CAS Business Office

What are the main functions of the Business Office?
The CAS Business Office oversees the College's finances, personnel policies and procedures, and facilities. This includes the annual operating budget; designated funds; endowment and gift accounts; faculty, staff, and student payrolls; space planning; and facility management.

Why would I contact the Business Office?
- Questions regarding payroll and budgetary issues.
- To check the status of a payment or disbursement.
- To fill a staff position.
- To address a staff disciplinary issue.
- Request supplemental funding for unanticipated and high priority expenditures.
- If assistance is needed in completing shopping carts, business and travel expense reports or other transaction documentation.
- Building infrastructure issues.
  - Assistance with requesting renovation estimates.
- Assistance with space planning within departments.

Specific Duties of the Office
- Determine salary offers for administrative and support staff.
- Oversee employee performance review process for both exempt and non-exempt staff.
- Assist in the review of staff position descriptions and determination of grade levels.
- Work with departments and Human Resources to address employee disciplinary issues.
- Review requests for supplemental funding and make recommendations to Dean.
- Oversee the Quarterly Budget Confirmation process.
- Review of all expenditures in search accounts, research accounts, and departmental cost centers.
- Administers passwords approval for entering Facilities Service Requests (FSR’s).
- Approving all CAS space renovation requests.
- Interface with FM&P Management and Space Planning team.
- Participate in the planning of major renovations projects and identify funding.

Who to contact:

Juliana Walsh Kaiser, Associate Dean for Finance & Administration, walsh@bu.edu
- Chief Financial Officer for the College and Graduate School of Arts and Sciences
- Oversees the College’s finances, personnel, facilities and information technology functions

Paula Wasson, Director of Financial Administration, pwasson@bu.edu
- Quarterly confirmations
- Supplemental funding requests
- Establish internal orders
- P-Card approval
- Grant release
Karen Ventresca, Director of Personnel Administration, kventres@bu.edu
- All teaching faculty payroll issues
- Leave and sabbatical funding queries
- Staff disciplinary issues and grievances
- Liaison with Benefits Office

Lisa Doherty, Director of Facilities, (617) 358-2386, ldoherty@bu.edu
- Space planning & design
- Building infrastructure issues
- Environmental health and safety issues, including handicap access
- Liaison with Facilities Management & Planning

Alison Woods, Assistant Director of Personnel Administration, aliwoods@bu.edu
- Staff hires and job descriptions
- Payroll for monthly paid staff, academic researchers and research faculty
- Personnel matters for all staff
- Staff performance appraisals processes

Linda Nulty, Payroll/Accounts Administrator, lnulty@bu.edu
- Payroll for non-exempt (hourly-paid) staff
- All payroll and personnel matters for temporary employees

Adam Krueger, Financial Analyst, kruegera@bu.edu
- Faculty searches and recruitment (1200500000)
- F&A annual and quarterly returns
- Payroll for monthly paid part-time lecturers
- BUWorks and SAP training

Stephen Brown, Payroll/Accounts Administrator, stbrown@bu.edu
- Student payroll and timekeeping/time management for non-exempt (hourly-paid) student employees
- Timekeeping/time management for non-exempt (hourly-paid) staff
- Disbursement Request Forms
- Business and Travel Expense Reports
- Shopping Carts
- Internal Service Requests
- Travel Advances
- Deposits into university accounts (cash credit vouchers)
- BUWorks and SAP training

Michael Jennings, Administrative Coordinator, mjenn1ng@bu.edu
- Office management and front desk reception
- Assists in distribution of payroll checks to designated departments
- Petty cash custodian
- Assists with Facilities and Space related issues including FSR’s

General Contact Details

Phone: (617) 353-2411
Fax: (617) 353-3432
Location: 725 Commonwealth Avenue, Room 108
CAS Office of Undergraduate Education

What are the main functions of the Office of Undergraduate Education?

- **Academic Planning**, focused on Annual Academic Planning Self-study
- **Academic Policies**: formulation & review of policy proposals affecting undergraduate programs and students
- **Curriculum** development, review, revision, discontinuation; and related publications
  (Includes undergraduate majors and minors, general education and intellectual foundations components of the BA; new and revised courses; Core, Departmental Honors, and other special programs; cross-school and other joint academic initiatives; coordination with BU Study Abroad.)
- **Teaching and Learning**: standards; assessment of learning outcomes; planning, resources, and mentoring for pedagogical renewal; evaluations; teaching awards; administration of the Academic Enhancement Fund (AEF)
- **Course Schedule/Classrooms/Enrollment Management** (See detail in separate listing for “Curriculum and Enrollment Services,” headed by Assistant Dean Gareth McFeely).

Why would a department want/need to contact this office?

- You have an idea for a new academic program or revisions to an existing program, and need to consult about substance, design, or feasibility.
- You have questions about the Academic Planning Self-study.
- You have business for the Academic Policy Committee or divisional curriculum committees.
- You need information or clarification about a University-level academic initiative, or advice and referrals for academic collaboration with another BU school or office.
- You need to discuss appropriate replacement teaching for faculty on leave.
- You want to request grader support for heavily enrolled, assignment-intensive courses.

Whom to contact:

For the following: **Peter Law, Sr. Academic Administrator;** pgl@bu.edu, (617) 353-7243, CAS 106
- Submission of all proposals for CAS Curriculum Committees and Academic Policy Committee + all curricular proposals destined for the Graduate Academic Affairs Committee
- Questions about course and program approval processes
- Editing of *Undergraduate Bulletin* and *Graduate Bulletin* (including course descriptions)

For the following: **Susan Jackson, Sr. Associate Dean for Undergraduate Education;** sjackson@bu.edu, (617) 353-2409, Location: CAS 106
- Timely assistance with new course and academic program development
- Consultation on Academic Planning
- Facilitation of cross-college responsibilities and initiatives in curriculum and teaching
- Planning for replacement teaching coverage
- Requests for grader support
- Concerns about quality of instruction; suggestions, and proposals for pedagogical renewal
CAS Curriculum & Enrollment Services

Assistant Dean Gareth McFeely

Curriculum and Enrollment Services are housed within Undergraduate Education, led by Senior Associate Dean Susan Jackson.

Areas of responsibility include:

- Class scheduling (working with academic departments/programs and the Registrar)
- Enrollment planning & management, including management of low-enrollment courses
- Academic data collection and analysis (first point of contact for data requests in CAS/GRS)
- Media/Space Management liaison/advocate for CAS
- Assistance with freshman orientation and academic year registration
- Oversight of the student course evaluation process
- Supervision of elections for faculty committees

Why would a department want/need to contact my office?

For help if you:

- are concerned about enrollments being larger or smaller than planned
- need to add, cancel, or adjust the capacity of classes
- have questions about media/classrooms, classroom availability, or an instructor’s needs
- have a data need/request (e.g. the enrollment trend in a particular class or group of classes)
- have a question about scheduling/enrollment functions in UIS or on the Link
- require training on/access to the Academic Planning Database or for UIS
- need training for a particular classroom technology
- have questions about faculty elections
- need orientation for new staff working with scheduling/enrollment

Contact Details

Gareth McFeely, Assistant Dean
Telephone: (617) 353-7004
E-mail: garethmc@bu.edu
Location: CAS 108A, 725 Commonwealth Ave
CAS Office of Faculty Actions

What are the main functions of Faculty Actions?

- To review and approve all academic appointments and reappointments for full-time faculty, part-time faculty, academic researchers, and non-compensated visitors.
- To review and approve requests for sabbatical and other leaves (including medical leave, childbirth leave, and workload reduction).
- To support the tenure and promotion process.
- To review departmental merit recommendations.
- To support searches for new faculty hires and advise departments on faculty retentions and retirements.
- To advise departments on faculty development issues including mentoring and long-term career development.
- Administer supplemental domestic and foreign conference travel funds

Why would you contact Faculty Actions?

- If you are planning to appoint a faculty member/postdoc/visitor and are uncertain of the standard procedures or paperwork.
- If you have questions about the appropriate compensation for a particular appointment.
- If you have questions regarding tenure and promotion policies and/or procedures.
- If you are seeking advice on mentoring or professional development for a faculty member/the department.
- If a faculty member has a question about sabbatical eligibility or a leave request.
- If you are conducting a faculty search and are ready to schedule on-campus interviews or make an offer to a potential candidate.
- I have been invited to present a paper at a major conference and wish to request funding (more information about conference travel support here).

Who does what in Faculty Actions?

Associate Deans of the Faculty:  
Geof Cooper (Natural Sciences; gmcooper@bu.edu)  
John Paul Riquelme (Humanities; jpriquel@bu.edu)  
Strom Thacker (Social Sciences; stthacker@bu.edu)

Development and oversight of faculty actions policies in all areas, including interviewing search candidates, consultation on final appointments and offer terms for potential new hires, faculty professional development, retentions, and retirements. The Associate Deans of the Faculty also advise department Chairs on matters relating to tenure and promotion, in collaboration with the Tenure and Promotion Coordinator.
Assistant Dean: Richard Wright (rwright@bu.edu)

Financial issues including retentions, retirements, faculty merit review, search budgets and costs, conference travel funds, and interface with the Central Administration on financial and legal issues.

Director: Alexandra (Sasha) Adams (azadams@bu.edu)

Appointments and reappointments of faculty and researchers, leaves and sabbaticals, overbase matters, mentoring/professional development, and general queries regarding faculty appointments.

Tenure & Promotion Coordinator: Alex Lundsted (lundsted@bu.edu)

All questions related to tenure and promotion, including organization of candidate dossiers and APT staff support, as well as mid-tenure reviews and the promotion process for full-time Lecturers.

Program Coordinator: Serrie Hamilton (serrieh@bu.edu)

Processing of part-time Lecturers appointments, Summer Term appointments, and general queries about the appointment process for all categories of faculty and researchers including status of appointments and visa paperwork submitted.

General Contact Details

| Telephone: | (617) 353-2404 |
| E-mail: | casfacac@bu.edu or individual e-mails |
| Location: | 725 Commonwealth Ave, Room 109 |
CAS Research Office

Main functions:

- Encourage and promote research opportunities and scholarly activities in all the Arts and Sciences disciplines
- Approve and facilitate sponsored research proposals and agreements
- Address cost-sharing or other University costs associated with research proposals
- Develop and apply policies related to the conduct of sponsored research
- Help to coordinate the development of research laboratories, infrastructure, instrumentation, and computational resources

Why would I contact the CAS Research Office?

- I have questions about preparing and submitting a research proposal
- I am unsure about University policies regarding PI status, cost sharing, indirect costs, Conflict of Interest, Export Control compliance, or regulatory issues.
- What sources of support might there be for my project, and how would I learn about them?
- I have an idea for a cross-cutting project and would like to discuss and explore collaboration opportunities across BU or more broadly

Contact Details

Associate Deans:
Geof Cooper (Natural Sciences; gmcooper@bu.edu)
John Paul Riquelme (Humanities; jpriquel@bu.edu)
Strom Thacker (Social Sciences; sthacker@bu.edu)

Program Development Specialist:
Marla Krauss, mkrauss@bu.edu

Telephone: Associate Deans: 617-353-2404
       Marla Krauss:  617-358-5264

Location: Room CAS 115, 725 Commonwealth Avenue
CAS Office of Communications

What are the main functions of CAS Communications?

The CAS Office of Communications (Communications) serves the College and Graduate School of Art & Sciences in five general areas: internal communications to faculty and staff, producing publications for key stakeholders, developing and maintaining the CAS website, assisting academic departments and programs with digital and event communications, and managing media/public relations.

Internal Communications

This office maintains faculty and staff information and forms on the CAS website and keeps faculty and staff informed of upcoming deadlines, meetings, policy changes, etc. CAS News, an online newsletter published twice monthly, is the primary vehicle for keeping faculty and staff informed. The Communications Office maintains the faculty and staff section of the CAS website (located here), which includes the Faculty and Staff Handbook, forms page, calendars page, Chairs’ Guide, and other key resources.

Publications

Communications works closely with the Dean and the Dean’s senior staff to produce publications about the College for a range of audiences. The Office also works with the Offices of Development and Alumni Relations on publications for CAS alumni, donors and friends of the College. Notable examples include the CAS alumni magazine arts & sciences, published twice annually, and the CAS Annual Report. To submit faculty or department news or events, go here.

CAS Website

Communications works directly with BU’s Office of Interactive Design to maintain, develop and improve the CAS main website (www.bu.edu/cas). If you have any suggestions for edits to the website, please don't hesitate to contact Director of Communications Jeremy Schwab (jschwab@bu.edu, 8-1056).

Communications Assistance for Departments/Programs

Communications works directly with BU’s Office of Interactive Design to maintain, develop and improve the web presence of the CAS departments and centers. CAS/GRS has a limited web design resource through BU Creative Services, and the queue for department and program website upgrades is long. You should consult Communications with any website needs that you are not able to handle yourselves through WordPress content management system, or if you would like web content advice. The office also helps departments and programs with advice on
alumni newsletters, and can connect you with resources in Development Communications to assist you with your newsletter. To learn more, contact Director of Communications Jeremy Schwab (jschwab@bu.edu, 8-1056).

Media/Public Relations

CAS Communications works with BU’s Office of Media Relations to promote the work and accomplishments of CAS faculty members, researchers and students. We have limited internal resources to do press releases, and our primary function in regards to media outreach is to send press release ideas to Media Relations, which they will implement if they feel the news rises to the level of interest for outside publications. Communications also works closely with the editors of BU Today, Bostonia and other BU publications to promote the College and Graduate School of Arts & Sciences to the BU community and beyond. To submit faculty or department news, click here.

Why would I contact this office?

We are here to help academic departments and centers to achieve their strategic communications goals. We will be reaching out to chairs and administrators to discuss improving and streamlining departmental website content and alumni newsletters. However, we also are here to help you with event promotion, communications to specific audiences such as prospective students and graduate students, and other needs. So please don't hesitate to email or call, or just stop by our office at CAS room 107.

We also publicize faculty news and departmental initiatives, so please tell us about research, grants, book publications and any other news you have to share. If you’re not sure how to move forward with a story idea, please feel free to contact us.

CAS Communications
725 Commonwealth Avenue, Room 107
mailto:cascom@bu.edu (617) 358-1056

Jeremy Schwab, Director
jschwab@bu.edu (617) 358-1056

Dana Mikaelian, Communications Specialist
dmmikael@bu.edu (617) 358-1185
CAS Student Academic Life

Student Academic Life in the College of Arts and Sciences provides advising and support for CAS students and oversees the academic policies and procedures that support the mission of the College. Student Academic Life also provides support for faculty and staff in their roles as advisors and instructors.

Why might a faculty or staff member contact Student Academic Life?
I am concerned about one of my advisees. Who should I speak with?
How can I substitute a course for a student’s graduation requirements?
What is the procedure when I suspect a student of academic misconduct?
How can my department play a role in Open Houses?
How do our graduates do when they apply to medical or law school?
Can you help the department start a peer education program?
What does this student need to graduate?
How does FERPA apply to our work as advisors?
How can we provide more career counseling for our graduates?
What can we do to create more of a sense of community within our major?

Student Academic Life consists of three units:

Academic Advising Center (includes former Records Office)
• Provides advising for CAS students who are undecided about a major
• Supports advising in academic departments
• Maintains CAS academic policies and procedures (i.e., Dual Degree, directed study)
• Works directly with students in academic difficulty
• Oversees Academic Standards and Academic Conduct Code
• Collects all information related to undergraduates in the College
• Maintains forms, advising notes and other related materials
• Monitors academic progress
• Certifies students for graduation

Pre-Professional Advising Office
• Provides advising for students interested in Pre-Medicine, Pre-Dental Medicine, Pre-Veterinary Medicine and other Pre-Health professions
• Provides advising for students planning to attend law school

The Office of Student Programs and Leadership
• Develops programs and activities that build community within the college and academic departments
• Provides programming for first year students to aid in the transition to BU
• Coordinates FY 101: First Year Seminar
• Oversees peer education/involvement programs in the college
• Assists with the promotion of the College through Open Houses and assists with the coordination of commencement
## Associate Dean for Student Academic Life

100 Bay State Road, Room 401  
(617) 353-2400  
sjarvi@bu.edu

<table>
<thead>
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<td>Associate Dean for Student Academic Life</td>
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## Academic Advising Center

100 Bay State Road, Room 401  
(617) 353-2400  
casadv@bu.edu

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<td>Mary Beth Raycraft</td>
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<td>Sean Mullady</td>
<td>Program Coordinator</td>
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<td>Annie Wu</td>
<td>Program Coordinator</td>
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## Pre-Professional Advising

100 Bay State Road, Room 428  
(617) 353-4866  
preprof@bu.edu

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<td>Edward Stern</td>
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<td>Rita Callahan</td>
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<td>Assistant Director of Pre-Health Programs</td>
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<td>Taryn O’Hearn</td>
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<td>Sean Sevey</td>
<td>Pre-Medical Academic Advisor</td>
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<td>Jelena Durkovic</td>
<td>Staff Coordinator</td>
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## Student Programs & Leadership Office

100 Bay State Road, Room 423  
(617) 358-3199  
casevent@bu.edu

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<td>Stacy Ulrich</td>
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<td>Matt Lengen</td>
<td>Program Manager</td>
<td><a href="mailto:mllengen@bu.edu">mllengen@bu.edu</a></td>
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<td>Kaitlyn Soares</td>
<td>Program Coordinator</td>
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</table>
Graduate School of Arts and Sciences (GRS)

What are the main functions of GRS?

Associate Dean

- Oversee and provide leadership for the Graduate School
- Graduate curriculum and program changes and review
- Graduate student issues including academic conduct issues
- Review requests for graduate student financial aid and other budget requests

Admissions

- Process application materials for departmental review committees
- Notify applicant of official decisions

Financial Aid

- Counsel graduate students on and review merit and need based aid eligibility
- Track budgets for the University and departmental aid accounts
- Process graduate student stipends (service and non-service)

Records

- Maintain GRS student’s academic records; record academic requirements; oversee registration; certify students for graduation
- Respond to students and departments on how to correct problems related to students’ registration, status, and grading, and clarify GRS policies and procedures

Graduate Services

- Support Graduate Student groups (GSO, GWISE).
- GRS events and programming – Commencement, Orientations
- Special Fellowships – Graduate Research Abroad, Martin Luther King, etc.
- Collect data on graduate students and graduate programs
- GRS Bulletin and policies; Graduate Academic Affairs Committee
- Manage Graduate Allocation Account

Why would I contact the Associate Dean?

- To discuss any issues or problems with a graduate student, academic or otherwise
- To discuss new graduate programs or changes to existing programs
- To request student financial support or other graduate program related fiscal issues

Why would I contact GRS Admissions?

- You need information regarding any graduate student admissions question

Why would I contact GRS Financial Aid?

- You have questions related to your departmental graduate financial aid budget
You need assistance with processing or have questions regarding a graduate student’s stipend or scholarship

Why would I contact GRS Records?
• Questions on process for any graduate student academic matter, such as registration, leaves of absence, filing an examination report, degree requirements, etc.

Why would I contact Graduate Services?
• Questions about GRS events such as Commencement and orientation programs
• Questions about GRS special fellowship programs, or student groups
• You need assistance with charging expenses to the graduate allocation account
• Issues with the GRS Bulletin or the Graduate Academic Affairs Committee

Who to contact:
Associate Dean of the Graduate School  W. Jeffrey Hughes, hughes@bu.edu
(Tel: 3-2690)
Director of Admissions and Financial Aid  Janette Countryman, janette@bu.edu
Financial Aid Coordinator  Nicole O’Connor, oconnorn@bu.edu
Asst Dir Admissions and Financial Aid  Rebekah Alexander, balexand@bu.edu
Admissions Specialist  Danielle Oliver, dpetit@bu.edu
Admissions Coordinator  Ashley Legge, ashlegge@bu.edu
Records Officer (PhD Questions)  Laura Wipf (interim), lwipf@bu.edu
Assist Records Officer (MA Questions)  Jessica Caruso, jcaruso@bu.edu
Graduate Services Administrator  Laura Wipf, lwipf@bu.edu

General Contact Details
Telephone:  (617) 353-2696
General questions:  grartsci@bu.edu
Admissions:  grs@bu.edu
Financial Aid:  grsaid@bu.edu
Student Records:  grsrec@bu.edu
Location:  705 Commonwealth Ave. Room 112
Development & Alumni Relations

What are the main functions of DAR?

- To increase support to Boston University from among its constituencies: current and prospective donors, alumni, parents, corporations and foundations, the local community, and the general public.
- To assist the Dean and CAS to identify and highlight overall development opportunities and communicate these to the rest of the DAR staff.
- To coordinate efforts by the Dean and the development staff to identify major donor prospects and to seek appropriate staff coverage for these prospects.
- To highlight CAS faculty, programs, and research in organizing events and networking opportunities for alumni.
- To assist CAS departments as they think about connecting and communicating with their alumni.
- To cultivate long-term relationships between CAS leadership/faculty and alumni through campus visits, volunteer opportunities, academic research, and networking.

Why would I contact DAR?

- We would like to connect with our alumni (or those that might have affinity for our teaching/research/outreach) and build relationships that might lead to increased support.
- We have been contacted by an alum, friend, parent, or company who would like to make a contribution to our program.
- We would like to send a program newsletter, an invitation to an event, or information about professional networking to our alumni.
- We have been contacted by an alumnus who would like to update their contact information or set up a campus visit.
- We have dynamic faculty with accessible topics who are willing to speak at events for BU alumni and friends.

Development and Alumni Relations

595 Commonwealth Ave, West Entrance, Ste 700
casalum@bu.edu (617) 358-1479
http://www.bu.edu/alumni/cas

Steve Kean, CAS Chief Advancement Officer
skean@bu.edu (617) 358-1214

Susan L. Richardson, Director of Alumni Programs & Events
slrichar@bu.edu (617) 358-6937
Patrick Hewitt, CAS Leadership Gifts Officer
phewett@bu.edu (617) 358-0627

Jeff Murphy, Associate Director, Alumni Relations
jtmurphy@bu.edu (617) 353-5881

Elizabeth Chan, CAS Development Associate
ehchan@bu.edu (617) 358-1479
CAS Information Technology

What are the main functions of CAS Information Technology?
CAS IT, which has 8 full-time employees and 8 student workers, supports the faculty and staff of Boston University’s College of Arts and Sciences. We help clients with program installations, troubleshooting, purchasing, new computer setup, e-mail client configuration, file server access, data storage, UIS and BUworks access, and computer security. Our group manages several computer labs for classes and for departmental needs. In addition, we provide consulting services for projects and research.

Why would I contact CAS IT?
• Your computer/printer is malfunctioning
• You need a computer set up or connected to a printer
• You need help purchasing a computer, printer, software or accessories
• You need help with data storage and transfer, or server access
• You want to reserve one of the computer labs managed by CAS IT
• You need help with a UIS account or BUworks access for you or an employee
• You need to configure or troubleshoot your e-mail client
• You need help backing up data

Specific Duties of the Office
• Information technology consultation
• Short-term computer and projector loans
• Equipment removal and recycling
• General technology assistance

Who to contact:
Brian Anderson, Director - andyson@bu.edu
Bob Gaipo, Assistant Manager - bobg@bu.edu
Larry Andrus, Systems Administrator II - landrus@bu.edu
Jeff Sanborn, Systems Administrator II - jsanborn@bu.edu
Erik Akhtar, Analyst Consultant II - eakhtar@bu.edu
Jessica Vukelich, Analyst Consultant I - vukelich@bu.edu
Mateus Oliveira, Analyst Consultant I - omateus@bu.edu
Greg Waldmann, Staff Coordinator - waldmann@bu.edu

General Contact Details
Phone: (617) 353-5930 Email: cashelp@bu.edu
Location: 685 Commonwealth Avenue, Room 331
Website: http://www.bu.edu/casit