



# Faculty Updates

Faculty listings are sorted by unit (Department, School or Program) rather than just alphabetically by last name.

**Only ONE Faculty form is needed for both Undergraduate and Graduate entries. Multiple Narrative forms may be required to complete faculty revisions listed on the department page.**

**\*\*Review\*\* Undergraduate Catalog 2023-2024**

[\\*\\*Review\\*\\* Undergraduate Catalog 2023-2024](#) > [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. (G)

### 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.

### Kristin Bovaird-Abbo, Ph.D.

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

## 1) Open Curriculum Strategy and then open the Faculty Form

HOME

CURRICULUM MANAGEMENT

☒ New Course Form

☒ Deactivate Course Form

☒ Revised Program Form

☒ New Narrative Form

☒ Delete Narrative Form

☒ Unit Reorganization Form

☒ Revised Course Form

☒ Variable Title Course Form

☒ Deactivate Program Form

☒ Modify Narrative Form

☒ **Faculty Form**

☒ Pause Admissions Request Form

## 2) Open Faculty form

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

Select Section to Edit

UNC Faculty

English

English Cancel

### 3) Fill out Faculty form

- a. Change Type: Modify will be the only selection
- b. Catalog Type should be "Undergraduate/Graduate"
- c. Select College
- d. Select Academic Unit
- 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. Make all updates in the section below: This is the actual catalog page content. Edit/add 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. Unit leader of unit will review and approve. If the unit leader 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 for 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/](http://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. Stoodly, 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.