COMMUNICATIONS OFFICE

This office creates and coordinates the College’s internal and external messages. With a team of content experts, graphic designers, and web developers, this office produces news releases, social media updates on the College’s Facebook, Twitter and Instagram channels, printed material and publications, and digital communications. Faculty and staff may access many services through the College’s Intranet hub page, including:

- Submitting a form to begin a new communications project
- Adding an event to the website calendar
- Updating or changing an office door sign
- Submitting an announcement to the weekly COEfyi email, or publicizing a new course via the COEfyi New Courses email
- Requesting social media exposure
- Requesting web support or alerting the office to a web issue
- Downloading logos for use within the College

Contact List

Business Office
706-542-7486 | coe.uga.edu/directory/offices/business

Communications Office
706-542-6446 | coe.uga.edu/media

Office of Academic Programs
706-542-4051 | coe.uga.edu/oap | coe-ap@uga.edu

Office of Development and Alumni Relations
706-542-2893 | coe.uga.edu/alumni

Office of Diversity, Equity, and Inclusion
706-542-1812 | coe.uga.edu/dei

Office of Faculty and Staff Services
706-542-2696 | coe.uga.edu/afs

Office of Information Technology
706-542-8007 | coe.uga.edu/oit

Office of Outreach and Engagement
mbaer@uga.edu or bmassay@uga.edu

Research Office
706-542-4558 | coe.uga.edu/research

Getting to Know Us

The professionals in the Dean’s Office provide a range of services for our faculty and staff.
Overview

Your Dean:
Craig H. Kennedy

Research and Funding
The Research Office handles funding opportunities, workshops, and pre- and post-award management.

Addressing Diversity
The Office of Diversity, Equity and Inclusion covers a broad range of efforts related to increasing access in the College.

Academic Programs
The Office of Academic Programs handles accreditation and curriculum processes, the Office of Student Services and Office of Experiential Learning, and student-oriented topics such as advising, scholarships, and field placements.

Faculty and Staff Services
The Office of Faculty and Staff Services facilitates programs and opportunities for faculty and staff from initial hiring through promotions and retirement.

Communications Services
The Communications Office promotes the academic excellence of the College by highlighting research, initiatives, and outreach efforts across all media, including print and digital.

Development and Alumni Relations
The Office of Development and Alumni Relations connects with alumni and donors, supports scholarship and endowment requests, and honors our outstanding alumni.

Technology Services
The Office of Information Technology handles classroom technology, room scheduling, and equipment.

Business Services
The Business Office handles questions about College financial matters or facility maintenance.

RESEARCH OFFICE
This office oversees the conduct, enhancement and promotion of research in the College of Education, and also hosts grant-related workshops and an annual conference. Pre- and post-award services include:

- Finding funding opportunities
- Developing budgets and editing grant narratives
- Completing grant application forms
- Reviewing and submitting grant proposals
- Managing grants
- Reviewing and submitting annual and final reports

OFFICE OF FACULTY AND STAFF SERVICES
This office supports faculty and staff across their career span. This office oversees activities throughout the year:

- College of Education Diversity, Equity, and Inclusion Conference each spring
- African-American Men’s Group

OFFICE OF ACADEMIC PROGRAMS
This office oversees the Office of Student Services and handles four major areas within the College: Assessment and accreditation, curriculum processes, student affairs and international programs. Programs and initiatives this office oversees include:

- Student-related matters such as academic advising, orientation, scholarships, study abroad, funding for student organizations, graduation and certification, student appeals
- Acting as a liaison with external partners such as the Graduate School, the Georgia Professional Services Commission, Georgia Assessment for the Certification of Educators, the Board of Regents, and local school districts
- Experiential learning, and field placements
- Curriculum matters including new courses, changes to courses, and new degree programs
- Data collection for program review and accreditation

OFFICE OF DIVERSITY, EQUITY AND INCLUSION
This office works with faculty, staff, students, and alumni on diversity, equity, and inclusion efforts that are broadly defined (including race/ethnicity, LGBTQ, disability, and social class). This office has three diversity, equity, and inclusion roles: education, consultation, and advocacy. This office oversees activities throughout the year:

- College of Education Diversity, Equity, and Inclusion Conference each spring
- African-American Men’s Group

OFFICE OF OUTREACH AND ENGAGEMENT
This office has resources to help connect faculty expertise and other College resources to individuals, organizations, and communities across the state and beyond. Services include:

- Assisting in planning workshops and conferences
- Organizing recruiting events such as PhD Recruitment Weekend
- Reviewing and signing memoranda of agreements
- Serving as a liaison with the Gwinnett and Griffin campuses
- Receiving approval for programs involving minors

WHY NOT FOLLOW US ON SOCIAL MEDIA?

- ugaCOE
- uga.COE
- ugaCOE