Where do I go for help with...

- Room Scheduling, Course Schedule – Diane Fisher
- Conference Room Reservations – Karen Kovarik, Sarah Riley
- Building/maintenance issues – Sarah Riley
- Web site content management – Sarah Riley
- IT/Computer issues – Christopher Jorgensen
- Undergraduate Curriculum issues – Darin Wohlgemuth
- Graduate Curriculum issues – Brent Kreider
- Course scheduling requests/concerns – Sergio Lence
- Financial issues – Marty Watt
- Grant Proposal Preparation – Lisa Stephany
- Post award grant support – Janice Crow (Econ) Deb Thornburg (CARD)

Department/College/University Policies

- The Department Governance Document describes faculty roles and responsibilities, and spells out key policies related to annual reviews, term faculty advancement, promotion & tenure. It can be found online here: https://www.econ.iastate.edu/files/page/files/2022_04_governance.pdf
- Regular department meetings: all faculty are encouraged to attend departmental meetings. Regular meetings are scheduled on the first Tuesday of each month, 3:40-5:00 PM. Econ Council establishes the agenda for each meeting at its meeting on the last Tuesday of the preceding month.
- College policies can be found here:
  - LAS: https://iastate.app.box.com/s/8v6eigjhh3coaedwaprjxz48n3p3h6zs
- The University Faculty Handbook can be accessed from the Provost’s website: https://www.provost.iastate.edu/policies/faculty-handbook
- The Department Web Site “Resources” Page contains many other helpful links

Research/Scholarship/Teaching

- The department has an online working paper series indexed by RePEC. You can submit works here: https://scholarship.lib.iastate.edu/digital-repository/submissions/economics
- The Center for Excellence in Learning and Teaching (CELT) offers a wealth of teaching related resources and training, including introductions to the university LMS system: Canvas
- The AEA and AAEA maintain links to useful Teaching Resources
  - https://www.aeaweb.org/resources/teachers
  - https://www.aaea.org/membership/online-teaching-resources
- Video interviews on Economic Topics
- Marginal Revolution University offers many useful teaching resources
Department Staff Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Brandau, Academic Adviser</td>
<td>4-6147</td>
<td>166C</td>
</tr>
<tr>
<td>Amy Emmett, Graduate Studies Coordinator</td>
<td>4-2702</td>
<td>260B</td>
</tr>
<tr>
<td>Sarah Riley, Administrative Assistant, Econ, CARD</td>
<td>4-6740</td>
<td>260C</td>
</tr>
<tr>
<td>Christopher Jorgensen, Systems Support Spec.</td>
<td>4-6718</td>
<td>62E</td>
</tr>
<tr>
<td>Karen Kovarik, Administrative Assistant, Econ, CARD</td>
<td>4-8835</td>
<td>266A</td>
</tr>
<tr>
<td>Diane Fisher, Student Services Specialist</td>
<td>4-5436</td>
<td>174</td>
</tr>
</tbody>
</table>

ECON EMAIL FOR:

- **GRAD STUDENTS QUESTIONS:** econgrad@iastate.edu
  - direct graduate students here for their questions and concerns
- **UNDERGRAD STUDENTS QUESTIONS:** econundergrad@iastate.edu
  - any undergrad questions or concerns, or general advising questions
- **GENERAL BUILDING, ORDERING SUPPLIES:** econadmin@iastate.edu
  - for Heady room scheduling, building questions, and supply requests
- **OFFICE ASSISTANCE:** econ-officehelp@iastate.edu
  - Student assistance for general office help
- **IT:** econ-tech@iastate.edu
  - IT support and questions

EMAIL DISTRIBUTION LISTS:

The Economics Department has a number of email distribution lists. You can find a listing of these on the department Intranet Page [https://intranet.econ.iastate.edu/](https://intranet.econ.iastate.edu/). There is a link to this page from the department website (you must be on campus or using VPN to access).