The professionals in the Dean’s Office provide a range of services for our faculty and staff.
RESEARCH OFFICE
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 and facility maintenance.
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

This office is also home to the College’s research centers:

- Center for Autism and Behavioral Education Research (CABER)
- Center for Latino Achievement and Success in Education (CLASE)
- Center for Physical Activity and Health (CPAH)
- Georgia Center for Assessment (GCA)
- Torrance Center for Creativity and Talent Development
This office works with faculty, staff, students, and alumni on diversity, equity, and inclusion efforts that are broadly defined (including race/ethnicity, LGBTQQ, 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 (DEI) Conference each spring
- Trans-Affirming Practices Workshop
- DEI Speaker Series
- Graduate Student of Color Research Mentoring Program
- DEI Research Team
- DEI Graduate Certificate

...and more!
This office oversees the Office of Student Services, the Office of Experiential Learning, and Office of School Engagement. It also oversees four major areas within the College: assessment and accreditation, curriculum processes, student affairs, and international programs. Programs and initiatives this office supports include:

- Student-related matters such as academic advising, orientation, scholarships, study abroad, funding for student organizations, graduation and certification, student appeals (handled through the Office of Student Services)
- Experiential learning, including field placements
- Curriculum matters including new courses, changes to courses, and new degree programs
- Serving 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
- Data collection for program review and accreditation
This office supports faculty and staff across their career span. Consider this office your link to UGA Human Resources; you will find many useful links on our intranet page (including the College of Education bylaws and strategic plan). Find additional resources on:

- Hiring faculty and staff
- Promotion and tenure
- Graduate faculty appointment and reappointment
- Reviews (including third-year), annual evaluations and instructor credentialing
- Extra compensation sign-off
- Professional and staff leave
- Faculty awards
- International travel funding
- Workplace concerns
- Professional development
This office provides the College with audio and video support services and equipment, including video and web conferencing; copy, printing, scanning, faxing, large-scale printing, and laminating services; maintenance of classroom equipment and maintaining surplus and inventory programs. This office also manages the Innovation in Teaching and Technology program. Other responsibilities include:

- Request tech support
- Equipment checkout
- Reserve classroom or meeting space
- Get help accessing a shared drive
- Get support or training for eLearning Commons
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 several 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
This office is responsible for creating connections with alumni, donors, and friends to promote the College and its mission. Our development staff cultivates relationships with donors and leads fundraising efforts to support student scholarships, faculty research, other strategic priorities. Our alumni director works to strengthen ties with our nearly 60,000 alumni across Georgia and the world. The DAR team also:

- Actively works with the Board of Visitors and Alumni Board
- Hosts the College’s annual alumni awards program
- Coordinates bi-annual meetings of retired faculty
- Plans engagement events throughout the year
- Manages a variety of giving programs and recognition societies, such as the 1908 Club, the Dean’s Club, and Heritage Society
The business office works with College administration and departments to oversee and coordinate financial matters. Responsibilities and services for this office include:

- Maintaining the College’s annual budget
- Developing financial reports
- Overseeing financial operations
- Overseeing space/facilities and sales/service agreements
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

Contact Melanie Baer or Beth Massey about planning a workshop or conference.

---

**CONTACT LIST**

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

- Communications Office  
  706-542-1637  |  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/ofss

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

- Office of Outreach and Engagement  
  mbaer@uga.edu or bmassey@uga.edu

- Office of Research and Graduate Education  
  706-542-9068  |  coe.uga.edu/research