of Northern Colorado, M.A.; University of Northern Colorado, Ph.D. (G)

Kristin Bovaird-Abbo, Ph.D.

(2008), Associate Professor of English - Baker University, B.A.; University of Kansas, M.A.; University of Kansas, Ph.D. (G)

1) Open Curriculum Workflow

SmartCatalog by Watermark™



2) Open Faculty form

- a. In “Select Section to Edit” choose UNC Faculty or Affiliate Faculty
 - i. Affiliate Faculty: Select the button that now says “Affiliate Faculty” to edit this page
 - ii. UNC Faculty: Select your unit (department, school, or program), then the button that should now match the program name to edit this page

A screenshot of the 'Select Section to Edit' dialog box. It features two dropdown menus. The first dropdown menu has 'UNC Faculty' selected and highlighted in yellow. The second dropdown menu has 'English' selected and highlighted in yellow. At the bottom right, there are two buttons: 'English' (highlighted in yellow) and 'Cancel'.

3) Fill out Faculty form

- a. Change Type:
 - i. New (for adding faculty members only);
 - ii. Modify (for making revisions to existing faculty only, or when multiple changes are needed);
 - iii. Delete (for removing faculty members only)
- b. Catalog Type should be “Undergraduate/Graduate”
- c. Select College

- d. Select Department/School/Program
- e. Submitted By should be person responsible for change, may be different than person filling out form.
- f. Title: Title of page. Do not update unless the program name is being revised or listed incorrectly.
- g. Please list all faculty whose information is being edited: To ensure all changes are made, please confirm the faculty members that are being edited/added/deleted.
- h. Narrative Information: This is the actual catalog page content. Edit the faculty entries directly in this block.
 - i. Formatting:

First and Last Name, Highest Degree

(Year Started at UNC), Rank/Title and Discipline – Institution 1, Degree 1; Institution 2, Degree 2; Institution 3, Degree 3 (G for Grad faculty, DR for Doctoral committee)

Example:

Donald Duck, Ph.D.

(2020), Associate Professor of Duck Studies – Disney University, B.S.; Fantasyland University, M.S.; Disney University, Ph.D. (G)

4) Submit/Review

- a. Save form
- b. Send for review
 - i. Chair/Director of unit will review and approve. If the chair/director is the one submitting the form, please click approve once more after submission to complete the process.

5) Check Review Catalog

- a. Once update moves to “Approved” in Archived Proposals, the change(s) are viewable in the review catalog. Faculty entries are linked in both catalogs and will be identical. **Only ONE Faculty form is needed to review both Undergraduate and Graduate entries.**

6) Other forms needed for faculty updates

- a. Narrative (department faculty list) – a Modify Narrative form is needed to update department narrative pages, including faculty and emeritus faculty listed. These pages are often different in the UG and GR catalogs, therefore it is recommended that a separate form is submitted for each catalog.
- b. Example of this type of change:

Department of Audiology & Speech-Language Sciences

Chair: Julie A. Hanks, Ed.D.

Location: Gunter 1400

Telephone: 970.351.2734

Fax: 970.351.2974

Website: www.unco.edu/nhs/audiology-speech-language-sciences/

Faculty: Diane Erdbruegger, Au.D.; Tina Farrell, M.A.; Donald S. Finan, Ph.D.; Julie A. Hanks, Ed.D.; Erinn M. Jimmerson, Au.D.; Deanna K. Meinke, Ph.D.; Kim A. Murza, Ph.D.; Caitlin Raaz, Ph.D.; Nicole Reisfeld, SLPD; Tina M. Stody, Ph.D.; Jennifer E. Weber, Au.D.

Emeritus Faculty: Donna J. Bottenberg, Ph.D.; Kathryn E. Bright, Ph.D.; Linda K. Cleeland, M.Ed.; Kathleen R. Fahey, Ph.D.; Ellen Meyer Gregg, Ph.D.; Francis A. Griffith, Ph.D.

- c. Program contact person
 - i. Some, but not all, academic programs also list faculty members as contacts for degrees or programs.
 - ii. To edit anything on an academic program page, a Revised Program Form is needed to access the page. However, if the change is *strictly* faculty/contact updates, you may also submit this change to the Office of the Registrar using the “Minor Catalog Revision” request listed at <https://www.unco.edu/registrar/faculty-staff/curriculum.aspx>.
 - iii. Example of this type of change:

Biological Sciences B.S. – Ecology and Evolutionary Biology Emphasis

College of Natural and Health Sciences

Contact: Mitchell E. McGlaughlin, Ph.D., School Director

Location: Ross Hall 2480

Telephone: 970.351.2921

Website: www.unco.edu/nhs/biology